



Board of Trustees Regular Board Meeting

**October 16, 2017
1:30 p.m.**

**ATEC
Masto Conference Center Rooms A & B**

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

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

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

Ends Statements

E-1 Mission

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

Fall 2017 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	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

Fall 2017 Campus Events		
Oct	16	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	21-22	NWAC Volleyball Crossover Tournament, DeVries Activity Center
	26	ASB Halloween Dance; 8:00 p.m.; Masto Conference Center
	27	Volleyball vs. CC of Spokane; 6:00 p.m.; DeVries Activity Center
Nov	3	Volleyball vs. Wenatchee Valley CC; 6:00 p.m.; DeVries Activity Center
	4	Columbia Basin Allied Arts; <i>I AM KING</i> ; 7:00 p.m.; Wallenstien Theater
	9	ASB Bowling Night; 10:00 p.m.; Lake Bowl
	10	Campus Closed in Observance of Veterans' Day
	14	ASB Thanksgiving Lunchfest; 10:30-1:00 p.m.; Masto Conference Center
		Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	20-24	No Classes for Thanksgiving Break



BBCC Students' & Visiting Artist's Collaboration Gets Permanent Home

Three beautiful pieces of tile artwork were hung in the Paul Hirai Fine Arts building on the Big Bend campus. These pieces had their beginning last May when artist Glenn Schwaiger visited campus to mentor students, along with Art Instructors Fran and Rie Palkovic, through the process of making tile art.

With their help, students created two of the pieces made from small and large tiles painted with landscapes, animals, plants, and objects that capture the essence of the Columbia Basin.



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Monday, October 16, 2017, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Juanita Richards
 Chair

Jon Lane
 Vice Chair

Anna Franz, J.D.

Stephen McFadden

Vacant

Terry Leas, Ph.D.
 President

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

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

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

- | | | | |
|-----|-----|--|-----|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran | |
| I | 2. | Introductions – New Employees
Volleyball Team
LDS Stake Counselor Mitch Heaps &
Project Organizer Steven Ashton
AAG Jason Brown
AD Mark Poth – BBCC Hall of Fame | |
| I/A | 3. | Consent Agenda
a. Meeting Minutes August 10, 2017 (A)
b. President’s Activity Update (I)
c. Accreditation & Assessment (I)
d. Student Success (I)
e. Finance & Administration Report (I)
f. Human Resources Report (I)
g. Classified Staff Report (I)
h. Enrollment Report (I)
i. Advisory Committee Lists (A)
j. Public Correspondence (I) | |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
a. ASB President – Marisol Lozano
b. Classified Staff Representative – Barbi Johnson
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 | |
| A | 5. | Proprietary Fund Budgets & Financial Statements – VP Schoonmaker
-----BREAK (if needed)----- | E-5 |
| | | Executive Session | |
| I | 6. | BP8001 Smoking/Tobacco Policy – Exec Director Char Rios | E-6 |
| I | 7. | BP1020 Naming of Facilities Policy – VP Linda Schoonmaker | E-5 |
| A | 8. | Firearms and Weapons WAC – VP Linda Schoonmaker | E-6 |
| A | 9. | Student Code of Conduct WAC – VP Bryce Humpherys | E-6 |
| A | 10. | Transforming Lives Nominee Selection - Trustees | E-3 |
| I | 11. | Board Retreat Agenda | E-1 |
| A | 12. | Assessment of Board Activity – Trustees | E-1 |
| I/A | 13. | Next Regularly Scheduled Board Meeting – Trustees | E-1 |
| I/A | 14. | Miscellaneous – Chair Juanita Richards, President Leas
Adjournment | E-1 |

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

NEXT MEETING REMINDER –October 27 (Retreat); November 14

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: 10/16/17

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting August 10, 2017, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 10, 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

2. Introductions

Maintenance Lead Randy Fish led the pledge of allegiance. He served on an aircraft squadron in the Navy for four years.

Director of Transforming STEM Pathways Heidi Summers introduced Anne Ghinazzi newly hired as the STEM Advising Specialist. She will develop a STEM mentoring program.

VP Bryce Humpherys introduced former Biology Instructor and Faculty Association President Kathleen Duvall as the Dean of Arts & Science. He also introduced Faviola Barbosa from Olympia College as the Dean of Transitional Studies.

Director of Health Education Programs Katherine Christian introduced 2012 BBCC Medical Assistant Graduate Briana Ross as the newly hired Medical Assistant Program Coordinator.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes June 8, 2017 (A); b) President's Update (I); c) Accreditation & Assessment Update (I); d) Student Success (I); e) Finance & Administration (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Update (I).

Motion 17-36 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded the motion, and the motion carried.

4. Remarks

a. ASB updates were provided by Director of Student Activities Kim Jackson. The ASB leadership retreat started off with a white water rafting experience, minus one advisor who needed to conserve her energy for subsequent workshops and trainings. The officers enjoyed the opportunity to spend time getting to know one another and work as a team on the water. All returned happy, unharmed and worn out. The officers learned some fun facts about the college and the campus,

which they can share with new students when they are giving campus tours at the Viking Orientations. A brief overview of Parliamentary Procedure was provided, with more in-depth training planned in November when ASB sponsors its first ASB/Club leadership training workshop.

The officers reviewed the updated ASB Constitution and Bylaws and made a few revisions. They reviewed the ASB mission statement and reviewed their purposeful programming process for events, which includes how they align the ASB mission statement as documenting learning outcomes. ASB will purchase a couple of small iPads for attendees to complete brief post-event surveys to provide event evaluations.

After reviewing the response to a survey question about students' use of planners, ASB determined scaling down the student handbook planner to just the student handbook would be a cost-efficient option.

The group completed their first service project by making animal chew toys out of old t-shirts and donating them to the Daze of Camelot animal rescue here in town.

The officers planned the fall quarter events and are quite eager to see their new project come to light this quarter. They are scheduled to work the week before school starts, completing another service project, working on their group project, receiving diversity training, campus security authority training, and helping with Viking Orientation Sessions.

- b. Classified Staff Representative Barbi Johnson shared news from Classified Staff. The group has completed 203 hours of training since the last of board meeting. They also hosted a program learning experience touring Word Services, Central Stores, Viking Food Pantry, JATP, Commercial Driving, and the Computer Science Program areas. Dr. Humpherys presented training for the group around college initiatives.
- c. Faculty Association President Salah Abed shared news from the faculty. Art Instructor Rie Palkovic is curating a retrospective show of the late Joe Rogers Faculty Emeritus. The show will be held September 15 at the Moses Lake MAC.

Dr. Ryann Leonard reported that the Medical Simulation and Criminal Justice Programs participated in the National Night Out at McCosh Park hosting two crime scenes and demonstrating fingerprint lifting. They also facilitated a mass casualty triage training coordinated with local first responders.

Dr. Dennis Knepp recently published chapters, "Merciful Minerva in a Modern Metropolis" in *Wonder Woman and Philosophy* and "Remembering, Reminding, and Forgetting with Leonard Shelby" in *The Philosophy of Christopher Nolan*.

ESL Instructor Rosemary Parsons shared photos of ESL students exploring financial literacy with a focus on “Banking System.” The students take turns leading the discussions.

As the new President of the Faculty Association, Math Instructor Abed stated that he wants to ensure faculty are well represented. He is passionate about diversity and is part of the Committee on Education, Inclusion, and Diversity (CEID). Instructor Abed also advises the Gay-Straight Alliance Club on campus. Math Instructor Abed shared folded, geared, box projects from his calculus class.

- d. VP Linda Schoonmaker provided an update to the Finance and Administration consent agenda item. She and Athletic Director Mark Poth are working to prepare a cost study on potential soccer fields on campus using volunteer labor.

The Workforce Education Center (WEC, formerly PTEC) and AMT building plans and material samples were on display in the room. VP Schoonmaker announced that she plans to use a survey to gather feedback on some of the interior design choices.

To date, the state legislature has not approved a capital budget. VP Schoonmaker plans to continue the WEC design package process with local funds. This will position BBCC to move forward quickly contingent on an approved capital budget by January or February.

VP Schoonmaker will meet with the FAA and AMT Instructor Dan Moore August 24 to discuss the new AMT building.

Trustee McFadden reported there is potential for a fourth legislative session to be called in October or November.

- e. VP Bryce Humpherys reported there was a spring enrollment data error reported to the SBCTC. Staff are working on the process to ensure that accurate numbers will be shared in the future. There are no funding implications from the inaccuracy at this point. The growth in contract funded FTEs made the number stand out.

Dr. Humpherys reported that the CWU flight program has not offered direct flight training in the past, they provided ground school and other instruction for the students to earn a bachelor’s degree. CWU contracted with third parties to provide flight training. Recently, CWU decided to offer flight instruction, which puts them in direct competition with BBCC. They are also investing in airplanes. VP Humpherys said we encourage BBCC aviation graduates to transfer to CWU to earn their bachelor’s degree. We have an articulation agreement with CWU, and we may pursue articulation agreements with Embry Riddle University and Green River Community College to provide more options for our students. Strengths in our aviation program include students earning their pilot license in

two years rather than four years, the cost to attend BBCC is much lower than a four-year school, and we have the infrastructure for the program in place. We also have a loyal alumni base. BBCC flight instructors teach ground school, and we don't charge students for the ground schools as many other schools do.

To maintain a competitive program, we need to update our fleet with more updated avionics and refine our marketing and outreach strategy. Dr. Humpherys stated he will be meeting with the Dean from CWU to discuss working together rather than in competition. Any partnership needs to be good for BBCC and CWU. There may be interest in a joint legislative request.

Trustee McFadden stated the aviation field is a workforce issue. He has been involved in legislator-driven discussions, and BBCC needs to be proactive and at the forefront rather than subordinate to CWU. We have key staff and a great location for delivering aviation training. Trustee Franz asked about our transfer students. Many of our students have transferred successfully to CWU with some ups and downs. CWU relies on our program giving them quality students.

Aviation Chief Pilot John Marc Swedburg reported the transfer to BBCC was smoother for aviation graduates in the past. With the push for CWU to start their own program, BBCC students are having more trouble transferring. Trustee Franz agreed students should have options.

If BBCC had more resources, more aviation students could be trained to meet the workforce demand.

Dr. Humpherys referenced the recent letter regarding the private accreditation sanction by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation is a stamp of approval that BBCC performs quality work and our diplomas have value. Continuous quality improvement (CQI) is the model used by NWCCU. With the recent changes in the accreditation standards, the NWCCU introduced core themes, which are subsets of the mission. The role of the board's Ends statements are at the policy/core theme level. Objectives further break down the core themes to define the core themes. We measure our progress with indicators tied to each objective. Operational areas of the college perform the core theme objectives, and indicators measure how well the objectives and, ultimately, the core themes are met.

Dr. Humpherys shared a graphic that illustrates how the CQI model works with the college mission, core themes, objectives, and indicators. The strategic plan includes the monitoring reports, evaluation, and action. Assessment is the CQI model in the classroom. Did the students learn? If not, what should change about the classroom experience? Change is implemented and then the assessment cycle continues. Employees need to engage in assessment in all departments, including classrooms, delivering degree programs, general education areas, and student services. Changes implemented impact the budget-request process. One

year from now, we need to show how BBCC's assessment work fed into the institutional planning process. Documented evidence is important to show more than just the decisions made but how decisions are made and implemented.

Dr. Humpherys shared that he has developed a timeline of actions that is being implemented during the 2017-18 academic year. By September there will be an updated annual planning process, including budget planning, strategic planning, and how assessment fits in. Monitoring reports will be presented annually rather than quarterly. Assessment efforts will be undertaken by all employees to ensure full engagement by the institution. Dr. Humpherys expressed that we have the infrastructure and staff in place, and there is no doubt we will reach our goals.

Trustee Anna Franz asked about progress since the recommendation was received in 2012 and clarification of the accreditation standards. A plan was developed and changes to the assessment process were implemented. During the 2015 mid-cycle accreditation visit, it was noted that we had not advanced far enough, which triggered an ad hoc visit. A report written based on the implementation of the current plan and timeline will be submitted to NWCCU in fall of 2018. Dr. Humpherys has spoken with a Vice President at NWCCU who indicated that our plan is very good; now we need to implement the plan.

The accreditation process and standards were completely revamped in 2010. NWCCU does not provide a formulaic approach, each institution defines and interprets the standards individually. It is important to follow the continuous improvement model. Trustee Stephen McFadden referred to the complimentary ad hoc report that was received in the spring. Dr. Humpherys stated it is significant that the Commission accepted our report; they could have rejected or deferred acceptance of BBCC's plan. Trustee McFadden requested an accreditation status report at each board meeting. College-wide engagement is supported by the trustees' engagement. It is also helpful for the trustees to engage with the public to keep them better informed.

Dr. Leas stated the Commission is creating a sense of urgency before our next comprehensive visit in 2020. All NWCCU accredited institutions have been evaluated according to the new standards that were adopted in 2010, which brought CQI to the forefront and raised the importance of assessment and planning. NWCCU is now taking action and imposing sanctions throughout the region.

The trustees agreed to support a letter crafted jointly by the President and the Board Chair in response to the article about BBCC's accreditation status in the *Columbia Basin Herald* to articulate BBCC's accreditation efforts.

- f. VP Kim Garza reported that HR continued to recruit and hire for positions through the summer. New faculty members are arriving on campus and more interviews are scheduled next week.

- g. President Leas provided Foundation Executive Director LeAnne Parton's report in her absence. The Foundation changed the zoning from Public to Light Industrial on 1.73 acres of land donated by Bob Trask. Executive Director Parton has also contacted the Port of Moses Lake about their interest and help with marketing the land.

The Foundation staff prepared the Condo at Silver Sands to sell. It was listed for sale by owner, which saves realtor commissions and the condo sold for the asking price in one day. The closing should take place by the end of August with the proceeds going toward the STEM endowment match.

The Foundation just became owner of a \$250,000 life insurance policy with a cash value of over \$90,000. Regarding a different donor, the Foundation contacted an estate attorney who prepared a will pro-bono for a couple who plan to leave their estate to the Foundation.

Dr. Leas asked if any of the trustees are available and willing to announce table introductions at Star Night on Thursday, October 5, 2017 at 5:00 p.m. Trustees Anna Franz, Jon Lane, and Juanita Richards volunteered to assist during Star Night.

5. 2017-18 Operating Budget

VP Schoonmaker presented the 2017-18 Operating Budget, which is a rollover budget with no new cash allocations. The \$18.1 million in total operating revenue includes two contingency accounts which amount to 2.5% of the budget.

Motion 17-37 Trustee Jon Lane moved to approve the 2017-18 Operating Budget as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

Board Chair Juanita Richards announced a 10-minute break at 2:56 p.m. The meeting was reconvened at 3:08 p.m.

6. Exceptional Faculty Award (EFA) Report

ESL/ABE Instructor Pam Hare presented about her EFA experience visiting WA. D.C. with the *Close Up* Program. She has instructed students working toward GEDs and high school diplomas for 15 years at BBCC. Instructor Hare stated that her class includes U.S. History and the U.S. Constitution, and the Close Up experience provided great information she can use in her classes. Instructor Hare shared a video of her experience learning about civics, visiting museums and art exhibits, and networking with other attendees. She also visited with Congressman Dan Newhouse to promote BBCC.

7. Board Policy for Accessible Technology

Webmaster Jeremy Seda led the effort to create BBCC's Electronic and Information Technology Access (EITA) Plan. He shared background on how the plan was developed from a draft by the University of Montana in collaboration with other staff on campus. Committee members included Director of BBT Rick Sparks, Title V Activity Coordinator/Advising Specialist Jen deLeon, eLearning Coordinator Zach Wellhouse, Dean Daneen Berry-Guerin, and Coordinator of Disability Services/Advisor Loralyn Allen worked on the team. Webmaster Seda shared BBCC's draft policy with the SBCTC, which in turn shared the draft plan with other WA community and technical colleges as a template. The EITA plan will be reviewed twice per year to keep it current.

Motion 17-38

Trustee Jon Lane moved to approve the Electronic and Information Technology Access (EITA) Plan Board Policy as presented. Trustee Anna Franz seconded the motion, and the motion carried.

8. Public Record Revisions

VP Kim Garza shared about the update to the Public Records Request WAC. AAG Catherine Kardong reported all state agencies are going through a similar public records request WAC revision process.

Motion 17-39

Trustee Stephen McFadden moved to approve the revisions to the Public Record Request WAC as presented. Trustee Jon Lane seconded the motion, and the motion carried.

9. Firearms and Weapons WAC

VP Schoonmaker shared that BBCC's Firearms and Weapons WAC was outdated. AAG Catherine Kardong assisted in updating the WAC to coordinate with the Student Conduct Code WAC. Trustee Anna Franz asked if about an option for storing firearms in a vault for dorm residents. The public hearing to accept comments regarding revisions to this WAC is scheduled on Tuesday, August 29, 2017.

10. Student Code of Conduct WAC

The public hearing to accept comments regarding revisions to this WAC is scheduled on Tuesday, August 29, 2017.

Dr. Leas expressed appreciation to Dr. Dawna Haynes and AAG Catherine Kardong for investing much time and energy to update the Firearms and Weapons and the Student Code of Conduct WACs.

11. President's Salary

VP Kim Garza explained that a 2% COLA for all non-represented employees was authorized by the legislature effective July 1, 2017. Board action is required to provide the same 2% COLA increase for the president's salary.

Motion 17-40

Trustee Anna Franz moved to amend the president's contract to increase his salary by 2% to match the COLA increase authorized for all non-represented employees. Trustee Stephen McFadden seconded the motion, and the motion carried.

VP Garza stated that language could be added to the president's contract in October to allow his contract to be updated at the same time as other non-represented employees.

12. Board's Self-Evaluation

Trustee Stephen McFadden reported and he and Board Chair Juanita Richards met with Dr. Leas and Dr. Humpherys to discuss the board self-evaluation process per discussion at the March 13 board meeting. Trustee McFadden said the group discussed adopting an activity reporting template to document the alignment between trustees' activities and the Ends Statements. The documentation will provide evidence for conducting the board's self-evaluation and compliance with an accreditation standard regarding governance. This topic will be discussed during the board retreat in October.

Trustee McFadden referred to the meeting notes on page 54 of the board packet and asked trustees to consider if the descriptor "Ends Statements" could be improved. This topic will also be discussed at the board retreat in October.

13. Assessment of Board Activity

Trustee McFadden reported he attended the BBCC commencement (E-1), North Central Workforce Development Council (E-4), Othello Industry Council Career Fair Planning Meeting with the Othello School District (E-1, E-3, E-4). He will also accompany the Port of Moses Lake on a recruitment trip (E-4).

Trustee Jon Lane reported that he attended BBCC commencement (E-1, E-2). He also discussed the BBCC Athletic Hall of Fame with AD Mark Poth (E-6) and helped the Foundation prepare the condo for selling (E-4). Trustee Lane participated in ACT phone conferences as the past president and asked about programs the trustees would like to see at the next ACT meeting. Lastly, Trustee Lane announced that he will attend the ACCT Conference in September.

Trustee Anna Franz reported that she attended commencement and the Nurses' Pinning Ceremony. She also made legislative contacts.

Board Chair Juanita Richards reported that she attended commencement, the board self-evaluation meeting, the Financial Audit Exit Conference, and a Foundation meeting.

14. Next Regular Meeting

Due to scheduling conflicts, the next three board meetings will be rescheduled.

Motion 17-41

Trustee Jon Lane moved to reschedule the October 5 meeting to October 16, reschedule the November 16 meeting to November 14, and reschedule the December 21 meeting to December 14. Trustee Anna Franz seconded the motion, and the motion carried.

15. Miscellaneous

Dr. Leas reported that he was invited to an all-expense-paid ATD Financial Security Field Convening Event in July. During the event he learned and brainstormed with other leaders about how to help financial insecure students.

Dr. Leas shared that he was invited to attend the Senate Democratic Rules Summit in WA DC September 13 to discuss the needs of rural communities.

Lastly, Dr. Leas reported that Gary Chandler (Foundation Member) and Kris Johnson from the Association of WA Businesses (AWB) confirmed that their Rural Jobs Summit will be held at BBCC, October 24. Rural WA senators and representatives, community members, and industry leaders will attend the Summit.

The meeting adjourned at 4:10 p.m.

Chair, Juanita Richards

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from July 31, to October 6, 2017, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

7/31/17	Employee Evaluation	Supervision	BBCC	
	Transforming Lives Meeting	Planning	BBCC	
	CBIS Strategies	Planning	BBCC	
8/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Review Draft Agenda with Board Chair	Governance	Moses Lake	Juanita Richards
	Employee Evaluation	Supervision	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
	Employee Evaluation	Supervision	BBCC	
8/02/17	Update Human Resource Management Commission	System Support	Spokane	
8/03-04/17	CTC Leadership Development Conference	Professional Development	Spokane	
8/07/17	Jeanne Clery Survey	Inclusion & Climate	BBCC	
	Joe Rogers Trail Update	Community Engagement	BBCC	
	Meet Title V Director Candidate	Feedback	BBCC	
	Transformational College Discussion	New Employee Orientation	BBCC	
	Meet Flight Instructor Candidate	Feedback	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Meet Director of Title V PAHP Candidate	Feedback	BBCC	
8/08/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
	Mass Casualty Incident Training	Inclusion & Climate Community Engagement	BBCC	
	Transformational College Discussion	New Employee Orientation	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	

8/09/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	Rotary Backpack Stuffing Project	Community Engagement	Moses Lake	
8/10/17	Employee Evaluation	Supervision	BBCC	
	Board of Trustees Meeting	Governance	BBCC	
8/11/17	Meeting with CEID	Inclusion & Climate	BBCC	
	Review Grant Proposal	Collaboration	BBCC	
8/14/17	Meet ABE/ESL Instructor Candidate (x4)	Feedback	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Port of Moses Lake Director	Community Engagement	BBCC	
8/15/17	Shared Governance Council Meeting	Collaboration	BBCC	
	Phi Theta Kappa Officers	Student Success	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
	AWB Executives	Community Engagement	Moses Lake	
8/16/17	Cabinet Strategic Planning Retreat	Collaboration & Strategic Planning	Moses Lake	
8/17/17	Meet Potential Trustees	Governance	Ephrata	
	Meet Interim Biology Instructor Candidate	Feedback	BBCC	
8/18/17	Workforce Education Discussion	Collaboration	BBCC	
	Volleyball Games	Student Success	BBCC	
8/24/17	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	Moses Lake	
	Chamber of Commerce			

	Consultants	Community Engagement	BBCC	
	Birthday Lunch	Employee Celebration	Moses Lake	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
8/25/17	Meet Rep Tom Dent UAS Program	Program Support	BBCC	
	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
8/28/17	Director of Communications Matt Killebrew	Collaboration	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	STEM Grant IMT	Collaboration	BBCC	
8/29/17	WAC Public Hearings	Transparency	BBCC	
	Senator Murray's Rural Focused Listening Tour	Community Engagement	Port of Benton	
	Meet Recruitment Coordinator/Softball Coach Candidate	Feedback	BBCC	
8/30/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	WACTC Conference Call	System Support	BBCC	
	Review Deans' Academy Experience	Employee Support	BBCC	
	Discuss TRIO Candidates	Feedback	BBCC	
8/31/17	Phone Interview with Recruitment Coordinator Candidate	Feedback	BBCC	
	Bilingual Educator Initiative Meeting	Student Success	BBCC	
	Community Member Discussion	Community Engagement	BBCC	
	Discuss TRIO Candidates	Feedback	BBCC	

	Donation Discussion	Integrity & Stewardship	BBCC	
	Phi Theta Kappa Officers	Student Success	BBCC	
9/06/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Welcome Nursing Students	Student Success	BBCC	
	Volleyball Game	Student Success	BBCC	
9/07/17	Central Basin Healthcare Partnership Launch	Community Engagement	Moses Lake	
	Title V Team Meeting	Program Support	BBCC	
	Nancy Warner (Initiative for Rural Innovation & Stewardship) Tour	Community Engagement	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Volleyball Games	Student Success	BBCC	
9/08/17	Shared Governance Council	Collaboration	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
9/11/17	Back to School Breakfast In-Service	Excellence in Teaching & Learning	BBCC	
9/12/17	One Stop Partner Meeting	Community Engagement	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
	Adjunct Faculty In-Service Welcome	Excellence in Teaching & Learning	BBCC	
9/13/17	Employment Security Dept Meeting	Community Engagement	Port of Moses Lake	
	Transforming Lives Meeting	Student Success	BBCC	
9/14/17	Vision Statement Discussion	Collaboration	BBCC	
	Job Corps Luncheon	Community Engagement	BBCC	
	Director of Communications			

	Matt Killebrew	Collaboration	BBCC	
9/15/17	Clery CSA Training	Inclusion & Climate	BBCC	
	I Fiber News Video	College Promotion	BBCC	
	Branding Updates	Collaboration	BBCC	
9/18/17	Visit with Faculty/Staff	Collaboration	BBCC	
	Mitsubishi STEM Meeting	Pre-Planning	BBCC	
9/19/17	One-Stop Shop Discussion	Community Engagement	BBCC	
	AeroTECH CEO Lee Human	Community Engagement	BBCC	
	Financial Aid Recertification	Integrity & Stewardship	BBCC	
	Rotary Scholarship Foundation Board Meeting	Community Engagement	Moses Lake	
9/20/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
9/21/17	Samaritan Healthcare Strategy & Finance Committee Meeting	Community Engagement	BBCC	
9/23/17	Hall of Fame Recognition Dinner	Student Success Community Engagement	BBCC	
9/25/17	Self-Evaluation	Governance	BBCC	
9/26/17	Cabinet Meeting	Governance	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Transforming Lives Meeting	Student Success	BBCC	
	Welcome Athletes Event	Student Success	BBCC	
9/27/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Board Agenda Review	Preparation	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	Volleyball Games	Student Success	BBCC	

9/28/17	Naming Opportunities	Integrity & Stewardship	BBCC	
	Americorps Update	Program Support	BBCC	
9/29/17	AeroTEC CEO Lee Human	Collaboration	BBCC	
	Funeral	Employee Support	Ephrata	
10/02/17	WACTC Member Phone Call	System Support	BBCC	
	Tobacco Free Discussion	Inclusion & Climate	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
10/03/17	Board Agenda Review	Governance	Moses Lake	Board Chair Juanita Richards
	Rotary Board Meeting, District Governor	Community Engagement	Moses Lake	
10/04/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Tobacco Task Force	Inclusion & Climate	BBCC	
10/05-06/17	WACTC Meetings	System Support	Wenatchee Valley College	

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation & Assessment

The college has developed and is implementing a detailed plan to fully address Recommendation #2* received by the Northwest Commission on Colleges and Universities (NWCCU). This plan incorporates annual planning, budgeting and assessment of student learning processes into one comprehensive annual planning process. The major steps in the process are listed in the table on the next two pages. The process identifies key actions that must be done throughout the year in order to implement the process. The first major steps in the process are for faculty, staff, and administrators to develop action plans for this academic year that outlines specific activities to be accomplished. As you can see from the checked boxes on the next pages, these steps have all been completed. College employees are engaged in preparing for the next steps in the process.

*Recommendation 2

“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)”

Prepared by VP Bryce Humpherys.

RECOMMENDATION:

None.

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

February	March	April	May	June	July/August
<ul style="list-style-type: none"> <input type="checkbox"/> Departments complete and submit Annual Planning & Budgeting Worksheets <input type="checkbox"/> Winter In-service – Faculty complete & submit assessment reports and budget request 	<ul style="list-style-type: none"> <input type="checkbox"/> Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success 	<ul style="list-style-type: none"> <input type="checkbox"/> Cabinet members submit budget requests <input type="checkbox"/> Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year <input type="checkbox"/> Budget Taskforce/Committee provides feedback on budget requests 	<ul style="list-style-type: none"> <input type="checkbox"/> Spring In-service – Faculty submit assessment reports & annual accomplishments <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success <input type="checkbox"/> Departments submit annual accomplishments & goals for next year <input type="checkbox"/> Strategic Priority Groups summarize work from the year and identify next steps for following year <input type="checkbox"/> Vice President of Learning & Student Success prepares final draft of 2018-2020 Strategic Plan <input type="checkbox"/> Cabinet makes mission fulfillment evaluation decision 	<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team makes final decisions on budget requests (if State allocation is known) <input type="checkbox"/> IR disseminates final Monitoring Report <p>Cabinet recommends for approval by the BOT,</p> <ul style="list-style-type: none"> <input type="checkbox"/> - Final monitoring report <input type="checkbox"/> - Updated Strategic Plan <p>Board of Trustees adopts</p> <ul style="list-style-type: none"> <input type="checkbox"/> - Budget for next year <input type="checkbox"/> - Final Monitoring Report <input type="checkbox"/> - Updated Strategic Plan <ul style="list-style-type: none"> <input type="checkbox"/> Departments determine changes to department indicators for following year 	<ul style="list-style-type: none"> <input type="checkbox"/> Cabinet members complete 2018-19 work plans

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

d. Student Success Update

Research at the national, state, and local level shows that the less academically prepared students are and the more time they spend in developmental math and/or English classes, the less likely they are to complete their programs of study. One strategy colleges use to address this issue is to shorten the amount of time students spend in developmental classes and accelerate the progress to begin enrolling in college level courses. The Big Bend Emporium math project was a successful effort to reduce the amount of time students spend in developmental math. This fall the college is engaged in two academic I-BEST pilot projects designed to help students reduce the amount of time they spend in developmental English. The term I-BEST stands for Integrated Basic Education Skills Training. When taught in an I-BEST model, math or English instruction is contextualized with material from another class. In the two BBCC I-BEST pilots this fall, the English courses are contextualized with social science and humanities content.

Prepared by VP Bryce Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

e. Finance & Administration Update

ctcLink Update: Another common process development (this is the 5th) workshop will be held later this week for class scheduling. Remediation continues, with SBCTC reporting almost 90% complete at end of September.

Facilities Master Plan: With the relocation of PTEC to a different location than the one reflected in our current Facilities Master Plan (FMP), we need an update to our FMP.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): Construction document preparation continues, even without a Legislative approved Capital Budget. Our goal remains to be ready to go out for bid for a contractor by February 2018.

We met with the FAA and Dan Moore (AMT Instructor) on August 24 to review the plans for the AMT building. During our discussion of the temporary location for AMT in the Auto building while the new AMT building was being built, it was suggested by the FAA and then agreed to by all present that the new AMT building will be located where the current Automotive bldg. is instead of moving AMT to the temporary location first and then into the new building. This way they only have to move from their current building into their new building, which minimizes disruption and cost.

We received notice of approval for our requested height variance (over 35 feet requires a variance with the County) on September 19.

Building 2000, Gymnasium, “Wiggly Wall,” 2nd Floor Balcony: The work is completed.

History:

Professional Technical Education Center (New Building):

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

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

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

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

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

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

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

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

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

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

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

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

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony:

8/10/2017: The wall is reinforced; the poles and railing pieces are installed, waiting for the glass panels to arrive so that they too may be installed. Contractor expects glass panels to arrive in the next couple of weeks.

6/8/2017: The contract has been signed with Centennial Construction. The contractor is planning to brace the existing half wall around the east side and replace the pipe railings with the glass railing. The schedule in the contract is start work by June 22nd and complete the work by August 18th. The timing is most dependent on the railing delivery itself and not the installation.

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

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

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

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

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

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

UAS Classroom remodel Bldg 4100:

8/10/2017: Work is completed.

6/8/2017: The remodel work on the two classrooms is scheduled to be complete before June 30th.

4/28/2017: Two classroom spaces will be remodeled on the south side of building 4100 to accommodate the needs of the Unmanned Aircrafts Systems program.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources

BACKGROUND:

Recruitment & Selection:

Trudie Roy accepted the Professional Studies Lab Coordinator position. Trudie replaces Tom Willingham, who accepted a position in the Transforming STEM Pathways grant. Trudie started her new position on September 1.

Aaron Linthicum accepted a Flight Instructor position. This position replaces Greg Crane who left BBCC in 2014. Aaron started his new position on September 11.

Lina Shehu Neel accepted the ABE/ESL/HS21+ Instructor position. This position replaces Valerie Wade who retired in June. Lina started her new position on September 11.

Carina Viveros accepted the TRiO Academic Advisor position. This position replaces Rita Ramirez who was promoted in June. Carina started work at BBCC on September 5.

Leah VanderStoep accepted the Administrative Assistant 2 position in the Transitional Studies Division. This position replaces Hope Gamez who left BBCC at the end of June. Leah started her new position on September 18.

Josh Bjorge accepted the position of Custodian 1 in the M & O Department. This position replaces Petr Radchishin who retired in August. Josh started his new position on August 17.

Christy Welch accepted the Interim Biology Instructor position. This is a one-year position replacing Kathleen Duvall. The recruitment for the permanent position will begin in 2018. Christy has been working as Associate Faculty at BBCC and began her full-time work on September 11.

Michael Garoutte accepted the Recruitment Coordinator/Head Softball Coach position. This is a new admin/exempt position. Mike started work at BBCC on September 7.

Interviews for the following positions have been scheduled.

STEM Center/Emporium Lab Coord.	September 29
Director of Title V PAHP Grant	October 13

The following search is currently open:

- UAS Operations Coordinator

Retention:

Our turnover rate for the month of August was 1.622%. Our 2017 YTD rate is 8.416%. Our goal for 2017 is to have a turnover rate of 19% or less. This benchmark represents the 2016 average turnover across all industries. The turnover rate for calendar year 2016 was 11.871%.

There were 3 separations for the month of August. The reasons for the separations include 2-Resignations/New Job and 1-Retirement.

For the calendar year January through August 2017, there have been 16 separations. The reasons include 9-Retirement, 2-Resignation/Personal Reasons, 3-Resignations/New Job, and 2-Involuntary separations.

Title IX:

On September 22, 2017, the US Department of Education issued new interim guidance on campus sexual misconduct.

We don't anticipate any changes in how BBCC will respond to complaints that fall under Title IX. The process outlined in AP 6115, *Prohibition of Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Stalking, and Retaliation*, meets the new, interim guidelines published by the Department of Education.

The two biggest changes in the September 22nd guidelines pertain to the 60-day requirement for completing an investigation and the standard of proof used by colleges in investigations. BBCC's current policy states, "the investigation shall be concluded within a reasonable time, normally sixty (60) days, barring exigent circumstances." This statement is still valid, and we will do our best to complete investigations in a timely manner.

The interim guidelines allow colleges to continue to use a "preponderance of evidence" standard or move to a "clear and convincing evidence" standard. BBCC will continue to use the "preponderance of evidence" standard outlined in our procedure.

Secretary DeVos and the department are seeking public comment on a permanent set of rules. As the rule-making process moves forward, we will have a better idea of how we may need to modify our policy and process.

Our existing policy and procedure also align with the Clery Act, VAWA, and the Campus SaVE Act. The September 22nd announcement by the Department of Education does not change our responsibilities under those laws.

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

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

- g. Classified Staff Report

BACKGROUND:

Current Membership as of October 2017

<u>Lead Roles:</u> Barb Collins, Ex Officio Alicia Wallace, Co-chair Lead Barbi Johnson, Co-chair Assistant Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev
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The STAR Committee focus is to provide training for all members, so they are ready for a lead role on committees they serve. We are researching webinar and short trainings to use for this purpose. We have also developed a rotation schedule, so two committee members can attend all Shared Governance meetings.

We have not completed the 2017-18 training calendar but have reviewed the evaluation comments to determine if we repeat or expand topics from 2016-17. We have also communicated with department directors for any other specific topics we can add to the schedule.

2017-2018 TRAININGS:

The following is for the period of July 1 to August 31, 2017, and any unreported training for May to July. Classified staff training hours logged is 169.5 hours. Employees participated in STAR Committee-hosted events or other trainings for professional or personal development through online webinars, statewide conferences or completed college credits and/or degree.

The STAR Committee hosted a workshop on July 27, "Bridging the Gap between Classified Staff and Admin/Exempt Roles" by Dr. Dawna Haynes, Dean of Student Services. Due to renovation updates to the aviation building, the Program Learning Experience for August was postponed until November.

On October 12, Dr. Humpherys will facilitate a follow-up workshop to the June 22; "Understanding the jargon 1.2; can you interpret the data?" training. There are two time options and all campus personnel are invited. The workshop will include a discussion of continuous improvements at BBCC.

STAR Committee Trainings	Date(s)	Participants	Location
Bridging the Gap Between Classified Staff and Admin/Exempt Roles	7/27	13	BBCC Campus

Other Training Reported	Date(s)	Participants	Location
Associate Transfer Degree Credits	Summer 2017	1	BBCC
Bachelor Degree Completion	Summer 2017	1	WGU Online
IPEDS – Foundations for Inst. Comparisons	7/7	1	Webinar
OSHA Hazard Communication Standards	7/5	1	BCC Webinar
Student Service Cross Training	July	4	BBCC Campus
Student Service Cross Training	August	4	BBCC Campus
STTACC Conference	8/9-10	6	Skagit Valley College
Hazardous Material Transp. Rev.	8/10	1	Webinar
WPEA Training #2	8/15	1	BBCC Campus
Making Quick Work of Refund Selection	8/16	1	Webinar
USDA Annual Training	8/27	1	Yakima
Smarter Mealtimes	8/30	2	BBCC Campus
SCI Workshop	8/30	1	CWU

COMMUNITY SERVICE PROJECT:

To collect additional donations for the Grant/Adams Foster Families, we extended the summer quarter project to September 29. Their greatest need was for their clothing closet: packaged socks, underwear for all sizes, and diapers for infant to toddler. The STAR Committee appreciates the contributions from campus personnel and students. Final details are still pending for the next service project, which will be shared soon.

OTHER:

The 2017 recipient for the Exemplary Staff Award at the STTACC Conference was CarlaLouise Christian. The STTACC Board selected Barbara Collins for a second term as the Region D Coordinator.

The STTACC Board focus for 2018-19 is mentoring, coaching, and training individuals for future leadership roles within the individual colleges and for STTACC. Barbara is the liaison for STTACC to Big Bend, Columbia Basin, Spokane Community, Spokane Falls, Spokane District, Walla Walla and Yakima Community Colleges.

Wenatchee Valley College will host the 2018 conference. Procedures and processes are in place, and the STTACC Board will mentor their planning team throughout the year. The STTACC Board also hopes to complete the updated features on the website at their fall meeting. One feature they are happy to add is a training resource link that will include a variety of webinar topics.

Prepared by Barbi Johnson and Barbara Collins

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of Aug 31, 2017, we have collected \$1,189,914 or 29.7% of the budgeted amount. As of Aug 31, 2016, we had collected \$1,179,125 or 28.1%.

Enrollment is down, compared to last year, and although Running Start enrollment is also slightly lower than last fall, it continues to grow as a share of total enrollment. Last year at this time, Running Start enrollment was 17% of the total. This year it is 19%.

There is a significant increase in Adult Basic Education. This reflects a noticeable increase in the number of students enrolled in developmental English and math classes. We currently have 176 students in developmental English, versus 126 last fall, and 462 in developmental math, versus 387 last fall.

TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of Aug 31	\$1,189,914	\$1,179,125
As a % of annual budget	29.7%	28.1%
Left to collect to meet budget target	\$2,810,086	\$3,020,875

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

FALL 10TH DAY ENROLLMENT REPORT

HEADCOUNTS

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
<u>ETHNIC ORIGIN</u>								
Amer. Indian/Alaska Ntv	19	26	30	23	27	29	26	17
Asian/Pacific Islander	53	43	45	38	38	28	25	31
Black	30	34	32	45	28	38	38	39
Hispanic	775	897	768	732	638	619	706	746
White	1,225	1,459	1,226	1,224	1,211	1,140	1,146	1,358
Other/Unknown	14	18	125	146	87	109	118	166

SEX

Female	1,156	1,376	1,209	1,169	1,171	1,102	1,192	1,349
Male	959	1,065	1,017	1,032	853	831	867	1,007
Not Coded	1	2	0	7	5	30	0	1

STUDENT STATUS

Full-time (12 or more crs)	1,471	1,480	1,517	1,470	1,480	1,368	1,467	1,644
Part-time (less than 12 crs)	645	963	709	738	549	595	592	713
Percent full-time	69.5%	60.6	68.1	66.6	72.9	69.7	71.2	69.7

TOTAL HEADCOUNT **2,116** **2,443** **2,226** **2,208** **2,029** **1,963** **2,059** **2,357**

Running Start	401	419	369	355	213	165	168	151
International	7	9	10	9	4	2	7	5

STATE FUNDED FTES

ABE/ESL	224.5	138.8	119.1	73.3	25.5	71.8	78.8	84.2
Academic	720.5	934.5	905.9	907.4	957.8	869.6	930.2	1,035.2
Professional/Technical	470.0	485	510.6	532.8	557.1	561.3	562.6	621.9
TOTAL STATE FTES	1415.0	1558.3	1535.6	1513.5	1540.4	1502.7	1,571.6	1,741.3

Running Start	373.4
State employee waivers	3.3
Senior waivers	3.0
Grant/contract funded	2.1
Community service	1.2
TOTAL FTEs	1,798.0

SUMMER FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>2017</u>	<u>% Change</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	5	-37%	8	8	9	12	8
Asian/Pacific Islander	12	-40%	20	15	14	19	9
Black	10		10	9	8	12	16
Hispanic	241	-7%	260	221	202	198	199
White	343	-26%	463	374	381	407	353
Other/Unknown	84	-29%	119	48	37	7	40
<u>SEX</u>							
Female	401	-23%	522	374	362	393	397
Male	291	-18%	356	300	289	257	228
Not Coded	3		2	1	0	5	0
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	85	-37%	135	147	111	151	129
Part-time (less than 12 crs)	610	-18%	745	528	540	504	496
Percent full-time	12.2		15.3	21.7	17.1	23.1	20.1
<u>BY FUNDING SOURCE</u>							
State	645	-8%	700	655	620	622	599
Shared Funding							
Grant/Contract	30	-81%	154	0	11	30	26
Community Service	20	-23%	26	20	20	3	0
<u>BY TIME/LOCATION</u>							
On-Campus Day	414	-12%	472	483	453	444	471
On-Campus Evening	19	-73%	71	9	28	59	29
Off-Campus Day/Online	262	-17%	317	178	150	152	125
Off-Campus Evening	0		20	5	20	0	0
TOTAL HEADCOUNT	695	-21%	880	675	651	655	625
Running Start	0		0	0	0	0	0
International	4	-50%	8	5	4	4	1

SUMMER FTES

	<u>2017</u>	<u>% change</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
<u>STATE FUNDED</u>							
ABE/ESL	53.7	70.50%	31.5	20.7	11.8	28.1	21.4
Academic	166.0	-22.90%	215.3	232.3	195.1	192.2	172.0
Occupational	98.8	-18.70%	121.6	107.8	107.1	117.0	121.8
TOTAL STATE FTES	318.5	-13.55%	368.4	360.8	314.0	337.3	315.2
<u>OTHER FTES</u>							
Community Service	0.6	-45.50%	1.1	0.3	0.3	0	0
Contract Funded	1.7	-46.90%	3.2	0	0.3	10.1	9.5
Other (Employ., Sr. Cit.)	2.7	-6.90%	2.9	4.5	3.5	3.0	3.5
GRAND TOTAL FTES	323.5	-13.87%	375.6	365.6	318.1	350.4	328.2

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #3: CONSENT AGENDA (for action)

- i. Advisory Committee Membership

BACKGROUND:

The 2017-18 Advisory Committee List for the Professional Technical programs at Big Bend Community College is attached for the board's approval.

RECOMMENDATION:

None.

Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda
Accounting Technology	Grant Co. PUD	Ginna	Fontaine
Accounting Technology	Central Washington Concrete	Vicki	Heaps
Accounting Technology	Ephrata High School	Maggie	Killinger
Accounting Technology	Lakeside Optical	Cheryl	Aguilar
Accounting Technology	CliftonLarsonAllen	Donna	Goude
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock

Agriculture Technology	CBTech	Christine	Armstrong
Agriculture Technology	Big Bend Community College	Daneen	Berry-Guerin
Agriculture Technology	Oneonta Star Ranch Grower	Jeff	Cleveringa
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling
Agriculture Technology	Simplot	Andy	Erickson
Agriculture Technology	Stokrose Farms	Shanna	Golladay
Agriculture Technology	Othello High School	Jennifer	Mason
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer
Agriculture Technology	WorkSource	Lorenzo	Rodriguez
Agriculture Technology	Sandmann Farms	Donna	Sandmann
Agriculture Technology	National Frozen Foods	Lennette	Schmidt
Agriculture Technology	Sieverkropp Farms	Bill	Sieverkropp
Agriculture Technology	BCC	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 Aviation	David	Bumgardner
Aviation Maintenance Technology	Aviation Technical Services	William	Mallory
Aviation Maintenance Technology	AeroTec	Ryan	Sexauer
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton
Business Information Management	Samaritan Healthcare	Lisa	Dodson
Business Information Management	SkillSource	Emily	Anderson
Business Information Management	Million Air Moses Lake	Tammy	Johnson
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	Gary	Baker
Computer Science	Moses Lake Industries/BBCC	Mark	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	Quincy Police Department	Chief Bob	Heimbach
Criminal Justice	Grant County Juvenile	Garth	Kofoed
Criminal Justice	Moses Lake Police Department	Curt	Ledeboer
Criminal Justice	Grant County Community Corrections	Jon	Matchette
Criminal Justice	Wa. State Patrol Office	Brian	Moore
Criminal Justice	Moses Lake Police Department	Adam	Munro
Criminal Justice	Grant County Sheriff's Office	Rick	Pitt
Criminal Justice	CBTECH Program Coordinator	Dave	Ruffin
Criminal Justice	Grant County Juvenile	Michelle	Slininger
Criminal Justice	Moses Lake Police Department	Captain Mike	Williams
Criminal Justice	Washington State Patrol Office	Darren	Wright

Early Childhood Education	MLSD B-3 Child Care Aware Little Sunshine	Jamie	Camp
Early Childhood Education	Childcare	Jan	Dosh
Early Childhood Education	FSGC (Head Start)	Jennifer	Downer
Early Childhood Education	MLSD-High School	Crystal	Kast
Early Childhood Education	Inspire-Moses Lake	Maribel	Martinez
Early Childhood Education	MLSD B-3	Sharon	Lange
Early Childhood Education	Little Sunshine Childcare Center	Laura	Oronia
Early Childhood Education	DEL	Melissa	Payne
Early Childhood Education	BBCC Learning Center Child Care	Angela	Weber
<hr/>			
Industrial Systems Technology	JR Simplot	Mark	Blazer
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
Industrial Systems Technology	Columbia Electric	Dwight	Summers
<hr/>			
Medical Assistant	SkillSource	Emily	Anderson
Medical Assistant	Samaritan Hospital	Jennifer	DeHoog
Medical Assistant	Confluence Health	Wendy	Hanover
Medical Assistant	Columbia Basin Health Association	Jennifer	Harris
Medical Assistant	Confluence Health	Kimberly	Molendyk
Medical Assistant	Samaritan Clinic	Nicole	Tabert
Medical Assistant	Confluence Health	Casey	Vogt
<hr/>			
Nursing	SkillSource	Emily	Anderson
Nursing	Othello Community Hospital	Tina	Bernsen
Nursing	Assured Home Health	Bryce	Cox
Nursing	Assured Hospice	Jennifer	Gardner
Nursing	Samaritan Healthcare	Shelley	Gay

Nursing	Othello Community Hospital	Rhonda	Golladay
Nursing	East Adams Rural Healthcare	Brenda	Herr
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	Columbia Basin Hospital	Vicki	Polhamus
Nursing	Quincy Valley Medical Center	Marissa	Villela
Nursing	Confluence Health	Casey	Vogt
Simulation Technician	Basin Family Chiropractic	Steven	Ausere
Simulation Technician	Core Busines Developers	Scott	Brown
Simulation Technician	Monroe House	Linda	Edwards
Simulation Technician	CB Tech Program Director	Mistinique	Fuller
Simulation Technician	Samaritan Healthcare	Robert	Huit
Simulation Technician	Moses Lake Fire Department	Pete	Kunjara
Simulation Technician	Samaritan Hospital	Paulena	Motzkus
Simulation Technician	Samaritan Healthcare	Kristen	McCrae
Simulation Technician	Medcor Health Services	Sandy	Millspaugh
Simulation Technician	REC Silicon	Steven	Millspaugh
Simulation Technician	Ohs Engineering	Daniel	Ohs
Simulation Technician	Laerdal	Glenn	Ostrem
Simulation Technician	Laerdal	Jon	Rayfield
Simulation Technician	Moses Lake Fire Department	Todd	Schanze
STEM	Lineage Logistics	Dan	DaSilva
STEM	SGL	Erik	Garza
STEM	Columbia NW Engineering	Del	Green
STEM	SGL	Annette	Herup
STEM	Chemi-Con Materials Corp	Stela	Heuschkel
STEM	Genie Industries	Mike	Kehler
STEM	Microsoft Data Center	Jaymes	Kirkham
STEM	Simplot	Mark	Knight
STEM	National Frozen Foods	Mark	Koreis
STEM	REC Silicon	Sergue	Lapryntsev
STEM	Akzo Nobel	Dan	Lebbin

STEM	C.B. Tech Skills Center	Brian	Meiners
STEM	Olympic Steel	Tom	Neil
STEM	REC Silicon	Sharon	Palmerton
STEM	National Frozen Foods	Lennette	Schmidt
UAS	Port of Moses Lake	Greg	Becken
UAS	Aviation	Alan	Bly
UAS		Hollen	Day
UAS	CHS Sun Basin	Ted	Freeman
UAS	Millionaire	Larry	Godden
UAS	Grant Co. Sheriff	Darrik	Gregg
UAS	Port of Moses Lake	Richard	Hanover
UAS	Saddle Mountain Supply	Val	Iverson
UAS	Grant Co. Sheriff	Ken	Jones
UAS	Port of Moses Lake	Rich	Mueller
UAS	EDC	Allen	Peterson
UAS	Qualls Agricultural Lab	Mick	Qualls
UAS	NA. Assoc. of Conservation Districts	Wade	Troutman
UAS	Advanced Aviation	Brad	Ward
Welding Technology	JR Simplot	Bob	Hunter
Welding Technology	Bechtel National, Inc	Jorge	Cabello
Welding Technology	Basic American Foods	Jim	Craghead
Welding Technology	Columbia Basin Job Corps	Gina	Cutts
Welding Technology	Genie Industries	Rick	Volk
Welding Technology	Pacific Norhtwest Ironworkers	Andrew	Phillipson
Welding Technology	Laserfab	Tom	Neil
Welding Technology	Moses Lake High School	Chad	Utter
Welding Technology	Energy Solutions	Jim	Berkey
Welding Technology	JR Simplot	Mark	Blazer
Welding Technology	A-L Compressed Gasses	Ryan	Porter
Welding Technology	Oxarc	Robert	Weedmark
Welding Technology	Genie Industries	Jeff	Jensen
Welding Technology	Genie Industries	Jennifer	Hill
Welding Technology	Hanson Worldwide	Clark	Thomas
Welding Technology	REC Silicon	Gary	Koeppel
Welding Technology	Bechtel National, Inc	David	Koch

Welding Technology	Norco, Inc	Joey	Vail
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Marty	Gregg
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Pete	Nacacio
Worker Retraining	WorkSource	Todd	Wurl
Worker Retraining	Adams County Dev. Council	Julie	Flyckt
Worker Retraining	SkillSource	Dave	Peterson

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #5: 2017-18 Proprietary Funds Budget & Financial Statements (for action)

BACKGROUND:

The 2017-18 Proprietary Funds Budget & Financial Statements will be presented to the Board.

RECOMMENDATION:

President Leas and VP Schoonmaker recommend approval of the 2017-18 Proprietary Funds Budget & Financial Statements.

**ASB
2017-2018**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Actual</u> <u>2016-2017</u>	<u>Projected</u> <u>2017-2018</u>
S & A FEE	239,775	273,651	231,918	222,600
OTHER REVENUE:				
ASB	11,620	12,065	14,637	14,000
CLUBS	11,424	15,895	17,296	15,000
TOTAL OTHER REVENUE	<u>23,044</u>	<u>27,960</u>	<u>31,933</u>	<u>29,000</u>
TOTAL REVENUE	262,819	301,611	263,851	251,600
EXPENDITURES:				
SALARIES	80,068	71,421	67,263	68,500
BENEFITS	8,162	19,575	17,788	14,760
GOODS & SERVICES	114,658	148,091	147,777	115,709
TRAVEL	19,073	20,422	23,653	20,130
EQUIPMENT	5,283	0	0	0
CLUBS	31,142	36,214	37,837	32,501
TOTAL EXPENDITURES	<u>258,386</u>	<u>295,723</u>	<u>294,318</u>	<u>251,600</u>
INCREASE/DECREASE FUND BALANCE	<u>4,433</u>	<u>5,888</u>	<u>-30,467</u>	<u>0</u>
ENDING CASH BALANCE	421,250	390,159	347,871	

**ATHLETICS
2017-2018**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Actual</u> <u>2016-2017</u>	<u>Projected</u> <u>2017-2018</u>
REVENUE FROM S & A FEES:	247,275	229,433	254,005	243,800
OTHER REVENUE:				
ATHLETIC GENERAL	16,918	39,693	39,671	38,100
TEAM REVENUE	60,689	79,129	49,056	113,469
TOTAL OTHER REVENUE	<u>77,607</u>	<u>118,822</u>	<u>88,727</u>	<u>151,569</u>
TOTAL REVENUE	324,882	348,255	342,732	395,369
EXPENDITURES:				
ATHLETIC GENERAL	161,093	171,286	166,358	247,869
TEAM EXPENDITURES	174,864	180,100	195,596	147,500
TOTAL ATHLETIC EXPENDITURES	<u>335,957</u>	<u>351,386</u>	<u>361,954</u>	<u>395,369</u>
INCREASE/DECREASE FUND BALANCE	<u>-11,075</u>	<u>-3,131</u>	<u>-19,222</u>	<u>0</u>
ENDING CASH BALANCE	43,117	39,992	13,478	

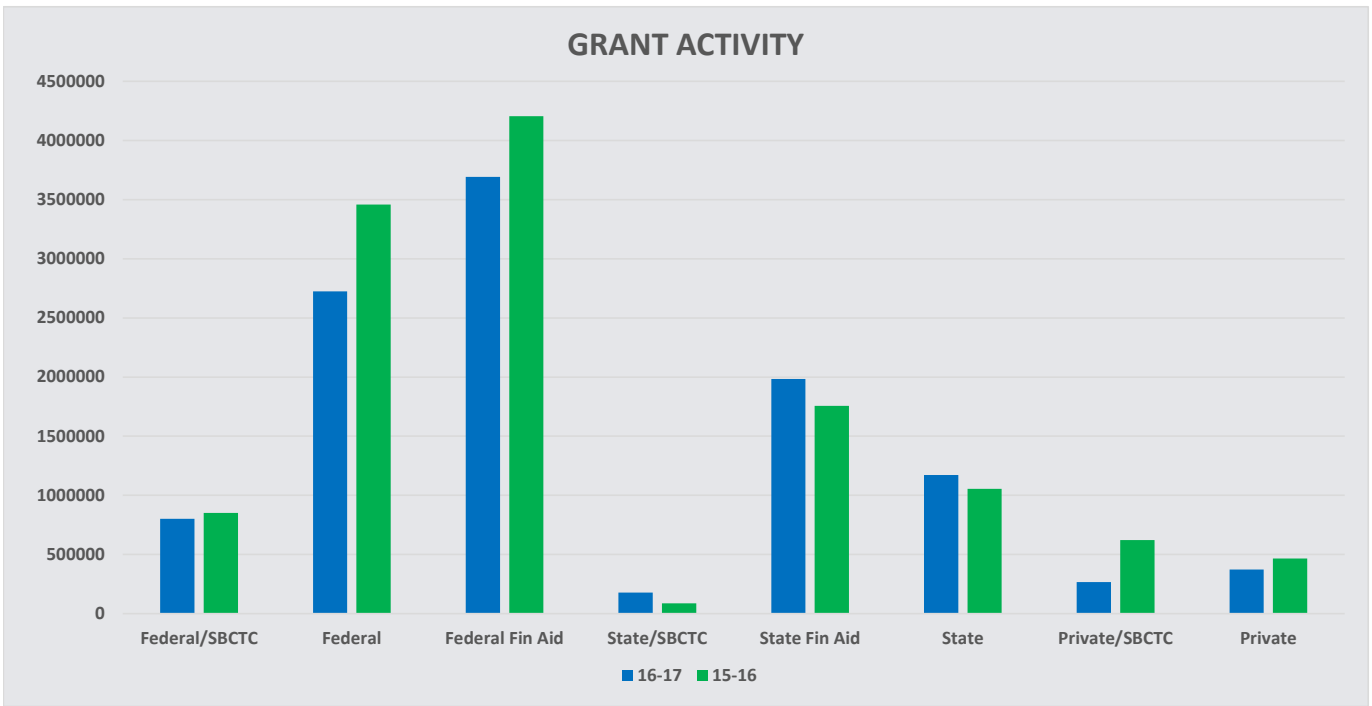
**BIG BEND COMMUNITY COLLEGE
 PROPRIETARY FUNDS BUDGET
 BOOKSTORE
 2017-2018**

	<u>Actual</u> 2014-2015	<u>Actual</u> 2015-2016	<u>Actual</u> 2016-2017	<u>Projected</u> 2017-2018
INCOME				
NEW BOOKS	376,066	327,081	341,941	338,000
USED BOOKS	243,956	245,146	207,585	210,000
TRADE BOOKS	7,931	7,295	8,828	8,500
E-BOOKS	9,425	265	5,987	6,000
OTHER SALES	145,333	131,160	138,251	135,000
TOTAL INCOME	<u>782,711</u>	<u>710,947</u>	<u>702,592</u>	<u>697,500</u>
EXPENDITURES				
TOTAL COST OF GOODS SOLD	<u>549,449</u>	<u>506,875</u>	<u>516,953</u>	<u>507,000</u>
GROSS PROFIT	233,262	204,072	185,639	190,500
OPERATING EXPENDITURES:				
SALARIES	113,785	118,372	119,303	121,000
BENEFITS	43,732	52,320	54,110	56,000
GOODS AND SERVICES	40,554	53,446	42,932	40,000
TRAVEL	325	1,214	396	600
EQUIPMENT	1,431	21,692	6,773	5,500
ATEC FEE	30,000	30,000	30,000	30,000
TOTAL OPERATING EXPENSES	<u>229,827</u>	<u>277,044</u>	<u>253,514</u>	<u>253,100</u>
INCOME FROM OPERATIONS	3,435	-72,972	-67,875	-62,600
OTHER INCOME:				
INTEREST INCOME	7,448	6,038	4,675	5,000
MISCELLANEOUS INCOME	-6	-31	95	85
TOTAL OTHER INCOME	<u>7,442</u>	<u>6,007</u>	<u>4,770</u>	<u>5,085</u>
INCREASE/DECREASE FUND BALANCE	<u>10,877</u>	<u>-66,965</u>	<u>-63,105</u>	<u>-57,515</u>
ENDING CASH BALANCE	702,612	667,080	627,622	

HOUSING & FOOD 2017-2018

REVENUE	Actual FOOD 2014-2015	Actual HOUSING 2014-2015	Actual FOOD 2015-2016	Actual HOUSING 2015-2016	Actual FOOD 2016-2017	Actual HOUSING 2016-2017	Projected FOOD 2017-2018	Projected HOUSING 2017-2018
FROM OPERATIONS		535,945		512,748		528,085		525,000
SALES	644,248		631,201		600,243		635,000	
TOTAL REVENUE	644,248	535,945	631,201	512,748	600,243	528,085	635,000	525,000
EXPENDITURES								
SALARIES	221,597	212,706	208,693	209,977	215,410	184,935	215,000	220,000
BENEFITS	65,995	31,558	55,353	55,300	55,016	44,633	55,000	60,000
GOODS AND SERVICES		89,486		123,685		488,265 *		125,000
TRAVEL						1,005		2,500
EQUIPMENT		8,153		32,501		11,460		20,000
PRODUCT	263,871		256,719		252,089		250,000	
CONTROLLABLES	62,357		73,021		101,546		65,000	
NON CONTROLLABLES	47,919		50,062		53,935		50,000	
TOTAL EXPENDITURES	661,739	341,903	643,848	421,463	677,996	730,298	635,000	427,500
INCREASE/DECREASE FUND BALANCE	-17,491	194,042	-12,647	91,285	-77,753	-202,213	-	97,500
ENDING CASH BALANCE	873,472	1,234,900	856,211	2,197,539	797,491	1,825,105		
DRONE LOAN						215,027		

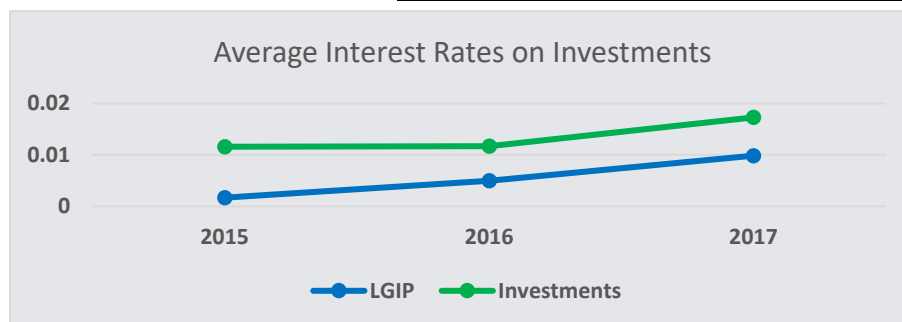
* 2016-2017 expenses included
 140 new mattresses
 273 bed and Desk Sets
 275 new chairs



Consolidated Balance Sheet

June 30, 2016 and 2017

ASSETS:	2016	2017
<i>Current assets</i>		
Cash	\$ 3,752,781	\$ 899,823
Pooled Cash	25,195,439	24,438,043
Investments in LGIP	2,971,870	2,600,167
Investments	18,479,032	20,967,776
Accounts receivable (net)	1,989,860	1,712,031
Vendor Payment Advance	27,707	399,672
Inventories	259,071	243,224
Prepaid expenses	18,937	16,112
Total current assets	52,694,697	51,276,848
<i>Long-term assets</i>		
General long-term obligation	3,645,158	3,359,632
Land	51,700	51,700
Buildings (net)	19,762,738	20,712,824
Improv. Other than Bldgs (net)	29,303	712,980
Equipment (net)	1,350,541	1,389,081
Construction In Progress	-	1,399,987
Total property, plant and equipment	21,194,282	24,266,572
Total Assets	\$ 77,534,137	\$ 78,903,052
Liabilities and Fund Balance		
<i>Current liabilities:</i>		
Pooled cash	25,195,439	24,438,043
Accounts payable	297,400	382,606
Accrued liabilities	474,630	525,166
Installments payable short-term - ATEC	265,000	275,000
Installments payable short-term - Lighting	15,000	15,000
Other current liabilities	385,592	378,670
Total current liabilities	26,633,061	26,014,485
<i>Long-term liabilities:</i>		
Installments payable - ATEC	2,145,000	1,885,000
Installments payable - Lighting	155,000	125,000
Due to other funds VPA	27,707	399,672
Accrued vacation and sick leave	1,097,310	1,084,434
Total long-term liabilities	3,425,017	3,494,106
Total Liabilities	30,058,078	29,508,591
Fund Balance (unreserved) Proprietary, Spec Rev	20,942,544	20,541,457
Fund Balance (reserved) General, Loan, FA	26,533,515	28,853,004
Total Fund Balance	47,476,059	49,394,461
Total Liabilities and Fund Balance	\$ 77,534,137	\$ 78,903,052



2016/2017 Cash Summary

Cash on Hand	19,549,352.78
Earmarked Cash	(6,879,666.59)
Required Reserves	(6,432,376.00)
17/18 Carryover/Indirect Cost Recovery	(1,404,805.00)
Available Cash on Hand	4,832,505.19

CASH ON HAND	
FUND	AMOUNT
145-Grants & Contracts	7,349,074.47
147-Plant	2,219,666.59
148-Dedicated local	2,250,838.74
149-Operating Fees	1,900,662.22
440-Store	157,220.17
460-Motor Pool	92,700.56
524-Bookstore	646,727.10
528-Parking	71,626.43
570-Auxiliary	2,232,003.91
573-Housing & Food	2,628,832.59
Total	19,549,352.78

EARMARKED CASH	
PURPOSE	AMOUNT
PTEC	5,719,666.59
COP ATEC	1,160,000.00
Total	6,879,666.59

REQUIRED RESERVES	
PURPOSE	AMOUNT
Operating Reserves - 3 months	4,432,376.00
Unplanned Capital Repair	1,000,000.00
Planned Future Operations	1,000,000.00
Total	6,432,376.00

CARRYOVER/INDIRECT	
PURPOSE	AMOUNT
Delayed Capital M&O	218,600.00
Delayed All others COLA error from Alloc #1	21,128.00
Fund 148 Revenues from Registration/Testing	67,000.00
Fund 145 Indirect Cost Recovery	70,000.00
Reserves	1,028,077.00
Total	1,404,805.00

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #6: Board Policy 8001 Smoking/Tobacco Policy

BACKGROUND:

The Tobacco Task Force has met three times resulting in the draft revisions to Board Policy 8001. The revisions are provided to the board to consider today and take action on at the next meeting. More information about the taskforce is below.

TOBACCO TASKFORCE

To promote individual welfare, the Tobacco Taskforce has been brought together to assess Big Bend Community College's smoking and tobacco policies. The group consists of four classified employees, two administrative exempt, one part-time employee, one faculty member, and two representatives from Grant County Health Department. The ASB Officers were also consulted and are in agreement with the goal of the task force. Two students will join the task force.

Mission Statement:

In an effort to foster social support and optimal campus environments that support healthy behaviors of students and staff, our vision is to improve mental and physical wellness of students and staff by developing policies and programs that create a culture of wellness at Big Bend Community College.

Tasks:

- Research what other colleges/universities in our area are implementing
- Rework current AP and BP policies
- Research where designated smoking areas should be located
- Research what mechanisms are available for the discharging of the waste from these habits
- Research for better signage
- Creation of a campus map that shows designated smoking areas
- Provide educational material at new student and employee orientations about cessation programs.
- Write for Kick Start Your Tobacco-Free College Initiative Grant – DEADLINE Oct 11th
- Continue to research how other colleges are addressing the tobacco issue.

Future Goals:

Become a tobacco-free college by June 2019

RECOMMENDATION:

None.

8001.1 In accordance with RCW 70.160.30 and Governor [Gardner's](#) Executive Order EO88-06 establishing policy on smoking in state facilities:

A. ~~Effective January 1, 1989, No smoking or the use of smokeless tobacco will be allowed in Big Bend Community College facilities, vehicles, athletic fields, and buildings.~~ is allowed in Big Bend Community College facilities, vehicles, and buildings. In order to provide a smoke-free, healthy environment, smoking and the use of tobacco and tobacco-related products is restricted to designated areas.

B. ~~Effective December 8, 2005 in compliance with I-901 and in addition to the prohibition of smoking in all places of employment and in all public places, smoking is prohibited within a "presumptively reasonable distance" (25 feet) of entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited. Appropriate signage will be posted at each building entrance on campus.~~

~~"Smoking," as used in this policy, refers to the inhaling, exhaling, burning or carrying of any lighted, smoking equipment, including cigarettes, electronic cigarettes, cigars or pipes.~~

8001.2 ~~Effective November 1, 1991 the use of smokeless tobacco will not be allowed in Big Bend Community College facilities, vehicles, athletic fields, and buildings.~~ The intent of this policy is to protect Big Bend Community College staff and students from further exposure to the addictive substance of nicotine and from unsanitary conditions arising as a result of smoking and the use of smokeless tobacco.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #7: Board Policy 1020 Naming of Facilities (Information)

BACKGROUND:

BP 1020 Naming of Facilities is also found verbatim within BP 1000. The board is asked to consider deleting BP 1020 due to the duplication. This request will be presented for action at the November 14 board meeting.

Prepared by the President's Office.

RECOMMENDATION:

None.

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

- 1020.1 The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college.

Excerpt from BP 1000

GP – 7 Naming Of Facilities

The board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

1. The board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020.
2. The board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer capacity such that their contributions are widely recognized by the community and their peers.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #8: Firearms and Weapons WAC (Information/Action)

BACKGROUND:

The public hearing for revisions to WAC 132R-117 Firearms and Weapons was held Tuesday, August 29, 2017, 9:30 a.m. in the Hardin Community Room. There were no attendees from the community at the hearing. The final version of WAC 132R-117 is presented to the board today for final approval.

Additionally, AAG Kardong advises that BP 7800 should be revoked because it is duplicative of the WAC, and we only need the WAC. This revocation is for consideration during this meeting and will be presented for action at the November 14 meeting.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the trustees approve the revised Firearms and Weapons WAC 132R-117.

WAC 132R-117-010 Firearms and dangerous weapons. (1) Possession,

carrying or discharge of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm ~~explosive, firearm, or other weapon~~ (including shot guns, pistols, air guns, pellet guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property, unless otherwise authorized in this provision.

(2) ~~Only s~~Such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, legally authorized military personnel while in the performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment, ~~shall~~ may possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

(3) An individual with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW

9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view.

~~Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the residence halls coordinator. The storage facility for all other students is in the registration office and is controlled by the vice president of student services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding holidays).~~

(4) Anyone seeking to bring a firearm or other weapon onto campus for ~~display or demonstration~~ purposes directly related to a class or other educational or work activity must obtain prior written authorization from the vice president of ~~instruction~~ learning and student success or any other person designated by the president of the college. The vice president of ~~instruction~~ learning and student success or other designee shall review any such request and may establish conditions to the authorization. Any permission shall be in writing and

subject to such terms or conditions incorporated into the written per-
mission.

(5) Any person may possess a personal protection spray device, as
authorized by RCW 9.91.160, while on property owned or controlled by
Big Bend Community College.

~~Firearms owned by the institution for use by special interest
groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams,
must be stored in a location approved by the vice president of student
services or any other person designated by the president of the col-
lege. Said firearms must be checked out by the club advisor or coach
and are to be used by legitimate members of the club or teams in the
normal course of the club or team's activity.~~

(6) Violators shall be subject to appropriate disciplinary or le-
gal action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-
063, § 132R-117-010, filed 7/14/03, effective 8/14/03. Statutory Au-
thority: RCW 28B.50.140. WSR 92-20-077, § 132R-117-010, filed 10/5/92,
effective 11/5/92.]

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #9: Student Code of Conduct Update (action)

BACKGROUND:

The public hearing for the revised Student Code of Conduct WAC 132R-04 was held Tuesday, August 29, 2017, at 9:30 a.m. in the Hardin Community Room. There were no attendees from the community at the hearing. The final version of the Student Code of Conduct is presented to the board today for final approval.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the trustees approve the revised Student Code of Conduct WAC 132R-04.

Chapter 132R-04 WAC STUDENT CONDUCT CODE

Last Update: 7/8/16

WAC

<u>132R-04-050</u>	<u>Authority.</u>
132R-04-010	Statement of student rights.
132R-04-015	Definitions.
132R-04-017	Statement of jurisdiction.
132R-04-019	Right to demand identification.
132R-04-040	Freedom of expression.
132R-04-042	Freedom of access to higher education.
132R-04-047	Freedom of association and organization.
132R-04-056	Standards.
132R-04-057	Student code of conduct violations.
132R-04-063	Disciplinary sanctions <u>actions</u> .
132R-04-064	Summary suspension.
132R-04-067	Appeal from disciplinary action.
132R-04-100	Authority.
<u>132R-04-100</u>	<u>Supplemental sexual misconduct procedures.</u>
132R-04-112	Initiation of disciplinary action.
<u>132R-04-113</u>	<u>Appeal from a disciplinary action.</u>
132R-04-115	Brief adjudicative proceedings - <u>General</u> .
<u>132R-04-116</u>	<u>Brief adjudicative proceedings - Initial Hearing.</u>
<u>132R-04-117</u>	<u>Brief adjudicative proceedings - Review of an initial decision.</u>
<u>132R-04-118</u>	<u>Brief adjudicative proceedings - Agency record.</u>
132R-04- 117 <u>125</u>	Student disciplinary committee - <u>General</u> .
132R-04-130	Student disciplinary committee process - <u>Hearing</u> .
132R-04-140	Student disciplinary committee—Initial order <u>decision</u> .
132R-04-150	Appeal from student disciplinary committee initial order <u>decision</u> .
132R-04-160	Brief adjudication proceedings—Review of an initial order.
132R-04-165	Brief adjudication proceedings—Agency record.
132R-04-170	Criminal prosecution.
132R-04-180	Effective date.
132R-04-190	Prior rules.
132R-04-200	Severability.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132R-04-020	Liquor. [Order 69-4, § 132R-04-020, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-030	Drugs. [Order 69-4, § 132R-04-030, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.

- 132R-04-035 Damaging property. [Order 69-4, § 132R-04-035, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-050 Criminal violations. [Order 69-4, § 132R-04-050, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-055 Classroom conduct. [Order 69-4, § 132R-04-055, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-060 Commercial activities. [Order 69-4, § 132R-04-060, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-070 Outside speakers. [Order 69-4, § 132R-04-070, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-080 Trespass. [Order 69-4, § 132R-04-080, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-090 Distribution of materials. [Order 69-4, § 132R-04-090, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-110 Disciplinary action. [Order 69-4, § 132R-04-110, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
- 132R-04-120 Disciplinary committee. [Order 69-4, § 132R-04-120, filed 12/5/69.] Repealed by WSR 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.

WAC 132R-04-010 Statement of student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to maintain and to respect the general conditions necessary for a free and effective learning environment is ~~shared by~~expected of all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

- (1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-010, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. WSR 90-02-019, § 132R-04-010, filed 12/26/89, effective 1/26/90; Order 69-4, § 132R-04-010, filed 12/5/69.]

WAC 132R-04-015 Definitions. For the purposes of this chapter, terms are defined as follows:

(1) "Student conduct officer" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. ~~The student conduct officer is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary.~~ The vice president of learning

and student success ~~instruction and student services~~ will serve as the student conduct officer or may appoint a designee.

(2) "Conduct review officer" is a college administrator designated by the president to be responsible for receiving and facilitating appeals from student disciplinary actions and for reviewing initial ~~orders-de-~~cisions issued in a brief adjudicative proceeding. The conduct review officer shall be designated by the president and shall be authorized to grant appropriate relief upon review. ~~The conduct review officer is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary.~~ The director of student programs will serve as the conduct review officer, unless otherwise designated by the president.

(3) "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary and to reassign any and all duties and responsibilities as set forth in this Chapter as may be reasonably necessary.

(4) "Disciplinary action" is the process by which discipline is imposed by the student conduct officer against a student for a violation of the student conduct code.

(5) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the disciplinary committee. Appeals of all other appealable disciplinary action may be reviewed through brief adjudicative proceedings.

(6) "Respondent" is the student against whom disciplinary action is being taken.

(7) "Service" is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) By sending the document by to the college--assigned email, once one has been generated, and by certified mail ~~or first class mail~~ to the party's last known address.

Service is deemed complete upon hand delivery of the document or upon the date the document is emailed, if possible, and deposited into the mail.

(8) "Filing" is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review ~~or~~by a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

(a) Hand delivery of the document to the school official or school official's assistant; or

(b) By sending the document by email and first class mail to the recipient's college-assigned email and office address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

(9) "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(10) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students-" for the purposes of this chapter.

(11) "Business day" means a weekday, excluding weekends and college holidays. If a time period is not specifically stated in business days, then calendar days apply.

(12) "Complainant" means any person who files a complaint alleging that a student or student organization violated the standards of conduct for students. Complainant also refers to the college when the college files the complaint.

(13) "Sexual misconduct" has the meaning ascribed to this term in WAC 132R-04-057.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-015, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-015, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-017 Statement of jurisdiction. The conduct code adopted herein applies to student conduct that occurs on college premises, at or in connection with college-sponsored activities, and to off-campus student conduct that in the judgment of the college adversely affects the well-being of the college community and/or the pursuit of its objectives. Jurisdiction ~~includes~~extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences, or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the code of student conduct will be applied to conduct occurring off campus.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-017, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-017, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-019 Right to demand identification. For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the college president may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

Refusal by a student to produce identification as required ~~shall~~may subject the student to disciplinary action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-019, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-040 Freedom of expression. (1) Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students, other members of the college community, and nonstudents shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operations of the college.

(2) Concomitantly, while supporting the rights of students and others, the college recognizes the responsibility to maintain an atmosphere conducive to a sound educational endeavor.

(3) To ~~insure~~ensure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations:

(a) Are conducted in an orderly manner; and

(b) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or

(c) Do not unreasonably interfere with vehicular or pedestrian traffic; or

(d) Do not unreasonably interfere with regular college functions.

(4) A student who conducts or participates in a demonstration which violates any provision of this rule shall be subject to disciplinary action. A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-040, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-040, filed 12/5/69.]

WAC 132R-04-042 Freedom of access to higher education. Each student is free to pursue his or her educational goals; and to that end, appropriate opportunities for learning in the classroom shall be provided by the district. The college shall maintain an open door policy, to the end that no student will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will

be considered, known and recognized equally as members of the student body; provided, that the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disrupting atmosphere within the community college inconsistent with the purposes of the institution. [Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-042, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-047 Freedom of association and organization. Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational or social.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a ~~faculty member~~college employee who has agreed to serve as an advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur.

In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, national origin, or religion. Membership in all student organizations shall be open to any member of the college community who is willing to subscribe to the stated aims of the student organization. Affiliation with a non-campus organization shall not be grounds for denial of charter, provided that other conditions for charter issuance have been met. [Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-047, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-056 Standards. Attendance at Big Bend Community College presupposes that ~~a~~s students will observe the laws and deport themselves according to accepted standards of personal and group conduct. It further presupposes that each student will comply with the rules, regulations

and procedures as are, or may be, established by Big Bend Community College. Failure to observe such laws, standards, rules, regulations and procedures shall render a student subject to penalties, which may include dismissal from the college.

The provisions of this section on student conduct and discipline do not apply to probation or suspension arising solely from low scholarship.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-056, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-057 Student code of conduct violations. ~~Student misconduct.~~ The college may impose sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit an act of misconduct. Misconduct for which the college may impose sanctions includes, but is not limited to, any of the following:

(1) **Academic Dishonesty.** Any act of academic dishonesty including, but not limited to, ~~cheating, or plagiarism, or fabrication.~~

(a) Cheating includes, but is not limited to, any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.

(b) Plagiarism includes, but is not limited to, taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course. presenting or submitting another person's ideas, words, or other work in an instructional course without properly crediting that person.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment, and also includes providing false or deceptive information in an instructional course concerning the completion of an assignment.

~~(d) Academic dishonesty includes, but is not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).~~

(2) ~~Any other acts of dishonesty. Such acts~~ **Other Dishonesty. Acts of dishonesty** include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students;
or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) ~~Obstruction or disruption of:~~ **Obstructive or Disruptive Conduct. Conduct not otherwise protected by law that interferes with, impedes, or otherwise unreasonably hinders:**

(a) Any instruction, research, administration, disciplinary proceeding, or other college activities, **including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity;** or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(4) **Assault, intimidation, harassment. Unwanted touching** ~~Assault~~, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, ~~stalking~~ or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this ~~subsection~~ **code,** ÷

~~(a) Bullying is~~ **repeated or aggressive unwanted behavior, not otherwise protected by law, that humiliates, harms, or intimidates the victim. physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.**

~~(b) Stalking is intentional and repeated harassment or repeated following of another person, which places that person in reasonable fear that the stalker intends to injure the person, another person, or the~~

~~property of the person or another person, and the stalker either intends to frighten, intimidate, or harass the person, or knows or reasonably should know that the person is frightened, intimidated or harassed, even if the stalker lacks such an intent. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances.~~

(5) **Cyber-Misconduct.** Cyber-misconduct, including but not limited to: Cyberstalking, cyberbullying, or online harassment.

(a) Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person.

(b) Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third-parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or the property of another person.

(a) Property for the purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

~~Attempted or actual damage to, or theft or misuse of, real or personal property or money of:~~

~~(a) The college or state;~~

~~(b) Any student or college officer, employee, or organization; or~~

~~(c) Any other person or organization, or possession of such property or money after it has been stolen.~~

(7) **Failure to Comply with Directive.** Failure to comply with the directive(s) the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

~~_(8) Participation in any activity which unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community, or leads or incites another person to engage in such an activity.~~

(98) **Weapons.** ~~+~~ Possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm, unless previously authorized by the vice president of ~~instruction and student services~~ learning and student success. This policy does not apply to the possession of a personal protection spray device, as authorized by RCW 9.91.160. ~~See board policy 7800 for additional details.~~ This policy is subject to the following exceptions:

(a) Commissioned law enforcement personnel in the state of Washington, legally-authorized military personnel while in performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment;

(b) A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(c) The president or designee may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

~~_(109)~~ **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

~~(1110)~~ **Alcohol, Drug, and Tobacco Violations.**

(a) Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug (including anabolic steroids, androgens, or human grown hormones), narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, except in accordance with a lawful prescription for that student by a licensed health care professional.

(d) Tobacco, electronic cigarettes, and related products. The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college, or in any location where such use is prohibited, or in any location other than the parking lots, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas.

- "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.

~~(12) Alcohol: The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.~~

~~(13) Marijuana: The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.~~

~~(14) Being observably under the influence of any legend drug, narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, delivering, or selling any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional.~~

~~(125) Obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity.~~

(116) **Disorderly Conduct.** Conduct which is disorderly, lewd, indecent, or obscene, that is not otherwise protected under the law.

~~(147) Breach of the peace.~~

(128) **Discriminatory conduct.** ~~Discriminatory conduct~~ Conduct which harms or adversely affects any member of the college community because of ~~her or his~~ race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; ~~genetic information;~~ sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(139) **Sexual Misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

(a) **Sexual Harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's programs or activities or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) **Sexual Intimidation.** The term "sexual intimidation" incorporates the definition of sexual harassment and means threatening or emotionally distressing conduct based on sex. This includes but is not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(c) **Sexual Violence.** "Sexual Violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

1. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

2. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

3. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

4. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

5. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

6. Consent: clear knowing and voluntary permission to engage in mutually agreed upon activity. For consent to be valid, there must be actual words or conduct indicating freely given agreement to the act at the time of the act. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent can be withdrawn by either party at any point. Consent to engage in one activity, or past agreement to engage in a particular activity, cannot be presumed to constitute consent to engage in a different activity or to engage in the same activity again. There is no consent where there is a threat of force or violence or any other form of coercion or intimidation, physical

or psychological. A person cannot consent if they are unable to understand what is happening or are disoriented, or if they are asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapable of consent has engaged in nonconsensual conduct. ~~violence: The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender or sex based stalking. The term further includes acts of dating or domestic violence and dating violence.~~

~~(a) Domestic violence: Includes (i) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (ii) sexual assault of one family or household member by another; or (iii) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. Pursuant to chapter 10.99 RCW, domestic violence also includes, but is not limited to, the following crimes when committed by one family or household member against another: Assault; drive by shooting; reckless endangerment; coercion; burglary; criminal trespass; malicious mischief; kidnapping; unlawful imprisonment; and violation of a restraining order, no contact order or protection order.~~

~~(b) Dating violence: Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.~~

~~(c) Stalking: Intentional and repeatedly harassing or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent. In addition to any other form of communication or conduct, the sending of an electronic communication may constitute stalking.~~

~~(d) Consent: At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.~~

~~(1720) Sexual harassment: Conduct includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other sexual conduct, including verbal, nonverbal, electronic or social media communication, or physical touching that would substantially interfere with a reasonable person's work or educational performance, or to create an intimidating, hostile, or offensive educational environment.~~

(1421) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; ~~genetic information;~~ sexual orientation; gender identity; veteran's status; or any other legally protected classification. See supplemental definitions: "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic ~~communications~~media.

(15) Retaliation. Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

(1622) **Misuse of Electronic Resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the college's electronic use policy.

(17~~23~~) **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) Safety Violations. Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(19) Violation of Other Laws or Policies. Violation of any federal, state, or local law, rule, or regulation or other college rules or policies.

(20~~24~~) **Abuse of Process.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:

(a) Failure to obey a subpoena or order to appear at a hearing;

(b) Falsification or misrepresentation of information;

(c) Disruption, or interference with the orderly conduct, of a proceeding;

(d) Interfering with someone else's proper participation in a proceeding;

(e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

(f) Attempting to influence the impartiality of, or harassing or intimidating, a student disciplinary committee member; or

(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

(~~2125~~) **Unsafe Vehicle Operation.** Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

(~~2226~~) **Violation of Other Laws or Policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

(~~2327~~) **Ethical violation.**+ The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

(~~2428~~) **Aiding or Abetting.** Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-057, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-057, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-063 Disciplinary ~~sanctions~~actions. ~~Sanctions.~~ Disciplinary actions include, but are not limited to, the following sanctions that may be imposed alone or in conjunction upon students ~~according to the procedure outlined~~ found to have committed the violations in WAC

132R-04-057. The college may impose additional sanctions on a student who fails to comply with any imposed sanctions, including but not limited to preventing that student from registering for classes.

(1) Warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) Reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(3) Disciplinary probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. Other conditions and restrictions may include, but not be limited to, restrictions from being present on certain parts of the campus or in certain college buildings; restriction from attending certain college activities or participation in extra-curricular activities; orders of no contact between the student under probation and other students, college employees, or other persons.

(4) Not in Good Standing. A student ~~who is on disciplinary probation~~ may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:

(a) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

(b) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(5) Education. The college may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's behavior such as anger management or counseling.

(6) Loss of privileges. Denial of specified privileges for a designated period of time.

(7) No Contact Order. An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

(48) Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

(59) Suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

(610) Professional evaluation: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(711) ~~Dismissal~~Expulsion: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-063, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-063, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-064 Summary suspension. (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) ~~The vice president of instruction and student services~~The Student Conduct Officer (or designee) may impose a summary suspension if there is probable cause to believe that the respondent:

(a) Has violated any provision of the code of conduct; and

(b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or

(c) Poses an ongoing threat of disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with written notice or oral notice of the summary suspension at the time of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of Summary Suspension Proceedings" and shall include:

(a) The reasons for imposing the summary suspension, including reference to the provisions of the student conduct code or the law allegedly violated;

(b) The date, time, and location when the respondent must appear before the chair of the student disciplinary committee for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or designee, or to attend a disciplinary hearing.

(5)(a) The conduct review officer or designee shall conduct a hearing on the summary suspension as soon as practicable after imposition

of the summary suspension. The hearing will be conducted as a brief adjudicative proceeding.

(b) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(c) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(d) If the notice of summary suspension proceedings has been served upon the respondent in accordance with these rules and the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(e) As soon as practicable following the hearing, the conduct review officer shall issue a written decision, which shall include a brief statement of findings of fact and conclusions of law, the policy reasons justifying imposition of the summary suspension. If summary suspension is upheld and/or other discipline imposed, the order shall inform the respondent of the duration of the summary suspension or the nature of the disciplinary action(s), conditions under which the summary suspension may be terminated or modified, and procedures by which the order may be appealed.

(f) The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.

(g) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices whom may be bound or protected by it.

(5) In cases involving allegations of sexual misconduct, the complainant will be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The College will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-064, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and

chapter 34.05 RCW. WSR 03-15-063, § 132R-04-064, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-~~067~~-113 Appeal from disciplinary action. (1) The respondent may appeal the results of a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty calendar days of service of the discipline order student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's order shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) The parties to an appeal shall be the respondent and the conduct review officer.

(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student disciplinary committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) In the event of a conflict between this Student Conduct Code and the Administrative Procedure Act, chapter 34.05 RCW, this Student Conduct Code will govern. governs committee proceedings and controls in the event of any conflict with these rules.

(6) The college hereby adopts the Model rules of procedure, chapter 10-08 WAC, by reference. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(7) Imposition of discipline for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(8) The student disciplinary committee shall hear the following cases as fully adjudicated proceedings ~~appeals from~~:

- (a) Appeals from Ssuspensions in excess of ten instructional days;
- (b) Appeals from Ddismissals; ~~and~~
- (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president; and
- (d) Cases in which students request to have their discipline case heard by the committee.

(9) Student conduct appeals involving the following disciplinary actions shall be ~~heard~~reviewed as brief adjudicative proceedings:

- (a) Suspensions of ten instructional days or less;
- (b) Disciplinary probation;
- (c) Reprimands; and

(d) ~~a~~Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-067, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-067, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-~~100~~050 Authority. The Big Bend Community College (BCC) board of trustees, acting according to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice president of learning and student success~~instruction and student services~~. The vice president of learning and student success~~instruction and student services~~ will serve as the student conduct officer, or appoint a designee. ~~¶~~Unless otherwise specified, the student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-100, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-100, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-100, filed 12/5/69.]

New Section

WAC 132R-04-100 Supplemental sexual misconduct procedures.

(1) Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the student conduct officer's disciplinary order. Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall

supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

(2) Supplemental complaint process. The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

(a) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

(b) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

(c) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

(d) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

WAC 132R-04-112 Initiation of disciplinary action.

(1) All ~~D~~disciplinary proceedings will be initiated by the ~~vice president of instruction and student services~~ student conduct officer or a designee. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing the respondent to attend a disciplinary meeting. ~~A student accused of violating any provision of the conduct code (the respondent) shall be notified of an initial meeting with the vice president of instruction and student services.~~ The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is charged with violating, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to appear after proper notification, the student conduct officer may take disciplinary action based upon the available information.

(3) The student conduct officer, prior to initiating taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(4) Within ten business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the ~~vice president of instruction and student services~~ student conduct officer shall serve the respondent with a written ~~order~~ decision setting forth ~~the facts and conclusions supporting his or her decision,~~ the specific student conduct code provisions found ~~alleged~~ to have been violated, the ~~discipline imposed (if any)~~ action taken, and a notice of ~~any~~ appeal rights (if any) ~~with an explanation of the consequences of failing to file a timely appeal.~~

(45) The ~~vice president of instruction and student services~~ student conduct officer, ~~acting in the role of student conduct officer,~~ may take any of the following actions:

(a) Exonerate the respondent and Terminate the proceeding, ~~exonerating the respondent;~~

(b) Dismiss the case after providing appropriate counseling and advice to the respondent. Such action is final and is not subject to review on appeal;

(c) Issue a verbal warning to the respondent directly. Such action is final and is not subject to review on appeal;

(d) Impose a disciplinary action(s), as described in WAC 132R-04-063. ~~additional sanctions of reprimand, disciplinary probation, suspension or dismissal.~~ Such actions are subject to review on appeal as provided in this chapter. Any decision imposing a disciplinary action(s) must state the facts and conclusions supporting the student conduct officer's decision, the specific student conduct code provision(s) found to have been violated, the details of the discipline imposed, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal;

(e) ~~refer~~ Refer the matter directly to the student disciplinary committee for such action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the disciplinary committee, with a copy served on the respondent.

(6) In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-112, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-112, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-115 Brief adjudicative proceedings - General.

(1) ~~Brief adjudicative proceedings.~~ This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

(a) Parking violations.

- (b) Outstanding debts owed by students or employees.
- (c) Use of college facilities.
- (d) Residency determinations.
- (e) Use of library - Fines.
- (f) Challenges to contents of education records.
- (g) Loss of eligibility for participation in institution sponsored athletic events.
- (h) Student conduct appeals involving the following disciplinary actions:
 - (i) Suspensions of ten instructional days or less;
 - (ii) Disciplinary probation;
 - (iii) Written reprimands; and
 - (iv) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (i) Appeals of decisions regarding mandatory tuition and fee waivers.

(2) Brief adjudicative proceedings are informal hearings designed to resolve disputes and address concerns on the part of students, faculty, or other college personnel. and Brief adjudicative proceedings shall be conducted in a manner which will bring about a prompt, fair resolution of the matter.

NEW SECTION

WAC 132R-04-116

~~(2) Brief adjudicative proceedings - Initial hearing.~~

~~The initial hearing (also known as a brief adjudicative proceeding) is an initial and less formal process designed to resolve disputes and address concerns on the part of students, faculty, or other college personnel.~~

~~(a1) Brief adjudicative proceedings shall be conducted by the appropriate dean or the associate vice president of student services, acting as the presiding student conduct officer.~~ The presiding officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(b2) The parties to a brief adjudicative proceeding are the respondent and the student conduct officer. Before taking action, the ~~presiding conduct review~~ officer shall conduct an informal hearing and

provide each party (i) an opportunity to be informed of the college's view of the matter and (ii) an opportunity to explain the party's view of the matter.

(e3) The ~~presiding~~conduct review officer shall serve an initial ~~order~~decision upon ~~both~~all the parties within ten (10) business days of consideration of the initial hearing. The initial ~~order~~decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial ~~order~~decision. If no request for review is filed within twenty-one calendar days of service of the initial ~~order~~decision, the initial ~~order~~decision shall be deemed the final order.

(d4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student disciplinary committee for a disciplinary hearing. The conduct review officer may enter an interim order suspending the student until a hearing can be held by the student disciplinary committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the student disciplinary committee.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-115, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-115, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-~~117~~125 Student disciplinary committee - General. (1)

The student disciplinary committee shall consist of five members:

- (a) Two full-time students appointed by the student government;
- (b) Two faculty members recommended by the faculty association and appointed by the president;
- (c) ~~One member of the administration~~The conduct review officer or other member of the administration appointed by the president at the beginning of the academic year. ~~The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.~~

(2) The ~~member of the administration~~conduct review officer shall serve as the committee chair ~~of the committee~~ and may take action on preliminary hearing matters prior to the appointment of the committee. The committee chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student disciplinary committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member ~~pursuant to RCW 34.05.425(4)~~.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-117, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-117, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-130 Student disciplinary committee ~~process-~~ Hearing.

(1) ~~Student disciplinary committee process.~~

The student conduct administrative panel will conduct full adjudicative proceedings in accordance with the provisions of this Standards of Conduct for Students Code, the Administrative Procedure Act (chapter 34.05 RCW), and the model rules of procedure (chapter 10-08 WAC) including a hearing, determination of findings, conclusions, and sanctions. To the extent there is a conflict between the conduct code and the models rules, this Student Conduct Code shall control.

(~~a~~2) The committee chair shall serve all parties with written notice of the hearing not less than seven business days in advance of the hearing date. ~~, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.~~ The chair may shorten this

notice period if both parties agree, and also may continue the hearing to a later time for good cause.

(b3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.

(e4) Upon request filed at least five business days before the hearing by either party or at the direction of the committee chair, the parties shall exchange, no later than the third business day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, unless the party can show good cause for such failure.

(d5) The committee chair may provide to the committee members in advance of the hearing copies of (i) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (ii) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(e6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(f7) The ~~vice president of instruction and student services (or designee)~~student conduct officer shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.

(g8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate; any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(h9) Each party may be accompanied at the hearing by a non-attorney assistant of their ~~his or her~~ choice. A respondent or complainant in a case involving allegations of sexual misconduct may elect to be represented by an attorney at ~~his or her~~their own cost, but will be deemed

to have waived that right unless, at least four (4) business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent or complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

(10) In circumstances involving more than one accused student, the student conduct officer may permit joint or separate hearings upon request by a party.

NEW SECTION

WAC 132R-04-131 ~~(2)~~ **Student disciplinary committee hearings - Presentation of evidence.**

(a1) Upon the failure of any party to attend or participate in a hearing, the committee may either (i) proceed with the hearing and issuance of its order or (ii) serve an order of default in accordance with RCW 34.05.440. If an accused student, with notice, does not appear before a student conduct administrative panel hearing, the information in support of the complaint is presented and considered in the absence of the accused student.

(b2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record or in writing that some or all of the proceedings should be open, the committee chair shall determine any extent to which the hearing will be open. For hearings involving sexual misconduct allegations, complainant, accused student, and their respective attorney representatives may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student disciplinary committee. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(e3) The committee chair shall cause the hearing to be recorded by a method that ~~he or she~~ the committee chair selects, in accordance with RCW 34.05.449. Panel deliberations are not recorded. ~~That~~ The recording, or a copy, is property of the college, but will ~~shall~~ be made available to the respondent upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which

shall also be available upon request for inspection and copying by the respondent. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(d4) The committee chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee, and make rulings on the admissibility of evidence, motions, objections, and on challenges to the impartiality of board members, unless a hearing examiner is appointed as provided below. These rulings shall be made on the record. The Washington rules of evidence shall serve as guidelines for those rulings on the admissibility of evidence, in conjunction with the Administrative Procedure Act, Chapter 34.05 RCW. Questions related to the order of the proceedings are also determined by the committee chair.

(e5) The ~~vice president of instruction and student services or a designee~~ student conduct officer (unless represented by an assistant attorney general) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.

(f6) All testimony shall be given under oath or affirmation. The panel chair determines which records, exhibits, and written statements may be accepted as information for consideration by the panel. These rulings shall be made on the record. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

(7) ~~—~~ The President of the College or designee, the chair of the student disciplinary committee, the administrators assigned to the student disciplinary committee, Deans, and/or the student conduct officer have the authority to issue subpoenas.

(8) The accused student and the student conduct officer may arrange for witnesses to present pertinent information to the student disciplinary committee. Each party is responsible for informing their witnesses of the time and place of the hearing.

(9) The committee chair may accommodate concerns for the personal safety, well-being or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audio tape, written statement, or other means. In making such accommodations, the rights of the other parties must not be prejudiced and must have the opportunity to participate effectively in, to hear,

and, if technically economically feasible, to see the entire proceeding while it is taking place.

(10) In cases involving allegations of sexual misconduct, neither party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be submitted in writing to the committee chair, who in his or her discretion shall pose the questions on the party's behalf.

(11) At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee may also permit each party to propose findings, conclusions, and/or an order for its consideration.

~~(3) Supplemental sexual misconduct procedures. Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the student conduct officer's disciplinary order.~~

~~Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.~~

~~(4) Supplemental definitions. For purposes of student conduct code proceedings involving sexual misconduct, the following definitions apply:~~

~~(a) The "complainant" is the alleged victim of sexual misconduct. Complainant also refers to the college when the college files the complaint.~~

~~(b) "Sexual misconduct" is a sexual or gender based violation of the student conduct code including, but not limited to:~~

~~(i) Sexual activity for which clear and voluntary consent has not been given in advance;~~

~~(ii) Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;~~

~~(iii) Sexual harassment;~~

~~(iv) Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking;~~

~~(v) Nonphysical conduct such as sexual or gender based digital media stalking, sexual or gender based online harassment, sexual or gender based cyberbullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.~~

~~(5) **Supplemental complaint process.** The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.~~

~~(a) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.~~

~~(b) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.~~

~~(c) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.~~

~~(d) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.~~

~~(e) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice~~

~~informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.~~

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-130, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-130, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-130, filed 12/5/69.]

WAC 132R-04-140 Student disciplinary committee—Initial order decision. ~~(1) At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or an order for its consideration.~~

(21) Within twenty calendar days following the conclusion of the hearing or the committee's receipt of closing arguments (whichever is later), the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(32) The committee's initial decision shall also include a determination on appropriate discipline, if any. If the matter was referred

to the committee by the student conduct officer, the committee shall determine any disciplinary sanction or conditions authorized herein. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the discipline imposed by the student conduct officer and/or impose any other disciplinary sanction or conditions authorized herein.

(43) The committee chair shall provide copies of the initial ~~order~~ decision to the parties and any legal counsel who have appeared. The committee chair shall also promptly transmit a copy of the order and the record of the committee's proceedings to the college president and the vice president of learning and student success.

~~instruction and student services.~~

(4) In cases involving allegations of sexual misconduct, the committee chair, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of his or her appeal rights. [Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-140, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-140, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-140, filed 12/5/69.]

WAC 132R-04-150 Appeal from student disciplinary committee initial ~~order~~ decision.

(1) ~~Appeal from student disciplinary committee initial order.~~

~~(a)~~ A respondent who is aggrieved by the findings or conclusions issued by the student disciplinary committee may appeal the committee's initial ~~order~~ decision to the president by filing a notice of appeal with the president's office within twenty calendar days of service of the committee's initial ~~order~~ decision.

~~(b)~~ (2) The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial ~~order~~ decision and must

contain argument regarding why the appeal should be granted. The president's review on appeal shall be limited to a review of those issues and arguments raised in the notice of appeal. Review shall be restricted to the record created below.

(e3) The president shall provide a written order to all parties within forty-five calendar days after receipt of the notice of appeal. The president's decision shall be final.

(d4) The president may, ~~at his or her~~ exercise discretion ~~to~~ suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(e5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

(6) Respondents and complainants in a case involving allegations of sexual misconduct shall have the right to be accompanied by an attorney or non-attorney assistant of their choosing during the appeal process, but will be deemed to have waived that right unless they file with the president a written notice of the attorney's identity and participation within twenty calendar days of service of the committee's initial decision.

(27) ~~Supplemental appeal rights for sexual misconduct cases.~~ Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.

(a) In addition to the appeal rights provided to the respondent above, a complainant may also appeal ~~the~~ the following actions by the student conduct officer ~~may be appealed by the complainant~~:

(i) The dismissal of a sexual misconduct complaint; or

(ii) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

~~(b) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty days of service of the notice of the discipline decision provided for in WAC 132R-04-140. The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.~~

(~~eb~~) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal, and provide the complainant an opportunity to intervene as a party to the appeal.

~~(d) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.~~

~~(e) Respondents and complainants shall have the right to be accompanied by a nonattorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.~~

~~(f) During the proceedings, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the chair, who will act as an intermediary and pose questions on the parties' behalf.~~

~~(g) Hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective nonattorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.~~

~~(h) The student conduct committee will serve complainant a written notice indicating that an initial order has issued on the same date that the initial order is served on respondent. This notice shall inform the complainant whether the sexual misconduct allegations were found to have merit and describe any sanctions and/or conditions imposed upon the respondent for complainant's protection. The notice shall also provide directions on how the complainant can appeal the decision to the president.~~

~~(i) Complainant may appeal the student conduct committee's initial order to the president subject to the same procedures and deadlines applicable to other parties.~~

(j)c) The president will serve complainant a written notice indicating that the appeal has been resolved on the same date that the final order is served upon the respondent. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-150, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-150, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-150, filed 12/5/69.]

WAC 132R-04-~~160~~-117 Brief adjudicative~~een~~ proceedings—Review of an initial ~~order~~decision. (1) An initial ~~order~~decision is subject to review by the president or his or her designee, provided the respondent files a written request for review with the conduct review officer within twenty-one calendar days of service of the initial ~~order~~decision.

(2) The president or designee shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the proceedings must be referred to the student disciplinary committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty (20) ~~business~~-calendar days of the initial ~~order~~decision or of the request for review, whichever is later. The order on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the reviewing officer does not make a disposition of the matter within twenty (20) calendar days after the request is submitted.

(5) If the president or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be

referred to the student disciplinary committee for a disciplinary hearing. The president or designee may enter an interim order suspending the student until a hearing can be held by the student disciplinary committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the student disciplinary committee. [Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-160, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-160, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-160, filed 12/5/69.]

WAC 132R-04-~~165~~-118 Brief adjudicative~~een~~ proceedings—Agency record. The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-165, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-165, filed 7/14/03, effective 8/14/03.]

WAC 132R-04-170 Criminal prosecution. College personnel or students may refer any student code of conduct violations which are also violations of federal or state law to the proper authorities for disposition. [Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-170, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-170, filed 12/5/69.]

WAC 132R-04-180 Effective date. The rules contained within chapter 132R-04 WAC shall become effective upon the date the same are filed with the code reviser. [Order 69-4, § 132R-04-180, filed 12/5/69.]

WAC 132R-04-190 Prior rules. The rules contained within chapter 132R-04 WAC supersede all former rules for which a student was subject to disciplinary action as defined by WAC 132R-04-010.
[Order 69-4, § 132R-04-190, filed 12/5/69.]

WAC 132R-04-200 Severability. If any provision of chapter 132R-04 WAC is adjudged by a court to be unconstitutional, the remaining provisions of chapter 132R-04 WAC shall continue in effect.
[Order 69-4, § 132R-04-200, filed 12/5/69.]

GUIDE TO CHANGED WACS

132R-04-067 moved to 132R-04-113

132R-04-100 moved to 132R-04-005

132R-04-117 moved to 132R-04-125

132R-04-160 moved to 132R-04-117

132R-04-165 moved to 132R-04-118

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #10: 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 3, 2017.
- Five student awardees from around the state will be notified ACT in early December.
- BBCC's local Transforming Lives Award Dinner is tentatively scheduled on Wednesday, November 15, at 6:00 p.m. in the Masto Conference Center (**awaiting board approval**).
- Awards dinner – January 22, 2018 (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 2018 ACT Transforming Lives Award.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #11: Board Retreat Agenda (information)

BACKGROUND:

The draft agenda for the October 27 Board Retreat is included for comment.

Prepared by the President's Office.

RECOMMENDATION:

None.

DRAFT

**Samaritan Hospital Rm 407
Friday, October 27, 2017**

9:00 am	Arrive	
	<p>Item #1: Strategic Planning Overview Moderator/Presenter: Dr. Bryce Humpherys Outcome: Understand the 2017-18 strategic planning process.</p>	<p style="text-align: right;">Reference (Page)</p> Mission, Vision, Values, Core Themes () Priority Document () Timeline Checklist() Core Theme Indicators()
11:30	Lunch (catered by Sodexo)	
12:30	Afternoon Session (President, VPs, Dean Parton Attend)	
	<p>Item #2: Board Self-Evaluation Moderator/Presenter: Dr. Bryce Humpherys & Dean Valerie Parton Outcome: 2016-17 Board Self-Evaluation Statement at November 14, 2017, board meeting.</p>	<p style="text-align: right;">Reference (Page)</p> Mission, Vision, Values, Core Themes () Ends Statements () Monitoring Report Summaries () 2016-17 Board Activities () 2016-17 Board Motions Log () Sept. 30, 2016, Retreat Meeting Minutes ()
2:00	<p>The Board will adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Item #3: 2016-17 President’s Evaluation Outcome: Evaluation statement for November 14, 2017, board meeting.</p>	<p style="text-align: right;">Reference (Page)</p> Mission, Vision, Values, Core Themes () Ends Statements () Monitoring Report Summaries () Policy Governance BP 1000 () President’s Activity Log () date, Meeting Minutes Excerpt ()
3:00	Break	
3:15	<p>Item #4: 2017-18 President’s Evaluation Process Moderator/Presenter: VP Kim Garza Outcome: Clarify the 2017-18 President’s Evaluation Process.</p>	<p style="text-align: right;">Reference (Page)</p> Mission, Vision, Values, Core Themes () Ends Statements () Policy Governance BP 1000 () date, Meeting Minutes () date, Sub-Committee Notes () Draft of President’s Evaluation () Leadership Competencies ()

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #12: 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: 10/16/17

ITEM #13: Next Regular Meeting (information)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Tuesday, November 14, 2017.

The board retreat is scheduled on Friday, October 27, 2017.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the dates of the upcoming meetings.

BIG BEND COMMUNITY COLLEGE

Date: 10/16/17

ITEM #14: Miscellaneous (information/action)

BACKGROUND:

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

Dr. Leas will provide an update on the vacant trustee seat.

The Association of Washington Business (AWB) will hold a Rural Jobs Summit at BBCC October 24, 2017.

ACT has requested confirmation of the Legislative Action Committee members. BBCC is currently represented by Jon Lane and Stephen McFadden.

President Leas will ask about distributing the board packet electronically and eliminating the paper copy. Laptops for each meeting could be made available from the library. The approximate cost of the paper copies for each meeting is \$75.00, which does not include labor.

Upcoming ACT events are listed below.



PLEASE SAVE THE DATE

Washington State Association of College Trustees

- 2017 ACCT Leadership Congress**
 - September 25-28, 2017, Las Vegas, NV
- Legislative Action Committee Retreat**
 - November 9, 2017, DoubleTree by Hilton Seattle Airport
- ACT Fall Conference**
 - November 10, 2017, DoubleTree by Hilton Seattle Airport
- ACT Winter Legislative Conference**
 - January 22-23, 2018, Olympia Red Lion Hotel
- New Trustee Orientation**
 - January 22, 2018, Olympia RL Hotel
- Transforming Lives Award Dinner**
 - January 22, 2018, Olympia RL Hotel
- 2018 ACCT National Legislative Summit**
 - February 11-14, 2018, Washington D.C.
- 2018 Spring Convention**
 - May 10-11, 2018 Hosted by Clark College , Vancouver , WA

Prepared by the President's Office.

RECOMMENDATION:

None.