



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

**Thursday October 24, 2013  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

## Fall 2013 Campus Events

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

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

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

<b>October</b>	24	ASB Bowling Night 10:00 p.m. – midnight; Lakebowl
	24	Board of Trustees Meeting 11:00, and 1:30 p.m.; Hardin Community Room, ATEC
	25	Women's Volleyball vs. Yakima Valley CC, 6:00 p.m.; DeVries Activity Center
	29	Foundation Star Night, 6:00 p.m.; Masto Conference Center
	30	Women's Volleyball vs. Walla Walla CC, 6:00 p.m.; DeVries Activity Center
	31	ASB Halloween Dance 9:00 p.m. – midnight; Masto Conference Center
<b>November</b>	6	ASB Pool Tourney \$5 Noon; Gameroom 1400 Bldg
	7	ASB Dodgeball Tournament 7:00 p.m.; DeVries Activity Center
	11	Veterans' Day Holiday, campus is closed
	12	ASB Sponsored Lunchfest: Thanksgivingfest 10:30 a.m. – 1:00 p.m.; Masto Conference Center
	16	Women's Basketball vs. Northwest Indian College 4:00 p.m.; DeVries Activity Center
	22	Women's Basketball vs. BBCC Alumni 7:00 p.m.; DeVries Activity Center
	23	Men's Basketball vs. BBCC Alumni 4:00 p.m.; DeVries Activity Center
	23	Women's Basketball vs. Mt Hood CC 2:00 p.m.; DeVries Activity Center
	28-29	Thanksgiving Holiday, campus is closed
<b>December</b>	10	ASB Sponsored Free Pool 8:00 a.m. – 5:00 p.m.; Gameroom ASB Library Campout – 8:00 p.m.; Peterson Gallery, ATEC Bldg
	12	Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC
	16	Quarter Break December 16 – January 3, 2014



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

**SPECIAL BOARD OF TRUSTEES MEETING  
Study Session  
Big Bend Community College**

**Thursday, October 24, 2013  
11:00 a.m.**

**Hardin Community Room  
ATEC Building**

The Board of Trustees of Community College District 18 have scheduled a special Board Meeting/Study Session on Thursday, October 24, at 11:00 a.m. in the Hardin Community Room, 7662 Chanute St. N.E., Moses Lake, WA.

**Purpose:** Review Proprietary Funds Budgets and Financial Statements

No action will be taken.

**Information:** Contact Doug Sly, Public Information Officer (793-2003) or President Terry Leas (793-2001), Big Bend Community College.



COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Thursday October 24, 2013, 1:30 p.m.  
ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely  
Chair

Jon Lane  
Vice Chair

Anna Franz

Stephen McFadden

Miguel Villarreal, Ed.D.

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.

Action

- |                 |     |   |
|-----------------|-----|---|
| A               | 1.  | Call to Order/Roll Call<br>Pledge of Allegiance – Welding Club Officer  |
| I               | 2.  | Introductions – Welding Club/New Staff  |
| I/A             | 3.  | Consent Agenda <ul style="list-style-type: none"> <li>a. Regular Meeting Minutes June 14, 2013 (A)<br/>Board Retreat August 29, Board Retreat September 12,<br/>Special Meeting September 24</li> <li>b. President’s Activity Update (I)</li> <li>c. Student Success (I)<br/>Student Achievement Initiative<br/>Academic Master Plan</li> <li>d. Accreditation (I)</li> <li>e. Assessment (I)</li> <li>f. Capital Project Report (I)</li> <li>g. Safety &amp; Security Update (I)</li> <li>h. Human Resources Report (I)</li> <li>i. Classified Staff Report (I)</li> <li>j. Enrollment Report (I)</li> <li>k. Quarterly Budget Report (I)</li> </ul>                     |
| 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) <ul style="list-style-type: none"> <li>a. ASB Director of Programming – Shanelle Hemmert</li> <li>b. Classified Staff Representative – Tana Richins</li> <li>c. Faculty Association President – Rie Palkovic</li> <li>d. VP Financial &amp; Administrative Services – Gail Hamburg</li> <li>e. VP Instruction/Student Services – Bob Mohrbacher</li> <li>f. VP Human Resources &amp; Labor – Kim Garza</li> <li>g. Executive Director BBCC Foundation – LeAnne Parton</li> </ul> |
| A               | 5.  | Proprietary Funds Budgets & Financial Statements  |
| A               | 6.  | AMP Student Success Outcomes Report – Valerie Kirkwood  |
| -----BREAK----- |     |   |
|                 |     | Executive Session   |
| A               | 7.  | BBCC Board Goals/Ends Statements – VP Mohrbacher  |
| A               | 8.  | TACTC Transforming Lives Award Nominations – Board  |
| I               | 9.  | EFA Award Presentation – Dean Kara Garrett  |
| I               | 10. | Board Policies – President Leas   |
| I               | 11. | ACCT Congress Report – Board  |
| A/I             | 12. | Assessment of Board Activity – Board  |
| A               | 13. | Regularly Scheduled Board Meeting – Board   |
| I               | 14. | Miscellaneous – President Leas  |
|                 | 15. | Adjournment   |

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

**NEXT MEETING REMINDER – Regular Meeting December 12, 1:30 p.m.**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the Regular Meeting Minutes June 14, 2013, Board Retreat August 29, Board Retreat September 12, and Special Meeting September 24, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Friday, June 14, 2013, at 3:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Mike Blakely  
 Anna Franz  
 Jon Lane  
 Stephen McFadden  
 Mike Villarreal

Board Chair Mike Blakely led the pledge of allegiance.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes of May 23, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Capital Project Report (I); e) Safety & Security Update (I); f) Human Resources Report (I); g) Enrollment Report (I).

Chair Mike Blakely shared that any item could be pulled off the consent agenda for discussion if necessary.

Motion 13-16 Trustee Jon Lane moved to approve the consent agenda including the May 23, 2013, board meeting minutes. Trustee Stephen McFadden seconded, and the motion passed.

### 4. Remarks

- a. VP Hamburg reported the lighting project is on schedule. The contractors will begin staging July 11. All of the lighting fixtures have been ordered. Barring any delays, the project should be completed mid-September. The replacement of 1400 and 1500 building roofs is the next project scheduled. The bid opening will happen next Wednesday. VP Hamburg confirmed the date of the July 22 Facility Assessment Review with Trustee McFadden.
- b. VP Mohrbacher reported President Leas, Dean Kara Garrett, Title V Transfer Services Coordinator Jenny Ratigan and three faculty members will attend an AVID for Higher Ed Institute in Texas the week of June 24. They will learn about the program to determine if it can be implemented at BBCC.
- c. Faculty Association President Mike O'Konek thanked VP Garza, administration, and faculty members for working on the screening committees to hire the new instructors. President Leas said he would like to introduce the new faculty members to the trustees in the fall.

Trustee Blakely commented the BBCC faculty do a good job mentoring new instructors through the probationary faculty review process. Negotiations have been going well; however the state budget situation has stopped progress.

- d. VP Garza reported many interviews have been conducted. The computer science instructor and librarian position offers will be extended next week, and then all faculty positions will be filled. Negotiations are going well as a collaborative process. She agreed with Instructor O'Konek that they are on hold until the budget issue is resolved at the state level.

## 6. BBCC Core Themes

VP Bob Mohrbacher shared the draft revised core themes.

### Student Success

**Outcome:** Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

#### **Objectives:**

- 1.1 BBCC provides access to programs and services that meet the needs of our service district.

##### **Indicators:**

- 1.1a Inventory of programs, modalities, and services.
- 1.1b Service area & student demographic data.
- 1.1c Class-fill rates & class cancellation data.
- 1.1d Feedback from advisory committees.

*Rationale: Analysis of current and potential student population is matched to enrollment data and feedback from advisory committees to inform program planning and strategic enrollment management.*

- 1.2 Use of services correlates with success, retention and completion.

##### **Indicators:**

- 1.2a Course success rates.
- 1.2b Use of services.
- 1.2c Use of technology & resources.

*Rationale: Use of specific services by students (i.e., tutoring, supplemental instruction, new student orientation, etc.) is correlated to course success, retention, or completion in order to determine effectiveness of services.*

- 1.3 Students are prepared to graduate and to transfer or seek employment.

##### **Indicators:**

- 1.3a Student Achievement Initiative (SAI) data.
- 1.3b Retention & graduation rates.
- 1.3c Transfer rates & transfer success rates (MRTE).
- 1.3d Employment & certification rates.

*Rationale: These data sets track students moving through educational pathways in order to determine how many successfully complete goals or transition to next steps.*

## **Excellence in Teaching and Learning**

**Outcome:** Big Bend Community College supports innovation, variety, and creativity; maintains high academic standards; and supports professional development for continued growth.

### **Objectives:**

2.1 BBCC implements innovation and creativity in programs and services.

#### **Indicators:**

2.1a Program audit of best practices/new practices.

2.1b Correlation of practices to success, retention or completion.

*Rationale: Program audits allow the college to track new initiatives or strategies; correlation allows the college to tie these initiatives or strategies to student outcomes.*

2.2 BBCC helps students attain high academic standards.

#### **Indicators:**

2.2a External certification rates.

2.2b CCSSE data on academic challenge.

2.2c NCCBP data on success rates.

2.2d MRTE data on transfer success.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports that higher perception of academic challenge by students increases student persistence. CCSSE and NCCBP data allow the college to assess student perceptions of academic rigor; external certification rates and MRTE data on transfer success allows the college to compare student achievement to external standards.*

2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes.

#### **Indicators:**

2.3a Full-time faculty ratio.

2.3b Student/faculty ratio.

2.3c Budgets & attendance for professional development.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports a higher percentage of full-time faculty and lower student-faculty ratios increase student persistence. Professional development helps to engage faculty and promote continuous improvement.*

## **Community Engagement**

**Outcome:** Big Bend Community College supports economic development, nurtures community partnerships, and acts as a responsible steward of common resources.

### **Objectives:**

3.1 BBCC works with community partners to support economic development.

#### **Indicators:**

3.1a Inventory of active partnerships.

3.1b Report on economic impact.

*Rationale: Community partners have direct knowledge of economic and employment needs in the service district.*



*Economic impact of college efforts can be quantified in terms of grant monies obtained, employment of graduates, and investment in new programs and services.*

- 3.2 BBCC works with K-12 and university partners to provide educational opportunities.

**Indicators:**

- 3.2a Inventory of current dual credit programs.  
3.2b Inventory of current outreach & pathway programs.  
3.2c Analysis of partnership opportunities.

*Rationale: In the rural communities within the BBCC service district, access to postsecondary education is often limited; partnerships between the college and K-12 and university partners can increase opportunities and make better educational pathways.*

- 3.3 BBCC practices responsible use of resources, including fiscal and natural resources.

**Indicators:**

- 3.3a Budget process is tied to strategic goals.  
3.3b Sustainable practices are increasing.

*Rationale: As a public institution, BBCC has a responsibility to use public resources efficiently and responsively. Tying budgeting to strategic goals and sustainable practices allows a measure of accountability in the use of resources.*

During the accreditation visit in October of 2012, the evaluators recommended that the core themes should respond to the mission statement. Following the mission statement rewrite, the core themes have also been rewritten. The final core themes will be included in the accreditation report on standard 1, which is due in August.

VP Mohrbacher stated that the current Academic Master Plan (AMP) will expire and need to be rewritten in 2014. During the AMP rewrite, the core themes may require revisions. Aligning the mission statement, core themes, and AMP is an iterative process.

Trustee Mike Blakely also said the Board's End Statements may be revised to align with these documents. President Leas observed that working through these strategic planning documents is an evolving process, and he recommended acceptance of the draft core themes as presented.

Motion 13-17

Trustee Anna Franz moved to approve the core themes as presented. Trustee Mike Villarreal seconded, and the motion passed.

**5. Operating 2013-14 Budget**

President Leas reported the operating budget depends on the allocation from the state. The Governor has called a second special session for the legislature to work through budget issues.

Without knowing what the allocation will be, a budget cannot be determined. After the legislature completes the state budget, the SBCTC will inform BBCC of the allocation. Once we know our allocation, there are internal processes, including convening a Budget Review Task Force meeting, that need to happen before we can complete the BBCC operating budget.

VP Hamburg advised the trustees that WACTC and the SBCTC held a conference call regarding the budget dilemma on Thursday. The OFM asked all agencies for contingency planning information. During the conference call, the presidents expressed their desire for the colleges to remain open for students to attend summer quarter classes. BBCC's state appropriation last year was 57% of the operating budget. BBCC has the local funding (and tuition money) to stay open through summer quarter without a state appropriation.

BBCC spends the state allocation first each fiscal year (it is lost if not spent) and then tuition and local funds are spent. BBCC is reimbursed monthly from the SBCTC for expenditures until the allocation is completely spent. In this situation, with no state appropriation, there is no guarantee that the SBCTC would reimburse BBCC for the full 12 months. There is a very remote possibility that they may not reimburse BBCC for the summer. If there is a lag in the reimbursement from SBCTC, BBCC will need to use money held in reserves. VP Hamburg stated by fall quarter, we will know our allocation, plan accordingly and present the budget to the trustees for approval.

President Leas stated that Riverland Community College experienced a state shut down while he was there. The college used local funds to operate. PIO Doug Sly will communicate to the public to reassure that BBCC will be open for summer quarter. Resolution 2013-1 was presented to the Board for its approval. It provides for the board to delegate authority to the President to proceed with normal operations of the college using available funds or legislative appropriations until formal adoption of the 2013-14 operating budget by the trustees.

Motion 13-18

Trustee Jon Lane moved that the board delegate authority to the President to proceed with normal operations of the college using available funds or legislative appropriations until formal adoption of the 2013-14 operating budget by the trustees, as noted in Resolution 2013-1. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Stephen McFadden suggested President Leas submit a letter to the editor of the local newspapers to confirm BBCC will be open for students during summer quarter. This would convey college stability, and reassure the public that BBCC has resources and ability to run through the summer and is fiscally prudent enough to weather the delay in the legislature.

Trustee McFadden stated a well-written letter from President Leas is less likely to be edited. Trustee Mike Blakely added the letter should not be too optimistic; it is important for the public to know BBCC has conserved funding but cannot continue to absorb decreased funding.

## 7. **ACCT Nominations**

During the Board meeting on May 23, the trustees directed President Leas to develop draft nominations for submissions to ACCT. President Leas shared the draft nominations for trustee input. He asked if the trustees could provide additional information for the Mike Wren nomination.

Board Chair Blakely noted that the nominations come from the board, and the submission deadline is June 21. Trustees Blakely and Lane will add information to Mike Wren's nomination. Trustee Lane will inquire about additional information from former trustees. A 150-word narrative and cover letter from the Board chair is also required. President Leas will prepare documents for Chair Blakely's signature.

Motion 13-19 Trustee Jon Lane moved to nominate former trustee Mike Wren for the ACCT Trustee Leadership Award. Trustee Stephen McFadden seconded, and the motion passed.

Motion 13-20 Trustee Stephen McFadden moved to nominate Melinda Dourte for the ACCT Professional Board Staff Award. Trustee Anna Franz seconded, and the motion passed.

Motion 13-21 Trustee Anna Franz moved to nominate Mike O'Konek for the ACCT Faculty Member Award. Trustee Mike Villarreal seconded, and the motion passed.

President Leas invited the trustees to add quotes and/or comments to each nomination.

Trustee Blakely stated BBCC has many exceptional employees, and it is good to champion people within the college. He was very pleased to submit multiple nominations.

## 8. **Assess Board Activity**

Trustee Jon Lane reported that he attended the GED Graduation and the Campus Excellence Celebration. He said the celebration was a great event, and the program was very nice.

Trustee Mike Villarreal reported he enjoyed attending the GED Graduation. He also attended the Campus Excellence Celebration luncheon and commented it was very well done.

Trustee Stephen McFadden said he has been busy in Ritzville. He complimented the GED Graduation and was impressed with the width and breadth of age and diversity of the graduates.

Trustee Mike Blakely reported that he helped with the ACCT nominations. He also contacted donors in Quincy regarding Cellarbration! He was pleased that the Foundation received more donations from the Quincy community than in the past. The manager of the Quincy Cenex is interested in serving on the advisory council, and he recently donated \$3,500 to the Foundation. Trustee Blakely met with President Leas and VP Hamburg about the south campus property. Trustee Blakely talked with President Leas to set the meeting agenda for today. He attended the kindergarten graduation, automotive BBQ, GED Graduation, and Campus Excellence Celebration luncheon. He also signed certificates of merit for employees.

## 9. Regularly Scheduled Board Meeting

The next Board meeting is scheduled for August 8. The Board Retreat is scheduled for August 22. The trustees discussed scheduling another retreat and rescheduling the August 22 retreat.

Motion 13-22 Trustee Stephen McFadden moved to schedule a retreat August 29 to review the budget and other action items as needed, and a retreat September 12 to review the Outcomes Report, Ends Statements, and presidential evaluation process. Trustee Mike Villarreal seconded, and the motion passed.

## 10. Miscellaneous

President Leas invited trustees and administrators to join the commencement speaker, Susan Landon Weinstein, for dinner at 4:30. Commencement begins tonight at Lions Park at 7:00. Director of Student Activities Kim Jackson has worked hard coordinating commencement, and everything should go very smoothly.

The meeting adjourned at 3:57 p.m.

---

Mike Blakely, Chair

ATTEST:

---

Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a board retreat Thursday, August 29, 2013, at 8:40 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus. The location of the retreat moved to the WorkSource Conference Center at 309 E 5<sup>th</sup> Ave, Moses Lake at 9:00 a.m. as planned.

### 1. Call to Order

Present: Mike Blakely  
Anna Franz  
Jon Lane  
Stephen McFadden  
Mike Villarreal

Board Chair Mike Blakely led the pledge of allegiance.

### 2. 2013-15 Negotiated Agreement

Board Chair Mike Blakely started conversation by complimenting the administrative team and the Faculty Association team for their cooperation and work reaching agreement.

Trustee Blakely asked the Faculty Association representatives Rie Palkovic and Mike O'Konek if they were pleased with the agreement. They both answered affirmatively. Trustee Blakely asked to wait on further discussion of this item until Trustee Stephen McFadden arrived.

Trustee Blakely announced that the next regularly scheduled board meeting on September 19 may be cancelled to accommodate the September 12 board retreat.

#### Motion 13-23

Trustee Jon Lane moved to cancel the September 19 board meeting. Trustee Anna Franz seconded, and the motion passed.

VP Kim Garza reported that the Faculty Association and the college reached a tentative agreement regarding the 2013-15 Negotiated Agreement. She reviewed the significant changes regarding professional development units (PDUs) and assessment. The changes agreed upon were made to streamline and make the processes more efficient and to clarify roles and expectations. The new agreement also details an improved tenured faculty evaluation process, which is designed to promote growth and development and reduce the punitive aspects of the process. There were significant changes in compensation including increasing the Salary Index Matrix (SIM) base by 3%. Part-time faculty rates were also increased by 3%, and some faculty stipends were increased by 5.4%. A promotional step of \$1,500 for the award of tenure was also added.

The group is also committed to working on creating a second promotional step in the next year. These changes will help BBCC retain and recruit high-quality faculty.

The salary increases total a little over \$200,000 and recognize the work that faculty perform. These increases are made possible because BBCC received an allocation for 2013-14 based on a 3% reduction taken in the past. The past reduction was not did not impact employees' payroll; the cuts were absorbed in the budget in other areas.

Turnover savings distribution is part of the appropriations act authorized by the legislature. It is the difference between faculty separations due to retirement or moving to other jobs and the cost of the replacement. The turnover amount for BBCC was approximately \$21,000, which is the difference between the salaries of the three faculty members who left during 2012-13 and the three new faculty members who will begin this fall. The negotiation teams agreed on that distribution.

The 2014-15 and 2015-16 academic calendars were also negotiated, and agreement was reached. In the past few years, the college has not held classes the week of Thanksgiving and classes were held on President's day. President's day is a holiday when most schools and offices are closed. The group agreed that it could be difficult for students to attend classes on Presidents' Day due to bus schedules, daycare provider schedules, etc. To accommodate students the 2014-15 and 2015-16 academic years, classes will be held the Monday and Tuesday of Thanksgiving week and not on Presidents' Day.

The Faculty Association ratified the 2013-15 negotiated agreement August 20, 2013.

Outgoing Faculty Association President Mike O'Konek thanked the members of both teams. He thanked BBCC for their concessions and additional funding. He reported it is a good contract with concise language on evaluations with improvements to PDUs and assessment. It was ratified unanimously with one abstention.

Board Chair Blakely expressed his appreciation for this negotiation session and past negotiation sessions. The teams negotiate with the best interest of the institution in mind.

Motion 13-24

Trustee Mike Villarreal moved to accept the 2013-15 BBCC Faculty Negotiated Agreement. Trustee Stephen McFadden seconded, and the motion passed unanimously.

Board Chair Mike Blakely presented outgoing Faculty Association President O'Konek with a plaque with the following inscription.

*Mike O'Konek*

*Automotive Instructor*

*August 1985 – August 2013*

*With gratitude and deep appreciation for your dedication to the students, Faculty, and communities of Big Bend Community College in your roles as Instructor, Division Chair, and Faculty Association President.*

*Your commitment to excellence in teaching and learning has made a real difference in the lives of others. Thank you for 28 years of service to the college and students.*

Board Chair Blakely remembered the days when Instructor O’Konek visited his classroom in Quincy to share about BBCC.

Mike O’Konek stated he will miss the BBCC students. He will mostly miss BBCC’s family atmosphere.

VP Kim Garza shared a brief update from Human Resources. Two faculty members have retired in the last month: Automotive Instructor Mike O’Konek and Welding Instructor Gordon Kaupp. The hiring process is underway and screening committees are assembled. There are substitute instructors in place for the classes until the positions are filled.

The meeting was adjourned at 9:00 a.m. Trustees and attendees moved to the WorkSource Conference Center at 309 E 5<sup>th</sup> Avenue, Moses Lake to continue the board retreat.

The meeting reconvened at 9:25 a.m. in the WorkSource Conference Center. All five trustees were present: Mike Blakely, Anna Franz, Jon Lane, Stephen McFadden and Mike Villarreal.

### **3. Ends Statements Evaluation & Revision**

Facilitator Dr. Rich Cummins led the conversation, which focused on a review of the revised mission, vision, values and end statements and discussed specific approaches for stewardship and indicators by which to measure.

Dr. Cummins explained that ends statements fulfillment meets the standard one accreditation requirement asking for a statement of mission fulfillment; thus, the annual formal motion by the board is important for accreditation. Accreditation standard four includes continuous improvement, and it is good to deepen this effort into the culture of the institution.

The BBCC mission, vision, values, and core themes were revised during the summer. This effort was initiated by the recommendation from the Northwest Commission on Colleges and Universities (NWCCU) accrediting agency to more closely align the mission statement and the core themes. VP Bob Mohrbacher shared the process BBCC used. Former NWCCU Vice President Ron Baker facilitated stakeholder and employee meetings. Approximately 200 people from BBCC and the service district communities gathered to focus on the values in common, this resulted in handwritten notes. A sub group reviewed the statements from the stakeholder meeting and developed draft values statements based on feedback cycles. The core themes were developed using the feedback materials. The timing coincided with the new accreditation cycle.

Dr. Cummins stressed that per the Carver Policy Governance model, Trustees manage the “why” of the college rather than the “what” of college.

The ends monitoring reports are developed to report progress on identified outcomes. The Academic Master Plan (AMP), on which the monitoring reports are based, expires in 2014. This is a good re-evaluation opportunity. The AMP will be rewritten during the 2013-14 academic year. VP Mohrbacher asked the Trustees for guidance regarding how the ends fit into the process and expectations for measuring mission fulfillment.

Trustee Jon Lane commented that the core values align with the current ends statements.

Trustee Stephen McFadden asked about any weaknesses noted in the ends statements. Valerie commented that the multicultural ends statement is challenging to measure. It is important to have activities on campus that support skill building in this area. This is the general education outcome that was rated lowest by former students. In the survey, students expressed that they did not feel like they learned about working with people from other cultures. Understanding and working with other people requires skills related to multiculturalism; it is not just about ethnic groups.

Trustee Mike Villarreal commented that multiculturalism and community engagement are linked if focused on specific communities, both external and internal. Trustee Mike Blakely suggested attracting community members from the Russian population to campus events. VP Mohrbacher stated it is difficult to measure the students for whom English is their second language; therefore, it is difficult to assess their unmet needs.

The group discussed that the cultural enrichment ends statement was revised to the multicultural ends statement a few years ago. The inclusion value points to diversity and multiculturalism and is a more active statement. Trustee Mike Blakely referred to the ASB cultural activities that are connected to meals for the students as an example of inclusion in action.

President Leas said the Board could articulate a strategy for what it means for the college to have multiculturalism and inclusion to guide the college. He also suggested using the *Intercultural Development Inventory (IDI)*, which is an inventory of cultural competencies and can be used to assess and strengthen skills in this area. Trustee McFadden suggested this tool could be used to assess where BBCC stands in this area and then map a strategy.

Are employees creating their own expectations, or have the Trustees articulated their expectations? Trustee Mike Villarreal stated employees are creating on the go because the board has not defined multiculturalism. Trustees need to clearly define where this meshes, define the term, and how it is accomplished. Specific areas the Board shared to meet this goal: increase in number of student clubs, increase in number of diverse staff, and an increase in community engagement with diverse populations.

VP Mohrbacher reported that a Lesbian, Gay, Bi-Sexual, Queer and Transgender (LGBTQ) club has been formed and safe zone training will be presented during the September 16 faculty in-service.



Faculty Association representative Rie Palkovic stated the faculty members understand their own definition of multiculturalism. It would be helpful for the board to give clearer direction of diversity activities, i.e., clubs, film series, lectures. These activities also add to climate. Employees need to find ways to connect what we want and what the board wants done. President Leas stated this can be operationally problematic. For example, faculty and administrators are negotiating a policy on fraternization to protect students and employees. There is some tension regarding this policy due to different expectations.

Trustee Blakely stated first-generation students do not know the processes. Employees need to do the small things to serve the students

Dr. Cummins directed the group to the ends statements and stated multiculturalism is hard to measure. E-6 Multiculturalism has been met and more work can be done to create indicators.

E-6 Multiculturalism flows well into E-5 Climate. Employees need to know we understand BBCC jargon, but new students do not. Trustee Blakely stated we are doing well in this area. Staff and faculty members help students. Trustee McFadden stated there is nothing at the board level indicating we are not meeting this end statement. BBCC is strong in this area.

President Leas stated safety indicators are measurable. There have been huge improvements in safety, security, and communications in these areas with the hiring of Director of Safety and Security Kyle Foreman.

President Leas asked, if BBCC's leadership team is reflective of its student population. How many minority groups are represented on the leadership team? President Leas stated he rates climate as a 3.5 on a 5-point scale. Based on his experience in other institutions, the climate at BBCC is good. Trustee McFadden commented continuous quality improvement is important. Trustee Mike Villarreal commented we should live in "proficient" and visit "distinguished."

VP Mohrbacher stated the core themes have a 5-point scale, and the AMP ratings have a 25-point scale. He asked if the Board has a benchmark. Should the scales be revised to be parallel? He noted that the core themes will become a chapter of the AMP as it is rewritten later this year.

E-4 Student Achievement. Are assessment tools measuring what is in the mission statement? President Leas stated BBCC is doing well in this area evidenced by national benchmarks reached and achievement gains. Trustee Jon Lane stated the Negotiated Agreement ratified this morning is a great step supporting this ends statement. VP Mohrbacher stated BBCC is doing well as reported by the National Community College Benchmark Project (NCCBP). The emporium math model results, and the professional/technical employment measures support a good rating in this area.

College Spark is funded by the Gates Foundation, and they focus on first-generation students. They do research correlating programs with success and retention. We are not sure which interventions are most effective, because we do not limit students to individual interventions. Trustee Villarreal commented the whole student services experience makes the difference; this is difficult to quantify. President Leas said the holistic approach meets the various challenges and helps students on different levels. It is hard to pull out the winning strategies.

Trustee Blakely recognized the tremendous change in attitude regarding data collection and analysis; BBCC uses data to make decisions. BBCC is a small school, which allows for more interpersonal contact and boosts student success. Dr. Cummins commented this spirit of inquiry from the board to staff is very helpful. The group agreed that E-4 Student Achievement is satisfied.

E-3 Partnerships. BBCC does a good job visiting communities. Trustee Villarreal stated President Leas' community outreach to Othello resulted in positive comments. Trustee McFadden stated the same about the president's visits to Ritzville. Trustee Lane commented our communities are agriculture-based, and BBCC must meet the needs of agricultural industries. Executive Director of the Foundation, LeAnne Parton and the Foundation Board, do a good job building relationships and bringing in funding. Trustee Blakely stated it is good that the faculty members can raise their status through community outreach.

Trustee Blakely stated EWU is pushing its college credits in the Quincy High School. VP Mohrbacher clarified that BBCC has a similar agreement with the Ephrata High School. BBCC could promote this agreement with other local school districts.

President Leas stated the hiring of Jaxon Riley for the Director of BBCC's Center for Business and Industry Services will strengthen partnerships as she engages industry leaders.

Dr. Cummins reminded the trustees that a formal motion on the assessment of their ends statements is appropriate.

The morning session ended at 11:35 a.m., and the group departed for lunch.

The afternoon session convened at 1:00 p.m. President Leas shared the video entitled *Latinos, the Growing Face of Washington*. The group discussed the Dream Act and its impact on the service district communities.

#### **4. 2012-13 Board Goals**

Student Achievement – Trustee Mike Blakely

Trustee Mike Blakely shared information he requested from Dean Kirkwood from Institutional Research: in the 2011-12 state student achievement data, BBCC ranked second in academic completers with 24%.

Trustee Blakely would like to see this percentage rise. He also asked for graduate and non-graduate employment information. He explained that many students become employed before they finish school, and they do not complete. They are successful, but they are not included in success numbers.

#### Climate – Trustee Jon Lane

Trustee Lane reported it is hard to quantify what “climate” means. The president and trustees have done a good job attending activities and getting out into the communities. The end-of-the-year college-wide recognition luncheon initiated by President Leas is a very positive change. Adoption of the Facilities Master Plan for the grounds and safety on the college campus result in bringing more people on campus. Other ideas to bring more people on campus were shared, i.e., BBCC Hall of Fame and a more active alumni association. Trustee Mike Blakely suggested students receive a free one-year foundation membership upon graduation. Also discussed was Alum of the Year Award. VP Mohrbacher stated hiring a webmaster/social media person will assist with outreach to alumni.

#### Innovations/Partnerships – Trustee Mike Villarreal

Trustee Villarreal stated BBCC has a new president, a young board, and a large geographic service district. BBCC continues to establish and maintain relationships. Director of Public Information Doug Sly does a good job distributing press releases. Trustee Villarreal would like to understand the Board policies. He is interested in formally recognizing businesses and groups that partner with BBCC. Trustee Villarreal stated the BBCC Foundation event Cellarbration! is a great outreach to the audience it serves. BBCC needs other events to reach other audiences. How could BBCC present more diverse activity opportunities? How could BBCC be strategic about engaging more diverse partners in the next 3-5 years? He suggested formulating a marketing plan for building partnerships with all groups in the communities. Brainstorming resulted in the follow ideas: host an Hispanic dance, co-sponsor events with Grant County EDC, host outdoor events with several cultures recognized, BBCC Trustees and Foundation Board attend a joint event planning meeting, provide family-friendly activities, include corporate partners, strive for cross-generational impact, engage folks likely to donate \$10, host New Year’s Eve (First Night) activity, and fundraising workshops with the foundation Board.

Trustee Villarreal would like to see BBCC continue to document and recognize donations by community organizations and members. Trustee Mike Blakely would like to recognize outstanding partners through the ACCT and TACTC nomination process.

Trustee Lane expressed his interest in naming the library in honor of President Emeritus Bill Bonaudi to recognize his past service to BBCC.

#### Access – Trustee Anna Franz

Trustee Franz stated she would like to see community outreach focused on students, rather than dollars. She encouraged President Leas to arrange community meetings in Mattawa, Coulee City, and Electric City.

### Resources – Trustee Stephen McFadden

Trustee McFadden stated he has attended meetings and facilities tours to support capital funding. He has learned the process is complex and competitive. BBCC scored low (high need) on the facilities survey, and this score will help our effort to secure capital funding. The trustees complimented VP Hamburg and her staff for the Facilities Master Plan as a great visioning document. Trustee McFadden recognized the team's efforts to maintain the former Air Force base that is now the BBCC campus. He was impressed by the work that has been done and appreciates the careful navigation by staff. A gap analysis of resources, needs, and leverage points would be helpful.

Trustee McFadden encouraged his fellow Trustees to maintain contact with legislators. The group discussed a communication plan and hosting an event on campus for all nine legislators featuring student success stories. Trustee Villarreal suggested inviting our legislators to the BBCC graduation activities. Dr. Cummins invited the BBCC Board and President to attend the legislative pizza party held each year one night of the January TACTC meeting.

Trustee McFadden would like to have more information on board policies and how they are established and maintained.

Trustee Jon Lane stated he recently participated in an All Washington Business (AWB) tour of Moses Lake, which included BBCC. It was good to have industry leaders on campus.

Trustee McFadden would like to cultivate and identify new supporters of BBCC. He complimented the grant funding efforts.

### **2013-14 Board Goals**

The current goals align with the values:

- student success – student achievement
- excellence in teaching and learning – access
- inclusion - college climate
- community engagement – innovation partnerships
- integrity – resources

The Trustees discussed “establishing and maintaining” board policies. They would like to regularly review and update board policies on a rotating basis.

President Leas suggested reviewing one board goal per meeting to allow staff to understand the Trustees' expectations.

Currently BBCC has Ends Statements Reports, Trustees Goals Reports, and Core Theme Reports. The ends are the “why?” of the college. Harmonizing the ends and the board goals will reduce confusion and simplify strategic efforts. Existing data can be used as evidence rather than creating new data sets.

The trustees discussed delaying action on the mission fulfillment motion to the next meeting.

### **President's Evaluation**

President Leas reported he felt the last year went very well, and there was good team effort by faculty and staff. Trustee support has been very helpful. BBCC is his first experience working with a Board of Trustees, and he appreciated such a supportive Board of Trustees.

Board Chair Mike Blakely announced that "the Board will convene in executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 15 minutes and no final action will be taken during this executive session." The executive session was extended for 10 minutes two times.

The executive session under RCW 42.30.110 ended at 3:50 p.m. The regular meeting reconvened at 3:50. No final action was taken by the Board during executive session.

The trustees announced they will discuss and act on the president's evaluation and contract extension at the September 12, 2013, board meeting on the BBCC campus.

President Leas reported college staff members are developing a WorkForce résumé which will list all certification, memberships, and references. This will be a good outreach tool.

Trustee McFadden stated there is a group in Ritzville interested in distance learning. He invited President Leas and appropriate staff to visit Ritzville and demonstrate how distance learning works. There is a private donor interested in funding a coordinator/assistant for the Ritzville site.

President Leas stated when he was hired; the Trustees discussed their desire for an updated BBCC website. This is a priority and now that the budget situation has stabilized, the position of webmaster is being advertised.

Trustee McFadden discussed the need for a marketing plan to recruit students and partners. He recommended consulting with an expert in this area. He also referred to a commercial he viewed at the ACCT conference in San Antonio. He would like to see a commercial developed on a smaller scale for BBCC.

Trustee McFadden also asked about President Leas and staff meeting with school district personnel. Trustee Villarreal suggested President Leas volunteer to be an evaluator for senior exit interviews at the local high schools.

The group brainstormed ideas to strengthen relationships with school districts: career fairs, BBCC staff on school district in-service agendas, all juniors and seniors for local high schools to BBCC for a tour day, an educational summit, meetings involving President Leas, Trustees, high school superintendents, and school board chairs.

President Leas, VP Mohrbacher, and Dean Valerie Kirkwood will draft board goals and ends statements that align with BBCC's core values for the trustees' consideration.

The meeting adjourned at 4:30 p.m.

---

Mike Blakely, Chair

ATTEST:

---

Terrence Leas, Secretary

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a board retreat Thursday, September 12, 2013, at 9:10 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus. The location of the retreat moved to the WorkSource Conference Center at 309 E 5<sup>th</sup> Ave, Moses Lake at 1:00 p.m. as planned.

### **1. Call to Order**

Present: Mike Blakely  
 Anna Franz  
 Jon Lane  
 Stephen McFadden  
 Mike Villarreal

VP Bob Mohrbacher introduced the new faculty members. Lindsay Groce was hired to instruct chemistry. She is from CWU. Valerie Wade has taught development education part-time for BBCC since 1978. BBCC has been one of a few colleges in WA State with no full-time instructors in basic skills. Instructor Wade was hired to teach full-time developmental education. James Ayers is BBCC's new Industrial Systems Technology (IST) instructor. He has experience working for REC, Takata, and the local data centers. Libby Sullivan has been working part-time in the Library. She worked at the Harvard Fine Arts Library, and she was hired as the full-time Librarian. She said she was lucky to work with Lance Wyman before he retired. Cara Stoddard was hired and she will teach English. BBCC alumna Kristin Krcma was hired as an Instructional and Class Support Tech 2 for Science. Board Chair Mike Blakely welcomed the new employees to the BBCC family.

### **2. 2013-14 State Operating Budget**

VP Gail Hamburg presented the 2013-14 State Operating Budget. VP Hamburg introduced Char Rios the Director of Business Services. This report is usually presented in June; it was later this year due to the legislature's delay in finalizing the state budget. VP Hamburg started with the budget status report. The initial 2012-13 operating budget was \$14,057,990. Allocations totaling \$763,527 brought the final operating budget amount to \$14,821,517. The amount spent from the 2012-13 operating budget was \$13,571,917. This left \$1,249,600 or 8.43% in reserve. There was 8.2% remaining last year. VP Hamburg stated new projects were not initiated due to uncertainty regarding the state budget.

The instruction account underspent by 9.21% or \$626,898. There was funding for a new faculty position and for two faculty positions currently in the STEM grant that was not spent. Half of the 2.5% operating reserves required per board policy is held in the instruction goods and services account in the amount of \$171,439.

Primary support to instruction was overspent by \$10,987 or 2.76%. This was due primarily to a decrease in funding from Title V for a data research position. This increased the salaries and benefits expenditures for this program.

The library underspent by \$27,585 or 5.74%.

Student services overspent by \$11,771 or .62%. This was due to some part-time salaries and pay for \$13,000 for tutors in disability services. A percentage of VP Mohrbacher's executive assistant's salary was scheduled to be funded by STEM. When an assistant was hired in STEM, VP Mohrbacher's executive assistant's salary and benefits were moved to the student services budget.

The Grants account looks like it was overspent by \$41,131. This is due to paying the director's salary out of this account rather than the salaries account.

Administration had \$293,261 or 10.47%. The other half of the 2.5% reserves required by board policy in the amount of \$171,439 is also left in the good and services portion of this account.

Maintenance and Operations (M&O) had \$324,618 or 13.33% left. They intentionally held off on projects just in case there were state budget reductions.

The allocations throughout the year are dedicated to their respective areas. The allocations totaled \$763,527. The 2.5% reserve funding was not used.

Trustee McFadden asked if 8.43% was around the same amount left each year. VP Hamburg responded that until the budget cuts, BBCC usually had 4-5% remaining at the end of year. Last year there was 8.2% remaining. Since the years of the budget cuts, spending is very conservative and the average left over has been just over 8%.

Trustee Mike Villarreal inquired about planning for software updates on a regular basis. VP Hamburg explained that the student technology fee covers those expenses. Big Bend Technology (BBT) recently implemented the KACE system, which tracks hardware/software inventory and highlights areas in need of new equipment. VP Hamburg referred to page 1 to explain the process for calculating our initial allocation. BBCC's allocation is based on our existing base budget for FY 2013 (adjusted one-time and variable funds) with legislative funding changes added or subtracted from the base budget. Tuition and local revenues are added to the General Fund State (GFS) budget based on revenue forecasts.

VP Hamburg reported there are not many new items for this budget. The biggest news is there are no reductions. She described some of the pass-through adjustments such as the allocation for Step M for Classified Staff and the procurement rate reduction, which will be paid by the vendor in the future. The variable allocations for aerospace training was removed and then reallocated. One-time allocations workforce development projects supported in FY 2013 were removed. The temporary budget reduction of 1% was restored on a permanent basis.



The temporary 3% salary reduction was restored permanently. Institutional funding and student achievement funding will be distributed in future allocations. BBCC will receive an additional \$12,000 institutional funding because Grays Harbor Community College decided not to accept the additional 3 FTEs that came with the money.

BBCC's total budget allocation for 2013-14 is \$15,304,100. This includes \$1,843,170 carry over from FY 2013. The 2.5% reserves required by board policy equal \$373,271 and are part of the \$15,304,100. VP Gail will elaborate on the board policy regarding reserves during the next board meeting.

BBCC received, for the first time in five years, more money in the general fund operating allocation than the year before, an increase of \$1,089,411. The total operating budget is \$15,304,100 for 2013-14 compared to \$14,057,990 for 2012-13, this is an increase of \$1,246,110.

Page seven details the source of operations funds. State funds have increased by 2% this year. Recovery funds have decreased by 2% this year. Tuition funds have remained at 28% of the total.

The expenditures by program are shown in the pie chart on page eight. Instruction uses 46% of the budget; this is the same as last year, and the system average last year was 51%. Academic administration uses 5% of the budget; last year it took 3%, and the system average last year was 4%. The library uses 3% this year, and it is the same as last year and the system average. Student services uses 12% of the budget; this is the same as last year, and the system average last year was 13%. Administration uses 17% of the budget. Last year it took 19%, and the system average is 16%. Lastly, M&O takes 17%; the same as last year, and the system average is 13%.

VP Hamburg shared budget details by program beginning with instruction. The instruction budget includes transfer, workforce, development and basic skills instruction, classroom and laboratory activities, and curriculum development and assessment. The trustees met some of the new instructors on campus earlier. Three vacant positions were filled, and three new positions were added. There are also new class offerings in computer science and composite materials. The new Global Positioning System (GPS) training is for the agricultural industry. There will be a new certificate program offered with major revisions. Dean Rasmussen received assistance from the Center of Excellence for Agriculture at Walla Walla Community College. A change that will be a theme in all the programs is the exploration and implementation of the AVID program on the BBCC campus.

The expenses for instruction are very similar to last year. Half of the 2.5% reserves required by board policy are held in the instruction accounts in the amount of \$186,636. The reserves are split evenly between academic goods and services and vocational supplies with \$93,318 in each account. The vocational equipment account is up due to aerospace grant and computer science equipment funding.

The workforce account is also increased from last year because the allocation was already received. The pie chart shows the percentages of expenditures, and they are very similar to last year.

The academic administration budget includes the instruction deans. This budget has increased mostly due to the technology support for instruction (\$325,211). In the past this came out of the instruction budget.

The library budget includes Dean of Library Resources, development education, eLearning, English skills, eTutoring, library and information literacy instruction, reference services, collection development, interlibrary loans, media equipment, and producing and updating student ID cards. Dean Tim Fuhrman from the library provided an update. New librarian Libby Sullivan has set up Lib Guides that allow students to connect to libraries at other colleges. The library also has a BBCC alumni who is a college intern helping with this.

The online learning software has switched from ANGEL to CANVAS, and it seems to work much better. The library is also adding a new search software in January. The library is also adding an online reference, which includes a chat option supported by libraries statewide. There is also a new e-learning position. The only difference in the budget from last year is the increase in salaries and benefits.

The Student Services budget includes admissions, registration, financial aid, advising, counseling, Running Start, disability services, GED testing services, career placement services and student activities. A new testing center is being planned in building 1000; it will be helpful to have all testing in one location. The financial aid account looks different from last year due to moving funding for a position from salaries and benefits to the grants account.

Institutional support includes central administration (president's office, and three vice presidents) community and legislative relations, Foundation, fiscal services, telephone/communications, word services (printing) and administrative computing. Some items were moved for standardization in the system for coding.

The Maintenance and Operations budget includes custodial services, maintenance trades, vehicle maintenance, grounds maintenance, utilities, safety and security, and theatre and activity center management. The ESCO audit lighting projects come from this area, and VP Hamburg is considering applying for another grant for building 1600. This one is also based on the ESCO audit and includes new heat pumps and updates.

The percentages of all expenses equal 59% for salaries, 19% for benefits, 15% for supplies, 1% for travel, 2% for equipment and 4% for grants. Our budget is consistent with other WA community colleges.

Page 23 of the budget shows pie charts that detail the institutional funds. The percentages changed slightly from the last budget. The state operating budget increased from 46% last year to 48% this year or \$15,304,100.

The grants, contracts and propriety budgets, will be reviewed at the next meeting, decreased from 54% last year to 52% this year or \$16,605,045.

The legislature has reported a plan to provide a 1% increase in salaries next year if the revenue will fund it. This will be the first salary increase in five years except for the Step M for classified staff.

Trustee Mike Villarreal complimented VP Hamburg and her team. He stated that he appreciated the process and thought behind it. The explanation was very clear. Trustee Mike Blakely also appreciated the thorough explanation. Trustee Stephen McFadden would like to see more investment in outreach and marketing. VP Mohrbacher stated the webmaster that will be hired will also work on BBCC's social media strategy. This position is funded by student services. Losing employees in the outreach and CBIS areas hurt our recruiting this year.

Trustee Jon Lane asked about the time frame on the PTEC building. VP Hamburg responded that the project manager is preparing a contract for the architect to update the Facilities Master Plan. VP Hamburg will also be working on the proposal with a PTEC committee. The request is due in February. PTEC will house automotive, welding, industrial electrical, computer science, CDL, maintenance mechanics, and some flexible space for customized training. The architects have talked with the vocational faculty to document what is needed in PTEC. VP Hamburg stated the results will be shared in December.

Motion 13-25

Trustee Stephen McFadden moved to accept the 2013-14 State Operating Budget as presented. Trustee Anna Franz seconded, and the motion passed.

### **3. President's Evaluation**

Board Chair Mike Blakely announced that the Board will convene an executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 10 minutes, and no final action will be taken during this executive session.

The regular meeting reconvened at 10:20 a.m., and no final action was taken by the Board during executive session.

Board Chair Mike Blakely read the following presidential evaluation statement.

*The following summary of the performance of Dr. Terry Leas is based upon:*

- a. His recognition and contribution to the mission statement, vision, values and core themes of BBCC.*
- b. His self-evaluation and list of activities during the year.*

- c. *Written evaluations by administrators, faculty and support staff.*
- d. *Individual observation by the trustees on campus and during community visitations.*
- e. *End statement documentation that the board goals of innovation/partnership, access, student achievement, institutional, climate, resource managements and multicultural goals were met.*

*We are very pleased with the first year performance of Dr. Terry Leas. He replaced one of the most popular community college presidents in the state, who retired after 17 years at BBCC. Dr. Leas has not changed the culture of BBCC, but he is slowly and methodically taking ownership of the institution. Those who work around him are devoted to his ideals. He is liked by the faculty and support staff and they all feel that he is very accessible.*

*It is our consensus that Dr. Leas has meet or exceeded the goals set forth by the trustees as verified by the ends statements. We are looking forward to an even more productive second year and hope that Dr. Leas will allow us to extend his contract one more year.*

Trustee Stephen McFadden thanked President Leas for the manner in which he approached his role as president. He said it was very healthy for trustees and campus. He also appreciated President Leas' willingness to be present and visible in the service district communities.

President Leas stated he read an article in the *Chronicle of Education* recently regarding the non-renewal for convenience clause of the President's contract. The article it was explained that the president and trustees had philosophical differences. When the president's contract was not renewed, there was speculation regarding the cause. The president and trustees agreed on wording to clarify the situation in order for the president to avoid suspicion later in his career. President Leas stated he does not plan to leave; however, he would like to add a clause to his contract stating upon exercising the termination for convenience clause in his contract, he and the trustees will mutually agree on a public statement. The trustees agreed with adding the clause: *In the event the Board of Trustees exercises this termination for convenience clause, the Board of Trustees and President agree that a statement to the public regarding the termination will be mutually agreed upon by the President and Board.*

Motion 13-26

Trustee Jon Lane moved to accept the 2012-13 Presidential evaluation as presented. President Leas' contract will be extended one year to end June 2015, and include the addition of the mutually agreed on statement clause. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane congratulated President Leas and stated it has been a great transition.

#### 4. Meeting Dates

Motion 13-27 Trustee Jon Lane moved to revise the date of the October 31 regular meeting to October 24. Trustee Stephen McFadden seconded, and the motion passed.

#### 5. Facility Naming Discussion

Board Chair Mike Blakely reminded the other board members that he mentioned naming the library after President Emeritus Bill Bonaudi during the last meeting. Chair Blakely asked Executive Director of the Foundation to comment on the budget for the Paul Hirai Fine Arts Dedication. She responded that the lettering, bronze and celebrations expenses totaled \$7,200. Director Parton suggested using the trustees' scholarship account to fund the library dedication celebration.

VP Hamburg suggested using the foundation's facilities and equipment account instead of the trustees' scholarship account. PIO and former Foundation Director Doug Sly stated in the past, the expense of the donor bronzes were always paid out of the foundation's facilities and equipment account. Trustee Mike Blakely said he talked with Dr. Bonaudi, and he is very pleased with this honor. Trustee Blakely will share Dr. Bonaudi's list of accomplishments with the board members. The timing of the event will be coordinated with Dr. Bonaudi.

Motion 13-28 Trustee Jon Lane moved to name the BBCC library in honor of President Emeritus Bill Bonaudi with the details to be arranged. Trustee Stephen McFadden seconded, and the motion passed.

Trustee McFadden clarified that the consensus is to fund the dedication celebration expenses from the foundation's facilities and equipment account.

President Leas stated Associate VP Candy Lacher shared the recently released summer enrollment information. He said BBCC's total state FTEs are up 7% over last summer. This is a very positive trend and was due in part to more money allocated for classes and sections. VP Mohrbacher stated the increasing enrollment trend is continuing. There are 154 students staying in the recently updated dorms. This is the largest group in several years. The aviation enrollment is up, and those students usually stay in the dorms. There are also more nursing students in the dorms. Director of the Residence Halls Hugh Scholte reorganized the dorms to allow for quiet areas and more focus on study sections rather than socializing. Fulltime students for summer increased 3%.

Trustee Mike Blakely referred to the program EWU is providing in the Quincy High School. VP Mohrbacher stated BBCC is providing a similar program in the Ephrata High School. This program could be pursued with other area high schools. BBCC's Running Start numbers are increasing. Changes to the Moses Lake High School class scheduling may increase their Running Start students even more.

President Leas shared that he has been accepted as a panelist for the Education Law Association National Conference to address free speech issues in higher education. He will attend the conference in November.

The meeting adjourned at 10:43 a.m. The Board joined the Grant County Economic Development Council Luncheon. The meeting was scheduled to reconvene at 1:00 p.m. at the WorkSource Office at 309 East 5<sup>th</sup> Avenue in Moses Lake.

The meeting reconvened at the WorkSource Office at 1:15 p.m. All trustees were present: Mike Blakely, Anna Franz, Jon Lane, Stephen McFadden and Mike Villarreal.

VP Bob Mohrbacher introduced Susan Murray, the Executive Director of Institutional Effectiveness at Wenatchee Valley College. She is a Washington Executive Leadership Academy (WELA) participant, and VP Mohrbacher is her mentor.

## **6. Academic Master Plan**

Dean Valerie Kirkwood introduced the outcomes workbook that was provided to the Trustees. She highlighted the National Community College Benchmark Project (NCCBP) section, which is new this year. The trustees transferred their ratings on the rating scale from 0-25 and their notes from the workbooks to the posters of each Academic Master Plan (AMP) outcome.

Dean Kirkwood led the group through discussions of the trustees' feedback as noted on the outcomes posters. Some of the posters had a section addressing "... adequate use of college resources?" The trustees stated they prefer the word "acceptable" rather than "adequate."

### **Outcome A.1 Use of college resources improves student success.**

The trustees' ratings of this outcome averaged 20. Trustees noted four affirmative answers and one "no" to adequate use of college resources.

Trustee Mike Villarreal commented that BBCC has learned to be resourceful and lean. Trustee Mike Blakely stated students who leave BBCC for employment before earning a certificate or degree are successful. Trustee Jon Lane commented that the data show effective teaching is essential. Trustee Mike Villarreal noted that the Advancement Via Individual Determination (AVID) program is not a set of curricula. It is a set of skills to be learned, i.e., organization, strategy to succeed, and problem solving. If BBCC becomes an AVID for Higher Education institution, more students from AVID high schools may be attracted to campus. VP Mohrbacher commented AVID focuses on improved study skills, critical thinking, professional development for faculty, and improved relationships with school districts. President Leas stated the professional development opportunities will be especially helpful for professional/technical instructors who come directly from industry with little teaching experience or preparation.

The trustees noted the following services and resources impact student success: TRiO, New Student Orientation, Student Success Center, and Emporium Math. The trustees noted the following suggestions for other services and resources: AVID for Higher Education and additional counselors.

### **A.2 Increased college contact with potential students leads to increased enrollment.**

The trustees' ratings of the outcome averaged 17.2. In response to the question if BBCC is attracting an adequate number of students from the service district, one trustee responded affirmatively and four responded with "no." They also commented that enrollment from rural districts is lagging, perhaps in part, because there is less BBCC name recognition in those school district areas.

Trustees indicated specific areas in which BBCC should focus recruitment and outreach efforts included using the BBCC name, location, and website address on "everything, and seen everywhere." They also commented BBCC should focus more on outlying school districts, continue working with industry, implement AVID for Higher Education, host community meetings and develop a strong marketing plan. Hosting tours for prospective parents and students, featuring student leaders, and a renewed focus on agriculture were also recruiting ideas. Trustee McFadden suggested using a consultant to conduct a marketing study. Susan from WVC stated local consultant Pam Cox conducted a marketing study for WVC a few years ago. Trustee McFadden said newspapers are the least effective venue for BBCC marketing. He encouraged the use of billboards, Twitter, and Facebook. It is important to remember good marketing is consistent and relational. Trustee Mike Villarreal commented an overarching marketing plan that is strategic and visible would be very helpful.

### **A.3 Meet or exceed state FTE target.**

The trustees' average rating for this outcome was 22.8. When asked about planning to meet the enrollment target for the upcoming year, the trustees responded with the following ideas: building awareness of engineering and computer science programs, continuing the Facilities Master Plan (FMP), pursuing AVID for Higher Education, and adding faculty and classes, particularly in the agriculture area, and comprehensive marketing.

### **B.1 Students complete courses with a grade of passing or 2.0 grade point or better.**

The trustees' average rating for this outcome was 19.6. When asked if the overall success rate of 79% was adequate or acceptable, four trustees answered affirmatively and one trustee answered "no."

Focus areas which the trustees emphasized included additional high school contacts and tutoring, AVID for Higher Education, Emporium English and continuing to improve math success rates.

VP Mohrbacher said the state system is considering implementing competency-based degrees. The difficulty is that the financial aid structure, faculty workload, and tuition models don't fit well with competency-based programs. Dean Kara Garrett commented that this is the first year BBCC has had a waiting list in calculus, and entrance into college-level math is at an all-time high.

### **B.2 Advising and counseling lead to improved student retention and success.**

The trustees' average rating for this outcome was 20.2. When responding to the question if BBCC's overall advising efforts are adequate, three trustees indicated "yes" and two indicated "no." Trustees stated the Hispanic males and white males are falling behind. They asked if part-time students are adequately served. The trustees acknowledged the difficulty in tracking all counseling contacts due to students being advised informally by their instructors and other staff. Working with the state's archaic data system makes tracking some advising efforts difficult.

Improvements to BBCC's advising efforts suggested by the trustees include constant reminders of services, encouraging white males to utilize services, mandatory counseling to all students, and AVID in Higher Education. VP Mohrbacher suggested access to YouTube style video messages may work better for those students who don't want to ask for help.

### **Outcome B.3 Students persist to attain completions, certificates or degrees.**

The trustees' average rating of this outcome was 18.8. Three trustees indicated BBCC's graduation rate of 30% was adequate but could be improved; one trustee checked "yes" and "no," and one trustee checked "no." Other measures that could be used to gauge completions success were noted as employment rates and somehow tracking the number of students who leave BBCC prior to meeting a benchmark but still improve their skills. The trustees noticed that students from low-income families are falling behind. Hispanic and white students may not be falling behind, but it would be good to close the gaps between and among the two groups.

### **Outcome C.1 Resource awareness and recruiting activities result in increased enrollment in specified groups.**

The trustees' average rating of this outcome was 16.8. The agriculture program needs to set new enrollment goals. The vacancies in the recruitment and outreach position impacted this outcome.

The trustees noted that a Campus Tour Day for high school groups would help with increasing enrollment for high school students. They also suggested working more closely with high school guidance counselors. Continuing to improve transfer of English as a Second Language (ESL) students to college classes would also help enrollment. Trustee McFadden suggested many students in Ritzville like Spokane for the "big city" lifestyle. He said BBCC needs to be strategic about changing the culture in the high schools so the students will want to attend BBCC.



## **Outcome C.2 Utilization of technology and eLearning lead to student engagement and success**

The trustees' average rating of this outcome was 18.8. Comments regarding trends they noticed in eLearning enrollment and/or successes: eLearning not yet equal to classroom experience, beginning level classes are not as successful, there are more distance education opportunities, better able to serve "modern" non-traditional students, and the online classes need to be partnered with face-to-face instruction.

The group discussed other technology that may be impacting student engagement and success. BBCC needs a 3-5 year plan regarding technology for students. K-12 has iPads in the classroom, and they use the cloud; is BBCC moving in that direction?

AVID in Higher Education was mentioned several times through the review today. BBCC is in a planning year, and faculty and staff development needs that could be met by AVID are being evaluated. Trustee Mike Villarreal will provide an AVID overview during the Back-to-School Breakfast with all staff Monday, September 16. AVID students from the high schools who enroll at BBCC will assist with initiating AVID clubs. Dean Kara Garrett will form a larger AVID stakeholder team from the campus and community.

Trustee Jon Lane talked about encouraging a higher level of school pride. He said Athletic Director Preston Wilks is talking about developing an athletic hall of fame.

Board Chair Mike Blakely announced a 10-minute break. The meeting reconvened at 3:43 p.m.

VP Mohrbacher has been leading the rewrite of the mission, vision and values effort. He shared that the mission is the umbrella of what BBCC is trying to accomplish. President Leas and VP Mohrbacher suggested the trustees consider the following wording for the ends statements.

**Student Success:** Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

**Excellence in Teaching and Learning:** Big Bend Community College supports innovation, variety, and creativity; maintains high academic standards; and supports professional development for continued growth.

**Community Engagement:** Big Bend Community College supports economic development, nurtures community partnerships, and acts as a responsible steward of common resources.

VP Mohrbacher stressed the importance of making the pieces fit together smoothly and to have indicators for measuring progress. The Board's Ends Statements provide the trustees' direction to the college. The objectives in the core themes are the operational measures of mission fulfillment. The ends statements are made operational through the development and operation of BBCC's AMP.

President Leas stated the importance of minimizing the complexity and confusion that was highlighted by accreditation. The accreditation team reported BBCC has a good culture of evidence.

The AMP committee will meet next week to discuss the timeline for the AMP rewrite. The AMP rewrite needs to be completed before the next monitoring report is due in February.

The trustees will discuss their board goals and ends statements during the next few meetings.

---

Mike Blakely, Chair

ATTEST:

---

Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special Board meeting Tuesday, September 24, at 8:05 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Present: Mike Blakely  
 Anna Franz  
 Jon Lane  
 Stephen McFadden  
 Mike Villarreal

Board Chair Mike Blakely led the pledge of allegiance.

### 1. Prepare for ACCT Conference Session, *Presidential Search in Austere Times*

Former trustee Mike Wren was introduced as a special guest. He led the Board through the 2012 presidential search, and he will participate in the *Presidential Search in Austere Times* session at the ACCT Conference in Seattle next week.

Trustee Mike Blakely announced he will bring apples to give away at the session. He suggested the presentation be organized by topic with each Trustee choosing a topic upon which to expound.

Mike Wren shared his thoughts on the key elements of the process. He also emphasized that hiring the president is the most important job the trustees have and each trustee was very involved in the process. Key elements:

- Timeline,
- Time investment
- Work with the vice president of HR
- Inclusive presidential search committee
- Trips to candidates' home campuses were critical
- All of the top candidates were qualified, but not all would fit well at BBCC

The search would have been much more difficult without the support of staff namely, Interim President Gail Hamburg, outgoing President Bill Bonaudi, and the vice presidents.

President Leas observed the heavy time investment throughout the process. Many institutions use a consultant as the proxy rather than taking the time to conduct the search themselves. The BBCC board embraces the Carver Policy Model in which investing time and energy into strategic vision is critical.

Mike Wren expressed that the trustees were searching for a person with the values that matched BBCC rather than a certain personality. It was important to know that the person chosen valued students, staff, and the Big Bend service district.

Trustee Stephen McFadden was originally an advocate for hiring a search consultant. He was very concerned with making the right choice and finding the best fit for the community. Assembling the Presidential Search Committee was critical to the successful outcome of the process.

Trustee Mike Villarreal encouraged the group to think of tips that would be helpful to audience members who anticipate searching for a president. He also asked about President Leas' perspective as a candidate. President Leas reported he had been watching BBCC. President Leas' former colleagues from YVCC forwarded the job posting to him after it was sent to the WA community college system. President Leas stressed he was not looking for a change when he applied for the position. In part, he was attracted to BBCC by the website which offered detailed information about the campus and service district.

Trustee Jon Lane stated former trustee Mike Wren was very organized and communicated the expectations that the presidential search committee was a work group.

VP Mohrbacher said the BBCC trustees' good working relationship made the successful search possible. Former trustee Wren commented that the entire board was involved in the process, and no staff member acted alone. That served as a protection for the staff member as well as maintaining the board's authority.

The trustees decided Board Chair Mike Blakely will begin the one-hour session by describing BBCC. Former trustee Mike Wren will lead the holistic overview of the presidential search with trustees adding to the discussion. This will be followed by a question and answer time.

## **2. Review and Discuss Alignment of Mission, Vision, Values, Ends Statements and Board Goals**

Board Chair Mike Blakely stated the Ends Statements relate to the board's goals. Trustee Anna Franz stated the Ends Statements need to reflect the new Mission, Vision and Values statements. The goals are redundant, are they necessary?

VP Mohrbacher responded that there is no state or accreditation requirement to maintain board goals. The Ends Statements are the trustees' directions to the campus through the president. The goals are the trustees' expression for themselves. Accreditation requires a clear articulation of our efforts and alignment between the Mission and the Core Values.

Trustee Stephen McFadden recommended the Board Ends Statements and board goals become the same document, rather than duplicative. The Board agreed that the BBCC Values could be used as the new Ends Statements. The Ends Statements are policy level statements, and the core themes are how staff and faculty operationalize the Ends Statements.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from May 31, 2013 through September 30, 2013.

Prepared by the President's Office.

**RECOMMENDATION:**

None

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/13/13	Met 4 Instructor Candidates	Welcome & Assessment	BBCC	
	NWAAC Bylaws Proposed Changes International Student-Athletes	Planning	BBCC	
5/14/13	Department of Labor AIR WA Grant Review	Grant Support	Spokane Community College	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Grant Co EDC Strategic Plan	Networking	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
5/15/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
5/15-17/13	TACTC Conference	System Support	Anacortes	Trustees Jon Lane & Mike Blakely
5/20/13	CWU Kim Ostrowski	Networking	BBCC	
	Grant Co EDC Strategic Plan	Review	BBCC	
	Campus Tour MN Visitors	Welcome & Promotion	BBCC	
5/21/13	Grant Co EDC Strategic Plan Consultant Jeanne Johnston	Q&A, Support	BBCC	
	Fresh Air Challenge Discussion	Campus Health	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	Retiree Lunch	Employee Success & Assessment	Moses Lake	
	Property Tour	Planning	Moses Lake	Trustee Mike Blakely
5/22/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Met 2 Instructor Candidates	Welcome & Assessment	BBCC	
	Executive Council Mtg	Coordination	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/23/13	Education Advisory Board	Opportunity	BBCC	
	JATP Farewell Picnic	Student, Program Support	Moses Lake	
	Board of Trustees Meeting	College Guidance	BBCC	
	Legislator Communication Strategy	Planning	BBCC	
5/28/13	Conference Call	Planning	BBCC	
	Personnel	Guidance & Assessment	BBCC	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Aerospace Grant	Guidance	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	North Central Workforce Development Council	Community Collaboration	BBCC	
5/29/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	WA Aerospace Partnership Conference Call	Planning	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	Compact Campus Grant	Collaboration & Planning	BBCC	
	Met with All WA Academic Team Member	Student Success	BBCC	
5/30-31/13	WACTC Meetings	System Support	Columbia Basin College	
6/03/13	GED Graduation Planning	Planning	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
	HR Discussion	Supervision	BBCC	
	Board Agenda Discussion	Guidance	BBCC	
6/4/13	Intervention Strategies Discussion	Collaboration	BBCC	
	Mission, Vision, Values Distribution Plan	Planning	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Graduation Project	Preparation	BBCC	
	Meet Samaritan Hospital CEO Tom Thompson	Welcome/Networking	BBCC	
6/5/13	Donor Visit	College Promotion	Moses Lake	
	Port of Quincy Cold Train BBQ	Community Support	Quincy	
	Supt Michelle Price	High School Tour	Moses Lake	
	Board Agenda Review	Planning	BBCC	Trustee Mike Blakely
	HR Discussion	Supervision	BBCC	
6/6/13	HR Discussion	Supervision	BBCC	
	Campus Excellence Celebration	Planning	BBCC	
	Outstanding Employee Nominations	Recognition	BBCC	
6/7/13	Cabinet Meeting	Information Sharing & Planning	BBCC	
	Post-Celebration Foundation Meeting	Debriefing	BBCC	
	Foundation Scholarship Fund	Planning	BBCC	
6/10/13	Graduation Project	Preparation	BBCC	
	HR Discussion	Supervision	BBCC	
6/11/13	Gates Foundation	Discussion	BBCC	
	CWU Associate Provost Tracy Pellet	Networking	Conference Call	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Commencement	Preparation	Moses Lake	
6/12/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Commencement Incident Action Planning	Preparation	BBCC	
	GED Graduation	Student Success Celebration	BBCC	
6/13/13	Met Faculty Candidate	Welcome & Assessment	BBCC	
	SBCTC Executive Director Marty Brown	Budget	Conference Call	
	Automotive BBQ	Networking	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	
	Executive Council	Coordination	BBCC	
	Commencement Prep	Preparation	BBCC	
6/14/13	Campus Excellence Celebration Luncheon	Celebration	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Board of Trustees Dinner	Networking	BBCC	
	Commencement	Student Success	BBCC	
	Nurses' Pinning	Student Success	BBCC	
6/17/13	Graduation Project Speech	Preparation	BBCC	
	Donations Meeting	Fundraising	BBCC	
	Heritage Club	Fundraising	BBCC	
	HR Discussion	Supervision	BBCC	
	Planning Meeting Calendar	Planning	BBCC	
6/18/13	Facilities Signage	Planning	BBCC	
	CWU President Jim Gaudino	CWU Centers	Conference Call	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Donor Visit	Appreciation	Moses Lake	
	Graduation Project	Speech	BBCC	
6/19/13	Grant County EDC	Community Support	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	UW Faculty Tour Lunch	Networking	BBCC	
	ASB Retreat	Information Sharing	Leavenworth	
6/24/13	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
	Commencement Meeting	Debriefing	BBCC	
6/25-28/13	AVID for Higher Education Conference	Professional Development/Planning	Dallas TX	
7/1/13	Executive Council Meeting	Coordination	BBCC	
	GED Graduation Meeting	Debriefing	BBCC	
	Moses Lake Port Executive Director Pat Jones	Projects	BBCC	
7/2/13	College Spark Presentation	College Support	BBCC	
	Tenured Faculty Evaluation Review	Instructional Support	BBCC	
	AIR WA Data Review	Program Support	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
	CWU Community Forum	Information Sharing	BBCC	
7/3/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Lunch	Community Collaboration	Moses Lake	
	Tenured Faculty Evaluation Reviews	Instructional Support	BBCC	
7/8/13	Work Plan Review	Supervision	BBCC	
	Exercise & Learning	Program Support	BBCC	
	AVID Preparations Mtg	Program Support	BBCC	
7/9/13	AVID Funding	Program Support	BBCC	
	Work Plan Review	Supervision	BBCC	
	Alayna Lodi Columbia Basin Hospital Foundation	Community Collaboration	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Grant County EDC Prospective Employer	Community Collaboration	BBCC	
	Aviation Faculty	Program Support	BBCC	
	Dr. Tracy Pellett CWU Associate Provost	Networking	BBCC	
7/10/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Lunch	Networking	Moses Lake	
	College Spark Presentation	Preparation	BBCC	
	BBCC Foundation	Support & Planning	BBCC	
7/11/13	Work Plan Review	Supervision	BBCC	
	Grant Co Health District	Fresh Air Campaign	BBCC	
	Work Plan	Supervision	BBCC	
7/15/13	AtD College Spark Presentation	System Support	BBCC	
7/16/13	Work Plan Review	Supervision	BBCC	
	Donor	Foundation Support	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
	Work Plan Review	Supervision	BBCC	
7/17/13	Grant County EDC Board of Directors Meeting	Community Collaboration	BBCC	
	Rotary Luncheon	Community Collaboration	BBCC	
	Lockdown Review	Safety & Security	BBCC	
7/18/13	Photo Op	ASB Campaign Support	BBCC	
	Grant County EDC Luncheon	Community Collaboration	BBCC	
	Grant County EDC Executive Director Jon Smith	Community Collaboration	BBCC	
	Work Plan Review	Supervision	BBCC	
	Retreat Agenda Planning	Board Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/19/13	HR Training Session	Performance Evaluations and Process	BBCC	
	Sodexo Meeting	Expectations	BBCC	
	Athletic Facility Annex	Planning	BBCC	
7/22/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
7/23/13	Former Student Survey	Information Sharing	BBCC	
	Work Plan Review	Supervision	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
7/24-26	WACTC Meetings	WA System Support/ Networking	Seattle Central Community College	
7/29/13	WACTC Publicity	Strategy	BBCC	
	Cabinet Meeting	Information Sharing & Planning	BBCC	
	Grand Coulee Supt Dennis Carlson	K-12 Partnership	Grand Coulee	
	Rotary Luncheon	Community Collaboration	Grand Coulee	
	Emergency Planning Mtg	Sharing Information	BBCC	
	Foundation	Support	BBCC	
8/2/13	Lunch with M & O	Appreciation	BBCC	
8/3/13	Phi Theta Kappa Conference	Welcome	BBCC	
8/5/13	Retreat Documents	Review	BBCC	
	Economic Impact Study	Information Gathering	BBCC	
	Board Agenda Review	Preparation	BBCC	Board Chair Mike Blakely
	Employee Meeting	Feedback	BBCC	
8/6/13	Lynne Lynch Columbia Basin Herald Editor	Media	BBCC	
	Wenatchee Valley College President Jim Richardson	Collaboration	WVC	
8/7/13	AVID for Higher Education	Information Sharing	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Executive Council	Information Sharing	BBCC	
8/8/13	Staff Training for Technical and Community Colleges (STTACC) Conference	Welcome	BBCC	
	Ritzville Supt Rob Roettger	K-12 Partnership	Ritzville	
	Rotary Luncheon	Community Collaboration	Ritzville	Trustee Stephen McFadden
8/9/13	Cowboy Breakfast	Community Collaboration	Moses Lake	
	Retiree Lunch	Feedback	Moses Lake	
8/12/13	TACTC Measuring Up Presentation	Preparation	BBCC	
	Retiree Lunch	Feedback	Moses Lake	
	CBC President Rich Cummins	Retreat Preparation	Phone	
8/13/13	Meeting	Information Sharing	BBCC	
	BBCC Logo	Approval	BBCC	
	Port of Moses Lake	Community Collaboration	Port of Moses Lake	
8/14/13	EHS Faculty	Welcome	BBCC	
	Rotary Luncheon	Community Collaboration	BBCC	
	Sterling Bank Staff	BBCC Tour	BBCC	
8/15/13	Othello Supt George Juarez	K-12 Partnership	Othello	
	Rotary Luncheon	Community Collaboration	Othello	Trustee Mike Villarreal
8/16/13	Employee	Feedback	BBCC	
	Retiree Luncheon	Feedback	Moses Lake	
8/19/13	Running Start in the High School	Information Sharing	BBCC	
	Samaritan Hospital CEO Tom Thompson	Collaboration	BBCC	
8/20/13	Wahluke Supt Aaron Chavez	K-12 Partnership	Mattawa	
	Royal City Supt Rose Search	K-12 Partnership	Royal City	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/21/13	Grant County EDC Board Meeting	Community Collaboration	BBCC	
	Rotary Luncheon	Collaboration	Moses Lake	
	Foundation	Support	BBCC	
8/22/13	Wilson Creek Supt Monte Redal	K-12 Partnership	Wilson Creek	
	Odessa Supt Suellen White	K-12 Partnership	Odessa	
8/23/13	Employee	Feedback	BBCC	
8/26/13	Athletics	Program Support	BBCC	
	Compensation Philosophy	Information & Guidance	BBCC	
8/27/13	HR Issue	Supervision	BBCC	
	International Students	Support	BBCC	
8/28/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Board Retreat Set Up	Support	Moses Lake	
8/29/13	Board Retreat	College Guidance	BBCC/Moses Lake	
8/30/13	Board Retreat Debrief	Continuous Quality Improvement	BBCC	
	Clyde Owen's 95 <sup>th</sup> birthday party	Donor Support	Moses Lake	
9/3/13	WorkForce Development Council	Program Support	Moses Lake	
	Board Policy Process	Board Support	BBCC	
	HR Issue	Guidance	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Foundation	Support	BBCC	
9/4/13	Quincy Supt Burton	K-12 Partnership	Quincy	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Dickerson			
	Rotary Luncheon	Community Collaboration	Quincy	
	Cabinet Meeting	Information Sharing	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
	Nursing Students	Welcome	BBCC	
9/9/13	Values/Board Ends	Preparation	BBCC	
9/10/13	Values/Board Ends	Preparation	BBCC	
	Alayna Lodi Columbia Basin Hospital Foundation	Community Support	Ephrata	
	Rotary Luncheon	Community Collaboration	Ephrata	
	Ephrata Supt Jerry Simon	K-12 Partnership	Ephrata	
	Employee	Feedback	BBCC	
	President Mike Harvey, Moses Lake Industries	Program Support	Moses Lake	
9/11/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Lunch with new faculty	Welcome	BBCC	
	Employment Candidate (2)	Assessment	BBCC	
	Executive Council	Guidance & Information	BBCC	
9/12/13	Board Retreat	College Guidance	BBCC/Moses Lake	
9/14/13	Farmer Consumer Awareness Days Parade	Publicity	Quincy	
	Rotary Fall BBQ	Community Collaboration	Moses Lake	
9/16/13	Back to School Breakfast Faculty In-Service	Information Sharing	BBCC	
9/17/13	Phi Theta Kappa Officers	Welcome	BBCC	
	AMP Meeting	Strategic Planning	BBCC	
	North Central WorkForce Development Board Mtg	Program Support	Moses Lake	
9/18/13	Meeting with VPs Mohrbacher, Garza,	Information Sharing &		

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Hamburg	Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	3 <sup>rd</sup> Quarter Leadership Development Workshop	Professional Development	BBCC	
	New Student Orientation	Welcome	BBCC	
9/19/13	New Student Orientation	Welcome	BBCC	
	CBIS Funding	Program Support	BBCC	
	Moses Lake Museum & Art Center	75 <sup>th</sup> Anniversary	BBCC	
	TACTC Measuring Up Presentation	Preparation	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
9/20/13	Foundation	Support	BBCC	
	Lunch & Learn Employment Law	Professional Development	BBCC	
	Fall Get Together	Social Time	Bob Mohrbacher's Residence	
9/23/13	Employee	Feedback	BBCC	
	Fairchild Air Force Base Colonel Brian Newberry	Networking	Moses Lake	
9/24/13	Board of Trustees Mtg	College Guidance	BBCC	
	Trustee Lunch	Future Plans	Ephrata	Trustee Anna Franz
	BBCC Preschool	Program	BBCC	
	Nick Wallace	Business Law Class	BBCC	
9/25/13	Joint Aerospace Presidents' and Aerospace Pipeline Committee Meeting	Program Support Share Information	BBCC	
9/26-27	WACTC Meetings	WA System Support	Clark College	
9/28/13	Foundation Dollar Da\$h	College Support	BBCC	
9/30/13	Workforce Development Resume	College Promotion	BBCC	



### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Sonico President Bill Perdue	Collaboration	BBCC	
	Ramona Munsell	Grant Support	BBCC	
	jEducate & ALPFA	Student Success	BBCC	

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

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

#### c. Student Success

##### Student Success Initiatives Update

**SAI:** While the final data on the Student Achievement initiative (SAI) won't be published for a few more weeks, preliminary data was released recently. This data is based on the old SAI point structure. This year we are in a transitional year between the old formula and the newly developed point system. However, we can see some preliminary trends from this current data:

- In 2012-13, BBCC had the third highest points per student, at 1.13. The highest points per student total was 1.17 and the lowest was 0.60. This means that BBCC students are generating momentum points at an above average rate.
- Points per student will account for 45% of the SAI dollar allocation in the new point system.
- Overall, SAI points were down across the system last year, primarily due to declining enrollments. The new point system will be less dependent on enrollment fluctuations than the current system.

Final SAI data will be published during the first week in November.

**AVID:** As part of the ongoing planning process for AVID, faculty participated in a survey to select professional development topics to be presented by AVID trainers during the year. These topics include training on advising, inquiry, collaboration, and critical reading strategies. Tentative training dates have been set in December, January, February, and April.

**Transfer Study:** On October 4, 2013, the Washington State Board for Community & Technical Colleges released a study entitled "The Role of Transfer in the Attainment of Baccalaureate Degrees at Washington Public Bachelor's Degree Institutions: Class of 2011." This study confirms the significant and successful role that Big Bend Community College and other Washington two-year colleges play in producing bachelor's degrees in the state. According to the report:

- “Community and technical college transfer students made up 40 percent of all bachelor’s graduates. They graduated with virtually the same number of credits as those who started as freshmen, without many excess, unused credits – an indicator of the smooth transfer between two-year and four-year colleges. GPAs were similar as well.”
- “Transfer students graduated in all subjects and comprised 47 percent of all business majors, 46 percent of all health field majors, and 35 percent of all STEM majors (science, technology, engineering, and math).”
- “Remedial education at two-year colleges expanded the talent-pool for universities. Of the community and technical college transfer students who graduated with a bachelor’s degree, 59 percent took at least one remedial course at their two-year school. That includes 43 percent of STEM transfer graduates and 53 percent of business transfer graduates. Remediation opened the door to a college education first at a community or technical college, and then at a university.”

This report was sent to the Trustees email list in early October; it is also available on the State Board web site for further review:

[http://www.sbctc.edu/college/education/13-5TransferStudy\\_000.pdf](http://www.sbctc.edu/college/education/13-5TransferStudy_000.pdf)

Prepared by VP Mohrbacher.

**RECOMMENDATION:** none

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/12

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

d. Accreditation Update

The Northwest Commission on Colleges and Universities (NWCCU) has several new or clarified policies requiring action for member colleges:

- **Policy on the Credit Hour:** NWCCU now requires each college to post a Credit Hour Policy, regarding the definition and assignment of credit hours. Previously, the college operated under the state policy as defined in the State Board Policy Manual. The draft policy is presented elsewhere in this agenda, for action at a subsequent meeting. The draft policy makes no change to our current practice.
- **Policy on Student Complaints:** As part of its process to secure continued recognition from the US Department of Education, NWCCU is updating its policy on handling of student complaints. In response to the draft policy recently circulated by NWCCU, BBCC will centralize record keeping on student complaints.
- **Policy on Financial Statements:** NWCCU has recently made changes to its requirements for institutional financial statements. In response to these changes, the WACTC system is working with the State Auditor's office to develop a process that meets NWCCU requirements.

Prepared by VP Mohrbacher and Dean Kirkwood

**RECOMMENDATION:** none

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

e. Assessment Update

The Assessment Committee met Friday September 27, 2013, to review plans for the current year. The committee reviewed changes to the Assessment article in the Negotiated Agreement; the new language clarifies the role of the committee as well as the roles of the committee members and the committee chair. Work for this year includes reviewing program outcomes for all of the Professional/Technical programs to assure that each program includes direct assessment of student learning in the program outcomes. It also includes an annual summary report on General Education and Program Outcomes, which will be produced by the Assessment Committee Chair, in conjunction with the members of the committee and other faculty.

The Assessment Committee has a new Chairperson this year. Dr. Ryann Leonard (Psychology/Criminal Justice) is taking over this responsibility from Dr. Steve Close (English/Humanities). The college is grateful to Dr. Close for his many years of service with the Assessment Committee. We are happy to welcome Dr. Leonard to this new role.

Prepared by VP Mohrbacher and Dean Kirkwood

**RECOMMENDATION:** none

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

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

f. Capital Project Update

### **BACKGROUND:**

**Lighting Project:** The lighting project is substantially complete. All punch list items regarding the lighting retrofits have been addressed. Three of the four light poles located to the east of the gym have been installed. The fourth fixture was damaged during installation and should be finished by the end of the week. Interior and exterior lighting on campus have been greatly improved. Two evening pictures of the exterior lighting are attached.

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

**6/14/13:** A crew from Apollo Solutions Group will be here on June 8, 2013 to walk through campus and look at the exterior lighting project as well as buildings that will have new lighting installed. They will also be looking at proposed sites to set up 2 or 3 containers for storage of all products and equipment. Now that the contract has been signed with the Department of Commerce, Apollo will proceed to procure all products for the project. They should be on campus with the containers and all products by July 11. Once the area is staged they will begin work on the interior lighting retrofits. The project is scheduled to be completed by mid-September.

**5/23/13:** BBCC was awarded a Department of Commerce Energy Efficiency Grant in March for \$472,032. The total project costs are \$947,335 which will be funded by the grant, PUD incentives of \$63,462, a COP for \$211,841 and \$200,000 of local money. This funding will improve internal lighting in buildings 1600, 3100, 3300, 3400, 3500, 3600, 4000, and 4200. We will install new energy efficient fixtures with T8 lamps and electronic ballasts to replace the 8 foot, T12 lamps and their fixtures that are currently in place in some of the buildings. We will also install new energy efficient lamps and ballast, compact fluorescent bulbs, and LED exit signs. Occupancy sensors will also be placed where necessary in order to shut off the lights when no one is present in the classrooms and offices. This funding will also improve external campus lighting systems. The existing external lighting systems around campus employ several different technologies. Most of these utilize old inefficient technology. Another concern was that some parts of campus are under lit and could pose a security and safety risk. We will install new energy efficient exterior pole lights, exterior walkway lights, and wall paks along the exterior of the buildings. Safety, security, and energy efficiency will be improved. The project should be starting within two weeks.

Prepared by VP Gail Hamburg

**RECOMMENDATION:** none



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

g. Safety & Security Update

**BACKGROUND:**

Security Staffing

- Adding additional Campus Security Officer for dormitories. This will result in nighttime security in the dorms seven nights per week. The additional position was added to provide seven-night-a-week coverage in dormitories which have an increased population this year. Previously, dorm security was only present Thursday through Sunday nights.

Security Cameras

- New camera added to the south side of Building 6000 (Viking Hall Dorm). This is the first pan/tilt/zoom (PTZ) camera on campus.
- A second PTZ camera is being installed on Building 1700.
- Cameras now monitored in Security Patrol Office in Building 6000, the Campus Safety Director's Office in Building 1400, and on a WiFi-connected iPad in the Security Patrol Vehicle.
- BBT is conducting evaluation of products to provide outside WiFi coverage on campus for security operations.

Annual Campus Crime and Fire Report

- BBCC's annual Crime and Fire Report, as required by the Jeanne Clery Act, is complete and distributed via email to all staff and students.
- Annual crime statistics have been submitted to the U.S. Dept. of Education as required by Clery.

New Campus Alert System

- Oct. 1, BBCC changed from Nixle to Rave Alert as the web-based campus alert system platform.
- Capable of sending messages via text message, Facebook, Twitter and email.
- Capable of mass notification for emergencies and Clery-required Timely Warnings.
- Can also target specific populations of students to notify them if their classes are cancelled due to instructor absence.

Prepared by Director of Safety & Security Kyle Foreman

**RECOMMENDATIONS:**

None



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

h. Human Resources Report

### **BACKGROUND:**

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

Jody Bortz accepted the position of Workforce Training Instructor. Jody's first day of work was August 1. This position is responsible to provide classroom instruction for WorkFirst participants. Jody replaces Andrea Elliot who accepted a position as an Online Instructional Designer for the nursing program earlier this year.

Margie Lane accepted the position of Coordinator of Testing Services. This is a new position responsible to supervise and manage the services provided by our testing center. Margie has worked for BBCC since 1988. She has over 24 years of standardized testing experience.

Kristin Krcma accepted the position of Instructional & Classroom Support Technician 2. This position was previously held by Gale Haley and supports labs in the science department. Kristen is a graduate of BBCC and received her general Biological Sciences degree from WSU. She has a Master's in Teaching from Heritage University.

Esther Valdez has accepted the position of Program Assistant in the Admissions/Registration Department. Esther earned her Associate in Applied Science in Office Information Technology degree at Big Bend in 2000. She has over 12 years of experience working in office environments. Esther's first day of work at BBCC was October 1, 2013.

Monica Medrano accepted the position of Workforce Education Services Coordinator. Monica has Bachelor's degrees in Nutrition and Foreign Language from Central Washington University. Monica was raised in Quincy and most recently worked for Gonzaga University as an Undergraduate Admission Counselor. Monica will begin work for BBCC on October 14.

The position of Medical Assistant Program Coordinator has been posted. This is a full-time, admin/exempt position replacing Mandy Mann, who resigned in September.

The position of eLearning Coordinator has been posted. This is a full-time, admin/exempt position replacing Libby Sullivan, who accepted the Reference Librarian position earlier this year. This position will be responsible for developing strategies and employing technologies to better assist and educate students, staff, and faculty in the area of online instruction.

The position of Web & Multimedia Specialist has been posted. This is a full-time, admin/exempt position reporting to Doug Sly, Public Information Officer.

This position is responsible to participate in and contribute to the ongoing development, oversight, and maintenance of BBCC's internet and social media presence.

The position of STEM Engineering Curriculum Specialist has been posted. This is a full-time, grant-funded, admin/exempt position replacing Jim Hamm, who returned to his faculty position this fall.

The position of Instructional & Classroom Support Tech 1 has been posted. This is a part-time, classified position supporting the AMT program and Air Washington Grant.

### **Training:**

Training for the month of July included a Lunch & Learn session on our new Employee Assistance Program (EAP). Twenty-nine employees attended the session. There were two training sessions on the new performance management system. Thirty-three employees attended those sessions.

Training for the month of August included a Lunch & Learn session on travel policies and documents. Twenty employees attended this class. Four employees attended a webinar on sexual assault policies.

In September, twenty-one employees attended a Lunch & Learn on employment law. The 3<sup>rd</sup> Quarter Leadership Development Workshop was presented by Dion Jordan. He spoke on leadership potential and diversity. Forty-four employees attended this workshop. Jen Gillies of Grays Harbor Community College presented a Safezone training session. Eighteen employees attended the session.

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

- Andrea Elliott-SimPad Training/Learning How to Develop, Install, and Run Simulation Software on June 25, at BBCC
- Kara Garrett and Terry Leas-AVID Liaison Training Leadership Skills on June 26-28, at Dallas
- Char Rios-Washington Wellness Coordinator Networking and Training on June 5, via Teleconference; Finance SME ctcLink General Ledgers on June 17-19, via WebEx; BAR 101 on June 20-21, at Kent; Finance BPA Workshops in July via WebEx; BAR Steering Meeting on September 5, at Bellevue
- Rafael Villalobos, Jr., Raffaella Dowey, Luis Alvarez- National Academic Advising Association on July 28, to August 2, at Scottsdale
- Jaxon Riley-Association Training, Analytics on August 1-2, at Spokane
- Linda Chadwick-InDesign Software Training on July 22-26, via Online

- Candy Lacher-ctcLink Business Process Alignment Sessions on July 8-11, at Bellevue and July 22-24, via Online; Title IX Training on July 15, at Everett
- Dawn Geiger and LeAnne Parton-Non-Profit Fundraising Workshop on July 16, at Moses Lake Chamber
- Tom Willingham-Paradigm Keyboarding and SNAP Training on July 17, at BBCC; Microsoft IT Academy/MOS Certification Requirements Training on July 22, at BBCC; Tegrity Training on July 23, at BBCC
- Mary Shannon-Cisco Academy Conference 2013 on July 16-18, via Online
- Dawn Geiger-Charity & Nonprofit Training on September 6 at Walla Walla; Audit & Accounting Guide on September 17, via Webinar; Nonprofit Financial Roundtable on August 7, at Yakima
- Heidi Summers-Worker Retraining Conference on September 5-6, at Seattle
- Sue Workman-Fall Counselor Workshop on September 18, at Tri Cities
- Melinda Dourte-TACTC Measuring Up Workshop on October 2; ACCT Conference on October 2-4

**RECOMMENDATIONS:**

None.

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

## PERSONNEL REPORT JUNE 5, 2013 - OCTOBER 11, 2013

EMPLOYEE SEPARATIONS 6/5/13 - 10/11/13			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
6/6/2013	Benny DeLeon	Early Childhood Program Specialist 2	Involuntary Termination
6/18/2013	Lance Wyman	Librarian	Retired
8/6/2013	Gordon Kaupp	Welding Instructor	Retired
8/13/2013	Jenny Ratigan	Transfer Services Coordinator	Resigned-accepted position with Moses Lake School District
8/15/2013	Gale Haley	Instructional & Classroom Support Technician 2-Science	Resigned-moved out of area
8/31/2013	Mike O'Konek	Automotive Technology Instructor	Retired
9/6/2013	Mandy Mann	Medical Assistant Program Coordinator/Instructor	Resigned-moved out of area
NEW HIRES/PROMOTIONS/TRANSFERS 6/5/13 - 10/11/13			
START DATE	NAME	POSITION	REPLACING
7/16/2013	Rita Ramirez	Coordinator of Student Recruitment & Outreach	Ericka Morales
8/1/2013	Jody Bortz	Workforce Training Instructor	Andrea Elliott
8/1/2013	Margie Lane	Coordinator of Testing Services	New Position (promotion)
9/10/2013	Kristen Krcma	Instructional & Classroom Support Technician 2-Science	Gale Haley
9/16/2013	Peter Betzing	Computer Science Instructor	New Position
9/16/2013	Clint Gilbert	Welding Instructor	Gordon Kaupp
9/16/2013	Elizabeth "Libby" Sullivan	Reference Librarian	Lance Wyman
10/1/2013	Esther Valdez	Program Assistant-Registration	Dania Bisnett
10/14/2013	Monica Medrano	Workforce Education Services Coordinator	Ana Bolivar (This is a restructured position)
SEARCHES IN PROCESS			
POSITION	STATUS		REPLACING
Nursing Instructor-non-tenure track	Open Until Filled		Jan Elliston (Jan is now in tenure-track position)
Medical Assistant Program Coordinator/Instructor	First Review October 31		Mandy Mann
eLearning Coordinator	First Review Started		Libby Sullivan (This is a restructured position)
Web & Multimedia Specialist	First Review Started		New Position
Engineering Curriculum Specialist	Interview Scheduled October 18		Jim Hamm
Instructional & Classroom Support Technician 1-Aviation Technology	Closes October 18		New Grant Position
<b>SUMMER PART-TIME FACULTY: 59</b>			
<b>SUMMER PART-TIME HOURLY: 67</b>			
10/11/2013			

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

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

i. Classified Staff Report

### **BACKGROUND:**

#### **Classified Staff Activities:**

This quarter we will conduct our annual canned food drive. This is a friendly competition between our students and all BBCC faculty and staff. The event runs from October 28<sup>th</sup> – November 15<sup>th</sup>. All canned food & non-perishable food items will be donated to the Moses Lake Food Bank in time to be distributed to needy families in our area in time for the Thanksgiving Holiday.

#### **STTACC Conference:**

The Classified Staff at Big Bend hosted the Annual STTACC Conference on August 8<sup>th</sup> & 9<sup>th</sup>, 2013. We had a few last-minute cancellations but when all was said and done, we ended up with 127 registrations from 26 different colleges, including 16 employees from BBCC. We also had 5 extra people that attended the Awards banquet, for a total of 132 participants. Mark Poth gave our key note address, and he was phenomenal!

Conference attendees were able to select classes from four different topic areas: Professional Development, Diversity & the Workplace, Health & Wellness, and Personal Growth & Communication. Each topic included 4 different classes and each class lasted for 90 minutes and was taught twice. This allowed us to keep the class sizes small enough for personal interaction. All of the instructors were amazing and donated their time to help keep our expenses to a minimum. We also provided tours of the campus and networking sessions for participants.

#### **Training:**

During the month of June, classified staff participated in the following training opportunities:

- Barb Collins – BUS 215, Customer Service Class, BBCC Campus; Contract Training, BBCC Campus.
- Jessica Aloysius – BAR 101, Green River Community College.

- Starr Bernhardt – Research & Planning Commission 2013 Spring Conference, Bates Technical College, Tacoma, WA.

During the month of July, classified staff participated in the following training opportunities:

- Jonie Walker - State Board for Community & Technical Colleges (SBCTC) Business Processes: Business Flow: Identify Work Study- ctclink-BPA-workshop Financial Aid Office, BBCC Campus
- Employee Assistance Program (EAP) Training: Julia Gamboa, Angie Smith, Kathy Aldrich, Hope Candanoza, Karen Girone, Randy Fish, Karen Okerlund, Nancy Theis, Barbi Schachtschneider, Cheryl Brischle, Connie Rodriguez, Starr Bernhardt, Debbie Simpson, and Barb Collins.

During the month of August, classified staff participated in the following training opportunities:

- Travel Document Training: Hope Strnad was a presenter and Carla Louise Slate attended the training.
- STTACC Conference: Darci Alamos, Kathy Aldrich, Starr Bernhardt, Heidi Bratsch, Barb Collins, Nancy Leach, Yvonne Ponce, Tana Richins, Alejandra Sandoval, Barbi Schachtschneider, Carla Louise Slate, Jonie Walker, Julia Gamboa, Margie Lane, Debbie Simpson, and Angie Smith.

During the month of September, classified staff participated in the following training opportunities:

- Safezone Training: Kristen Krcma, Barbi Schachtschneider, and Kathy Aldrich.
- Dion Jordan Leadership Workshop – Robin Arriaga, and Carla Louise Slate.
- John Anderson – Microsoft IT Academy Training, Spokane, WA.
- Starr Bernhardt – Introduction to Microsoft SQL, Reporting Services and BI Tools, Bellevue College, Bellevue, WA.
- Teresa Curran-Sweeney – Interlibrary Loan, Portland, OR.

Prepared by Tana Richins, Classified Staff Representative.

**RECOMMENDATIONS:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

j. Enrollment Report

**BACKGROUND:**

Summer 2013 headcount enrollment increased 4.8% from summer 2012. State-funded FTE was up 7% over the previous summer. Total FTE for summer 2013 was 6.8% higher than summer 2012. This summer also had an increase in the percentage of students enrolled full-time over last summer.

---

**TUITION COLLECTION REPORT**

As of September 30, 2013 and September, 2012

Will be provided at the board meeting

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget		\$ 4,008,514
Total Collections as of September 30		
As a % of annual budget		
Left to collect to meet budget target		

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

**RECOMMENDATION:**

None

# SUMMER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	12	8	10	8	21	16	16
Asian/Pacific Islander	19	9	6	8	13	10	15
Black	12	16	17	19	13	11	12
Hispanic	198	199	222	280	241	287	199
White	407	353	426	495	472	414	418
Other/Unknown	7	40	23	38	55	77	52
<u>SEX</u>							
Female	393	397	445	562	549	523	459
Male	257	228	259	286	258	271	249
Not Coded	5	0	0	0	8	21	4
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	151	129	174	168	139	138	117
Part-time (less than 12 crs)	504	496	530	680	676	677	595
Percent full-time	23.1	20.1	24.7	19.8	17.1	16.9	16.4
<u>BY FUNDING SOURCE</u>							
State	622	599	620	769	648	736	663
Shared Funding							
Grant/Contract	30	26	45	32	84	37	2
Community Service	3	0	39	47	83	42	47
<u>BY TIME/LOCATION</u>							
On-Campus Day	444	471	506	585	574	498	457
On-Campus Evening	59	29	32	36	38	29	60
Off-Campus Day/Online	152	125	149	183	158	170	135
Off-Campus Evening	0	0	17	44	45	118	60
<b>TOTAL HEADCOUNT</b>	<b>655</b>	<b>625</b>	<b>704</b>	<b>848</b>	<b>815</b>	<b>815</b>	<b>712</b>
Running Start	0	0	0	0	0	0	0
International	4	1	3	2	1	1	1

## SUMMER FTES

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<u>STATE FUNDED</u>							
ABE/ESL	28.1	21.4	24.9	50.5	50.4	68.9	42.7
Academic	192.2	172.0	182.9	230.8	166.4	151.1	142.1
Occupational	117.0	121.8	124.5	125.4	130.7	125.6	125.4
<b>TOTAL STATE FTES</b>	<b>337.3</b>	<b>315.2</b>	<b>332.3</b>	<b>406.7</b>	<b>347.5</b>	<b>345.6</b>	<b>310.2</b>
<u>OTHER FTES</u>							
Community Service	0	0	11.9	10.2	4.8	2.8	2.5
Contract Funded	10.1	9.5	39.8	22.7	43.2	22.9	3.5
Other (Employ., Sr. Cit.)	3.0	3.5	1.7	3.7	1.0	2.5	5.0
<b>GRAND TOTAL FTES</b>	<b>350.4</b>	<b>328.2</b>	<b>385.7</b>	<b>443.3</b>	<b>396.5</b>	<b>373.8</b>	<b>322.1</b>



# F.T.E. REPORT

10/4/2013

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
<b>1st year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
<b>2nd year (13-14)</b>		
SUMMER	337.3	112.4
FALL	1540.4	513.5
WINTER		0.0
SPRING		0.0
<b>TOTAL</b>	<b><u>7065.9</u></b>	<b><u>2355.3</u></b>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2355.3
Past year + current year allocation		3370.0
% of allocation target attained to date		69.9%
Add'l FTEs to meet minimum 96%	2639.7	879.9
Add'l FTEs to meet target 100%	3044.1	1014.7
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	-3171.3	-1057.1

The fall 2013 enrollment report as of the tenth day of the quarter shows an increase of 2.5% in state-funded FTE over fall 2012 and a 3.4% increase in headcount.

## FALL 10TH DAY ENROLLMENT REPORT

	<b>HEADCOUNTS</b>						
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<b><u>ETHNIC ORIGIN</u></b>							
Amer. Indian/Alaska Ntv	27	29	26	17	38	39	35
Asian/Pacific Islander	38	28	25	31	39	27	38
Black	28	38	38	39	46	23	29
Hispanic	638	619	706	746	664	522	535
White	1,211	1,140	1,146	1,358	1,367	1,195	1,241
Other/Unknown	87	109	118	166	178	205	161
<b><u>SEX</u></b>							
Female	1,171	1,102	1,192	1,349	1,324	1,108	1,164
Male	853	831	867	1,007	936	824	803
Not Coded	5	30	0	1	72	79	72
<b><u>STUDENT STATUS</u></b>							
Full-time (12 or more crs)	1,480	1,368	1,467	1,644	1,479	1,282	1,270
Part-time (less than 12 crs)	549	595	592	713	853	729	769
Percent full-time	72.9	69.7	71.2	69.7	63.4	63.7	62.3
<b>TOTAL HEADCOUNT</b>	<b>2,029</b>	<b>1,963</b>	<b>2,059</b>	<b>2,357</b>	<b>2,332</b>	<b>2,011</b>	<b>2,039</b>
Running Start	213	165	168	151	145	158	159
International	4	2	7	5	3	4	3
<b><u>STATE FUNDED FTES</u></b>							
ABE/ESL	25.5	71.8	78.8	84.2	89.2	60.0	43.2
Academic	957.8	869.6	930.2	1,035.2	967.2	779.1	757.5
Professional/Technical	557.1	561.3	562.6	621.9	586.5	549.6	598.3
<b>TOTAL STATE FTES</b>	<b>1540.4</b>	<b>1502.7</b>	<b>1,571.6</b>	<b>1,741.3</b>	<b>1642.9</b>	<b>1388.7</b>	<b>1,399.0</b>

Our Running Start headcount has gone over 200 for the first time ever, this year's 213 is an increase of 29% over last fall.

### Enrollment in Running Start

<b>High School</b>	<b>October 2012</b>	<b>October 2013</b>	<b>Change</b>
Almira Coulee Hartline	0	3	+3
Columbia Basin Secondary	2	4	+2
Ephrata	23	37	+14
Moses Lake	97	127	+30
Othello	4	4	0
Quincy	15	12	-3
Royal City	14	11	-3
Soap Lake	4	6	+2
Warden	4	7	+3
Wilson Creek	2	2	0
<b>Total</b>	<b>165</b>	<b>213</b>	<b>+48</b>

**BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

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

k. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of September 30, 2013, is attached for Board review. There was 82.04% of the state operating budget remaining.

Prepared by Director of the Business Office Char Rios.

**RECOMMENDATION:**

None

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF SEPT 30, 2013**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/13		As of 9/30/13	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,722,188	234,982	4,957,170	523,624	4,433,546	89.44%
	BENEFITS	1,484,719	58,746	1,543,465	236,396	1,307,069	84.68%
	GOODS&SVC	434,340	0	434,340	64,300	370,040	85.20%
	TRAVEL	50,995	0	50,995	6,320	44,675	87.61%
	EQUIP	274,750	0	274,750	89,013	185,737	67.60%
	<b>TOTAL</b>	<b>6,966,992</b>	<b>293,728</b>	<b>7,260,720</b>	<b>919,653</b>	<b>6,341,067</b>	<b>87.33%</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	560,852	(20,303)	540,549	127,298	413,251	76.45%
	BENEFITS	180,986	(8,343)	172,643	41,180	131,463	76.15%
	GOODS&SVC	34,358	0	34,358	3,622	30,736	89.46%
	TRAVEL	6,750	0	6,750	1,001	5,749	85.17%
	EQUIP	6,500	0	6,500	0	6,500	100.00%
	<b>TOTAL</b>	<b>789,446</b>	<b>(28,646)</b>	<b>760,800</b>	<b>173,101</b>	<b>587,699</b>	<b>77.25%</b>
<b>050 LIBRARY</b>	SALARIES	303,235	40,606	343,841	63,461	280,380	81.54%
	BENEFITS	110,946	16,686	127,632	24,909	102,723	80.48%
	GOODS&SVC	63,656	0	63,656	49,581	14,075	22.11%
	TRAVEL	1,750	0	1,750	1,096	654	37.38%
	EQUIP	20,000	0	20,000	13,356	6,644	33.22%
	<b>TOTAL</b>	<b>499,587</b>	<b>57,292</b>	<b>556,879</b>	<b>152,403</b>	<b>404,476</b>	<b>72.63%</b>
<b>060 STUDENT SERVICES</b>	SALARIES	916,798	0	916,798	183,675	733,123	79.97%
	BENEFITS	304,486	0	304,486	67,975	236,511	77.68%
	GOODS&SVC	33,986	0	33,986	11,252	22,734	66.89%
	TRAVEL	9,400	0	9,400	4,881	4,519	48.08%
	EQUIP	0	0	0	852	(852)	0.00%
	GRANTS	526,427	0	526,427	93,986	432,441	82.15%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	<b>TOTAL</b>	<b>1,806,578</b>	<b>0</b>	<b>1,806,578</b>	<b>362,621</b>	<b>1,443,957</b>	<b>79.93%</b>
<b>080 ADMIN.</b>	SALARIES	1,489,865	(20,303)	1,469,562	334,235	1,135,327	77.26%
	BENEFITS	489,096	(8,343)	480,753	111,675	369,078	76.77%
	GOODS&SVC	624,486	0	624,486	94,690	529,797	84.84%
	TRAVEL	27,825	0	27,825	2,440	25,385	91.23%
	EQUIP	20,250	0	20,250	1,605	18,645	92.08%
	<b>TOTAL</b>	<b>2,651,522</b>	<b>(28,646)</b>	<b>2,622,876</b>	<b>544,644</b>	<b>2,078,232</b>	<b>79.23%</b>
<b>090 M&amp;O</b>	SALARIES	1,076,696	0	1,076,696	264,863	811,833	75.40%
	BENEFITS	413,767	0	413,767	95,297	318,470	76.97%
	GOODS&SVC	1,057,950	0	1,057,950	282,515	775,435	73.30%
	TRAVEL	5,025	0	5,025	0	5,025	100.00%
	EQUIPMENT	36,537	0	36,537	6,176	30,361	83.10%
	DEBT SERV.	0	0	0	0	0	0.00%
	<b>TOTAL</b>	<b>2,589,975</b>	<b>0</b>	<b>2,589,975</b>	<b>648,852</b>	<b>1,941,123</b>	<b>74.95%</b>
<b>TOTAL BUDGET</b>	<b>15,304,100</b>	<b>293,728</b>	<b>15,597,828</b>	<b>2,801,274</b>	<b>12,796,554</b>	<b>82.04%</b>	

ALLOCATION #3	Institution Funding	280,401
ALLOCATION #3	Redistribution of Institution Funding Pool	12,201
ALLOCATION #3	Additional Step M for Classified Staff	1,126
Move Stenzel from 041/083 to 053		0

TOTAL ADJUSTMENTS TO ALLOCATION

293,728

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #5:** 2009-14 AMP Outcomes Report (for action)

### **BACKGROUND:**

The third comprehensive report of the 2009-2014 Academic Master Plan (AMP), Outcomes, summarizes our fourth year efforts at achieving the outcomes of the AMP. This report is a summary of Board and staff analysis of longitudinal and current data addressing each AMP Outcome.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

### **RECOMMENDATION:**

President Leas and VP Mohrbacher recommend approval of the AMP Outcomes Report

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #6:** 2013-14 Grants, Contracts and Proprietary Budget (for information/action)

### **BACKGROUND:**

The 2013-14 Grants, Contracts and Proprietary Budget will be presented to the Board.

### **RECOMMENDATION:**

President Leas and VP Hamburg recommend approval of the 2013-14 Grants, Contracts and Proprietary Budget.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #7:** Ends Statements Award (for information/action)

### **BACKGROUND:**

The Board may consider changing the current Ends Statements listed below. The mission fulfillment and strategic planning document attached was shared during the September 12 Board retreat.

Prepared by the President's office.

### **RECOMMENDATION:**

.



## Mission Fulfillment and Strategic Planning

### Overview

Big Bend Community College achieves its vision of inspiring every student to be successful through its mission to deliver lifelong learning. The college's commitment to student success, excellence in teaching and learning, and community engagement reflects its values in order to make its students more successful and serve its communities.

In order to establish goals for mission fulfillment, the Board of Trustees establishes **Ends Statements**, which give guidance at the policy level to the President and the college staff. To assess the college's achievement of its mission, the Board of Trustees has articulated the following **Ends Statements**, which are measured by the assessment of the college's core theme objectives:

**Student Success:** Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

**Excellence in Teaching and Learning:** Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

**Community Engagement:** Big Bend Community College supports economic development, nurtures community and industry partnerships, and acts as a responsible steward of resources.

These **Ends Statements** are then made operational through the development and operation of BBCC's **Academic Master Plan (AMP)**. The AMP establishes specific objectives for annual performance, and identifies indicators to measure accomplishment of those objectives. These comprise our **core theme** indicators, as outlined below. These core theme objectives address specific goals to be measured annually; these goals reflect the values of the college, including goals for inclusion, integrity, and stewardship.

The Board of Trustees monitors mission fulfillment through regular reports on the **Ends Statements**. The AMP makes provision for reporting on Student Success, Excellence in Teaching and Learning, and Community Engagement. While the ends statements outline the broad policy-level goals embodied by the mission, the AMP sets out the operational objectives for annual mission fulfillment.





## CORE THEMES: Outcomes, Objectives & Indicators, 2013

<p><b>Student Success</b>          Outcome: Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.</p>	
<p><b>Objectives</b></p> <p>1.1 BBCC provides access to programs and services that meet the needs of our service district.</p> <p>1.2 Use of services correlates with success, retention and completion.</p> <p>1.3 Students are prepared to graduate and to transfer or seek employment.</p>	<p><b>Indicators</b></p> <p>1.1a Inventory of programs, modalities, and services.          1.1b Service area &amp; student demographic data.          1.1c Class-fill rates &amp; class cancelation data.          1.1d Feedback from advisory committees.</p> <p><i>Rationale: Analysis of current and potential student population is matched to enrollment data and feedback from advisory committees to inform program planning and strategic enrollment management.</i></p> <p>1.2a Course success rates.          1.2b Use of services.          1.3c Use of technology &amp; resources.</p> <p><i>Rationale: Use of specific services by students (i.e. tutoring, supplemental instruction, new student orientation, etc.) is correlated to course success, retention, or completion in order to determine effectiveness of services.</i></p> <p>1.3a Student Achievement Initiative (SAI) data.          1.3b Retention &amp; graduation rates.          1.3c Transfer rates &amp; transfer success rates (MRTE).          1.3d Employment &amp; certification rates.</p> <p><i>Rationale: These data sets track students moving through educational pathways in order to determine how many successfully complete goals or transition to next steps.</i></p>

**Excellence in Teaching and Learning**

Outcome: Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

**Objectives**

2.1 BBCC implements innovation and creativity in programs and services.

2.2 BBCC helps students attain high academic standards.

2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes.

**Indicators**

2.1a Program audit of best practices/new practices.  
2.1b Correlation of practices to success, retention or completion.

*Rationale: Program audits allow the college to track new initiatives or strategies; correlation allows the college to tie these initiatives or strategies to student outcomes.*

2.2a External certification rates.  
2.2b CCSSE data on academic challenge.  
2.2c NCCBP data on success rates.  
2.2d MRTE data on transfer success.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports that higher perception of academic challenge by students increases student persistence. CCSSE and NCCBP data allow the college to assess student perceptions of academic rigor; external certification rates and MRTE data on transfer success allows the college to compare student achievement to external standards.*

2.3a Full-time faculty ratio.  
2.3b Student/faculty ratio.  
2.3c Budgets & attendance for professional development.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports a higher percentage of full-time faculty and lower student/faculty ratios increase student persistence. Professional development helps to engage faculty and promote continuous improvement.*

## Community Engagement

Outcome: Big Bend Community College supports economic development, nurtures community and industry partnerships, and acts as a responsible steward of resources.

### Objectives

3.1 BBCC works with community partners to support economic development.

3.2 BBCC works with K-12 and university partners to provide educational opportunities.

3.3 BBCC practices responsible use of resources, including fiscal and natural resources.

[3.4 BBCC provides an inclusive environment for students, employees, and partners in order to build and sustain a vibrant community]\*

### Indicators

3.1a Inventory of active partnerships.  
3.1b Report on economic impact.

*Rationale: Community partners have direct knowledge of economic and employment needs in the service district. Economic impact of college efforts can be quantified in terms of grant monies obtained, employment of graduates, and investment in new programs and services.*

3.3a Inventory of current dual credit programs.  
3.3b Inventory of current outreach & pathway programs.  
3.3c Analysis of partnership opportunities.

*Rationale: In the rural communities within the BBCC service district, access to postsecondary education is often limited; partnerships between the college and K-12 and university partners can increase opportunities and make better educational pathways.*

3.3a Budget process is tied to strategic goals.  
3.3b Sustainable practices are increasing.

*Rationale: As a public institution, BBCC has a responsibility to use public resources efficiently and responsibly. Tying budgeting to strategic goals and sustainable practices allows a measure of accountability in the use of resources.*

[3.4a Training activities increase multicultural awareness and ability.  
3.4b Students, employees & partners report being welcome on campus.  
3.4c Data is disaggregated to show equivalent success for all student groups.]\*

*Rationale: Student, employee, and partner satisfaction with BBCC lead to lasting relationships, more effective working interactions, and positive outcomes for all involved.*

\*note: item 3.4 has not yet been reviewed or approved by the AMP committee or the Board of Trustees

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #8:** TACTC Transforming Lives Award (for information)

### **BACKGROUND:**

TACTC is hosting the Transforming Lives awards again this year.

TimeLine:

- TACTC deadline for receiving nominations, student essays, board letters of support and student photos – November 14, 2013
- Five student awardees from around the state will be notified in early December
- Awards dinner – January 19, 2014 (all student nominees will be invited again this year, with their expenses covered by TACTC)

BBCC's nominations will be presented to the board at the meeting for the trustees to make the final selection.

### **RECOMMENDATION:**



---

# TACTC Winter Conference

## Transforming Lives – January 19, 2014

---

### Description

The TACTC Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The TACTC Awards Committee will select five winners from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at TACTC's expense, the TACTC Legislative Contact Conference (January 19, 2014, at the Red Lion Hotel in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the featured speakers and each recipient will receive a \$500 cash award from TACTC.

Every nominee will have his/her story and picture included in an awards pamphlet that will be shared with legislators during Hill visits.

### Awards criteria

Nominations must come from the student's board of trustees and be based on the following criteria:

- The nominee may be either a current or former Washington community or technical college student who has completed or made significant progress toward completing a degree or certificate that has helped him/her prepare for or be successful in their future endeavors.
- The nominee must share a compelling story in written format (maximum 500 words) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming (e.g., new employment, self-sufficiency, etc.).

Each college will develop its own process for soliciting and selecting student nominations for the award. One student from each college can be nominated by the local board of trustees. Multi-campus districts may have one nominee from each college in the district.

Nominations must include the completed nomination form, the student's statement, a letter of support from the board of trustees outlining why the student's story was selected and a photograph of the student. Materials must be scanned and sent electronically. The student's statement must be in a Word document.

### Deadlines:

*Nominations must be received by TACTC by **Thursday, November 14, 2013:***

ATTN: Candace Robbecke ([crobbecke@sbctc.edu](mailto:crobbecke@sbctc.edu))

***Award winners will be notified in early December.***

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #9:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the May 23, 2013, Board meeting math instructors Salah Abed, Sonia Farag, Stephen Lane, Tyler Wallace, and Barbara Whitney were awarded (\$2,000) each developing an open source textbook for Pre-Calculus.

The instructors will present a verbal presentation to the board.

Prepared by the President's office.

### **RECOMMENDATION:**

.

To: The Big Bend Community College Board of Trustees  
Dr. Terry Leas

From: Big Bend Mathematics Department  
Salah Abed  
Sonia Farag  
Stephen Lane  
Tyler Wallace  
Barbara Whitney

Re: Exceptional Faculty Award Summary of Activities and Experiences

In November of 2008, the Washington State Board of Community and Technical Colleges released the “Strategic Technology Plan” which included seven guiding principles. Principle number seven reads, “We will cultivate the culture and practice of using and contributing to open educational resources” (p. 17). Colleges were called on to “wherever possible, eliminate published textbooks in favor of open materials” (p. 21). In response to this call, the Big Bend Community College mathematics department spent this past summer developing an open source textbook for the Pre-Calculus I course. Our project supports the same mission, promoting excellence in teaching and learning by reducing the cost of a high quality textbook for our students and thereby increasing access to higher education. While the previous textbook sold \$229.81 new and \$122.58 used, this textbook will sell for \$18.35 or be available for a free download off Canvass. This allows students who prefer to save even more money to use a tablet to access the textbook.

The mathematics department met several times over the summer to discuss how the textbook would be arranged, what topics should be covered, and how information should be presented. The sections of the textbook were divided up between the faculty and each submitted their own portion. The formatted textbook is currently being printed through our campus word services. Conversations have begun to have it formally published and bound as a paperback textbook with minimal additional cost to students (possibly less).

We, the mathematics department wish to thank the Board of Trustees, our President, Dr. Terry Leas, and the Exceptional Faculty committee for allowing us to develop this valuable textbook.

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

**ITEM #10:** Board Policies (for information)

### **BACKGROUND:**

The following board policy drafts are included for your consideration and then action at the December 12, 2013 meeting.

#### BP 6114 Credit Hour

No change to actual practice, fulfills NWCCU requirement.

#### BP8060 Records Management

BP8060 documents current BBCC practices and provides direction for all electronic messaging such as twitter, office communicator and all other forms of communication to be archived per RCW 40.14

#### BP Non-Fraternization

BBCC currently does not have a board policy that addresses this issue.

Prepared by the President's office.

### **RECOMMENDATION:**

None



Big Bend Community College maintains records in accordance with RCW 40.14 - Preservation and Destruction of Public Records. The college Records Retention Officer, appointed by the president as required by state law, is responsible for the development and maintenance of the college's Records Management Program, and serves as the contact between the college and the SBCTC Records Officer. Records Coordinators are responsible for implementing the Records Management Program at the department, division, and office level.

All offices, departments, and divisions of the college will work with the college Records Retention Officer to ensure that:

- Only active records are stored in valuable office space
- Inactive records are regularly shifted to storage
- Historically valuable records are transferred to the Division of Archives
- Records are destroyed at the end of the retention period specified on the retention schedule
- Records essential to college authority and operations are adequately protected from damage or loss
- The college will be prepared to recover or replace records damaged by fire, flood, or other disaster
- All information systems, including hard copy, microfilm, electronic messaging, and other forms of communication that are considered public records, shall be preserved and accessible for the duration of the established retention period
- Records will be made accessible for public inspection and their security will be maintained according to the provisions of the Public Disclosure Act

Washington community and technical college boards of trustees and administrators, with the assistance of the faculty, have statutory authority to establish the course of study for community and technical colleges and to publish catalogs and bulletins that describe the conditions under which college programs may be utilized by students (see RCW 28B.50.140(11)).

In accordance with this authority, BBCC follows consistent and clearly published policies for the conversion of classroom contact hours to credit hour equivalents. BBCC credit hour policies will comply with state and federal regulations (RCW 28B.50.090; 34 CFR 600), as well as the accreditation standards of the Northwest Commission on Colleges and Universities (NWCCU).

BBCC establishes standard ratios for the translation of classroom contact hours into credit hours. These ratios comply with guidelines established in the Washington State Board for Community & Technical Colleges Policy Manual (Chapter 4, Appendix B), and are updated as changes to state or federal regulations or NWCCU standards mandate.

DRAFT

Big Bend Community College is committed to providing an environment conducive to individual development and learning.

As a matter of sound judgment, all employees in the college community accept responsibility to avoid conflicts of interest between their professional responsibilities and their personal relationships with students or those whom they supervise, evaluate, or exercise other relationships of power or authority.

Romantic and/or sexual relationships between an employee and a student or a supervisor and a subordinate, may potentially pose risks to the employee, student, supervisor, subordinate, third parties, and department morale. A romantic and/or sexual relationship between an employee and a student, or a supervisor and subordinate, can lead to a complaint of sexual harassment when the student or subordinate perceives he or she was exploited.

In addition, other employees or students may express concern about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging to the college whether the favoritism is real or perceived. Concerns may also arise in cases where the relationship between the employee and student, or supervisor and subordinate is familial in nature.

To ensure the activities of advising, mentoring, evaluation and supervision of students or subordinates are conducted fairly, employees are prohibited from the following:

1. Entering into romantic and/or sexual relationship with a student or employee with whom the employee has a current supervisory/subordinate relationship.
2. Entering into a romantic or sexual relationship with a student who is currently enrolled in the employee's class(es).
3. Entering into a romantic or sexual relationship with a student who is currently a member of an athletic team coached by the employee.

This policy does not apply to romantic and/or sexual relationships that are prohibited by law under [RCW 9A.44](#) or relationships that violate discrimination or sexual harassment laws and policies.

Some professionals employed by the college (i.e., counselors, nurses, childcare workers and others) may have different, more stringent professional standards that must be met for continued

licensure and/or certification. This policy does not preclude or replace any guidelines published by a particular professional organization. Big Bend Community College expects its employees to abide by the guidelines of any professional organization in which they are members in addition to the standards set forth in this policy.

Legal Reference: RCW 9A.44

DRAFT

New \_\_\_\_\_

Non-Fraternization Policy

BP \_\_\_\_\_

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #11:** TACTC/ACCT Congress Presentations (for information)

### **BACKGROUND:**

The national ACCT Congress was held in Seattle, October 2-5, 2013. The BBCC Trustees and former BBCC Trustee Mike Wren presented a session *Presidential Search in Austere Times* to the national audience.

TACTC held a *Measuring Up* workshop regarding student achievement outcomes. BBCC was selected to participate.

The trustees may share additional information at the meeting.

Prepared by the President's office.

### **RECOMMENDATION:**

None



---

# Washington State Trustees' Workshop

## "Measuring Up"

### Student Achievement Outcomes

---

Wednesday, October 2, 2013

1:00 p.m. – 4:00 p.m.

Washington Convention Center, Seattle  
Level Six, Rooms 602 and 603

1:00 p.m. – 1:30 p.m.      **Welcome and Overview of Trustee Workshop**  
*Using Student Achievement Data to Measure Performance*

1:30 p.m. – 2:30 p.m.      **Reviewing College Data**  
*College trustees will review their data and how it compares to the system. – Facilitated by SBCTC*

2:30 p.m. – 2:45 p.m.      **Break**

2:45 p.m. – 3:45 p.m.      **College Student Success Policies**

- **BIG BEND COMMUNITY COLLEGE**  
*Terry Leas*, President; *Jon Lane*, Trustee; and *Valerie Kirkwood*, Dean of Institutional Research and Planning
- **CLARK COLLEGE**  
*Robert Knight*, President; *Jada Rupley*, Trustee; and *Shanda Diehl*, Associate VP for Planning and Effectiveness
- **YAKIMA VALLEY COMMUNITY COLLEGE**  
*Linda Kaminski*, President; *Lisa Parker*, Trustee; *Sheila Delquadri*, Director, Office of Institutional Effectiveness; and *Wilma Dulin*, Faculty Liaison, Office of Institutional Effectiveness

*Colleges will discuss the trustees' role in the college's student success agenda, how they receive information on progress, and the nature of the evidence used to aid in decision-making around the policy. Facilitated by WACTC/TACTC*

3:45 p.m. – 4:00 p.m.      **Wrap-up Questions – Facilitated by SBCTC**

## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

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

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #13:** Regularly Scheduled Board Meeting Date (for action)

**BACKGROUND:**

The next board meeting is scheduled on December 12, 2013 at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

None



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/24/13

**ITEM #14:** Miscellaneous (for information)

### **BACKGROUND:**

PIO Doug Sly worked with our graphic artist and they created a new BBCC poster. This poster will be matted and framed for the SBCTC office. President Leas is also considering how the poster can be customized for use on campus.

President Leas will share highlights from the Fall enrollment report.

President Leas has talked with President Emeritus Bill Bonaudi regarding the William C. Bonaudi Library Dedication ceremony. The preferred date is February 17, with a back-up date of January 27. Planning is beginning for this important event.

Prepared by the President's office.

### **RECOMMENDATION:**

None