



Board of Trustees Regular Board Meeting

**October 27, 2016
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Fall 2016 Campus Events

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
October	27	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room																		
		ASB Halloween Dance; 8:00-11:00 p.m.; Masto Conference Center																		
November	1	ASB "Perspectacles" Author/Speaker Houston Kraft; 1:00 p.m.; Masto Conference Center																		
	2	Volleyball vs. Yakima Valley CC; 6:00 p.m.; DeVries Activity Center																		
	5	Columbia Basin Allied Arts; <i>Lucky Me</i> ; Wallenstien Theater																		
	8	ASB Thanksgivingfest Lunchfest; 10:30-1:00 p.m.; Masto Conference Center																		
	9	Volleyball vs. CC of Spokane; 6:00 p.m.; DeVries Activity Center																		
	11	Campus Closed for Veterans' Day																		
	16	Annual Phi Theta Kappa Silent Auction; 8:00-4:00 p.m.; Peterson Gallery																		
	17	ASB Bowling Night; 10:00-midnight; Lake Bowl, FREE																		
	18	Women's Basketball vs Everett CC; 6:00 p.m.; DeVries Activity Center																		
	19	Women's Basketball vs Gonzaga Club; 5:00 p.m.; DeVries Activity Center Men's Basketball vs BBCC Alumni; 7:00 p.m.; DeVries Activity Center																		
	24-25	Campus Closed for Thanksgiving Holiday																		
December	1	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room																		



Phi Theta Kappa Induction Event October 17, 2016



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, October 27, 2016, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Anna Franz, J.D.
Chair

Miguel Villarreal, Ed.D.
Vice Chair

Jon Lane

Stephen McFadden

Juanita Richards

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
 inspires every student to be
 successful.

Mission

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

- | | | | |
|-----|-----|--|-----|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Army Veteran Ricardo Ruiz | |
| I | 2. | Introductions | |
| I/A | 3. | Consent Agenda | |
| | a. | Meeting Minutes August 11, 2016, | (A) |
| | | Retreat Minutes September 30, 2016 | |
| | b. | President’s Activity Update | (I) |
| | c. | Student Success | (I) |
| | d. | Accreditation | (I) |
| | e. | Assessment | (I) |
| | f. | Finance & Administration Report | (I) |
| | g. | Safety & Security Update | (I) |
| | h. | Human Resources Report | (I) |
| | i. | Classified Staff Report | (I) |
| | j. | Enrollment Report | (I) |
| | k. | Quarterly Budget Report | (I) |
| | l. | Public Correspondence | (I) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
Trustee Emeritus Felix Ramon | |
| | a. | ASB President – Matt Alvarado | |
| | b. | Classified Staff Representative – Barbara Collins
Presentation of the STTACC Region D
Outstanding Staff Member Randy Fish | |
| | c. | Faculty Association President – Kathleen Duvall | |
| | d. | VP Finance & Administration – Linda Schoonmaker | |
| | e. | VP Learning & Student Success – Dean Daneen Berry-Guerin | |
| | f. | VP Human Resources & Labor – Kim Garza | |
| | g. | Executive Director BBCC Foundation – LeAnne Parton | |
| A | 5. | AMP Student Success Monitoring Report – Dean Valerie Parton | |
| | | -----BREAK----- | |
| I | 6. | Sabbatical Report – Instructor Matthew Sullivan | |
| I | 7. | Exceptional Faculty Award – Instructor Dick Wynder | |
| I | 8. | CBIS Report – Director of CBIS Beth Laszlo | |
| A | 9. | Transforming Lives Nominations & Event | |
| A | 10. | Board Resolution 2016-1 – President Leas | |
| | | Executive Session | |
| A | 11. | President’s Evaluation – Trustees | |
| A | 12. | Board Self-Evaluation – Trustees | |
| A | 13. | Assessment of Board Activity – Trustees | |
| I/A | 14. | Next Regularly Scheduled Board Meeting – Trustees | |
| I | 15. | Miscellaneous – Chair Anna Franz, President Leas | |
| | | Adjournment | |

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

NEXT MEETING REMINDER – December 1, 2016

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: 10/27/16

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting and study session from August 11 and board/administrative strategic summit September 30 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Thursday, August 11, 2016, at 1:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards

Board Chair Anna Franz called the meeting to order. President Leas explained that monitoring reports fulfill accreditation requirements, provide information for Achieving the Dream assessments, and inform local decision making. Institutional Research gathers data and provides a survey to trustees and employees; the results are used to complete the monitoring reports. Survey response rates for each of the campus groups was shared: Admin/Exempt Staff 26%, Classified Staff 13%, Full-time Faculty 13%, Part-time Faculty 1%, and Trustees 40%.

Trustee Franz discussed the importance the survey responses play in accreditation and assessments. She suggested the trustees set an example by increasing their survey response rate to 100%. The trustees discussed ideas to raise the rate such as sending reminders to trustees or a follow-up phone call from Starr to encourage the trustees to complete the report. The chair can be notified after the follow-up call if the survey rate is not 100%. The Trustees expressed satisfaction with the quarterly report system.

Dr. Leas noted that Board self-assessment conversations like this are more substantive to discuss effectiveness in participation rather than reporting individual activities.

Board member Stephen McFadden asked Faculty Association President Kathleen Duvall about part-time faculty survey participation. Ms. Duvall explained that part-time faculty are not on campus as often and do not participate as much as full-time faculty. Scheduling surveys well in advance is very helpful for planning and may increase participation rates.

Dr. Leas stated faculty input is very important to improving student outcomes. Faculty Association President Duvall stated it is important for faculty to hear that their good work is making a difference.

Adjourned at 1:13 p.m.

Board Chair Anna Franz

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 11, 2016, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards

2. Introductions

New BIM Instructor Ryan Duvall graduated from BBCC and then BYU with a BS in Business Management. He worked in the BIM Lab this summer. Instructor Duvall loves business and is excited to be here.

Director of Financial Aid Jeremy Iverson introduced new Financial Aid Advisor Jose Hernandez from Quincy. Advisor Hernandez is excited to bring his personal first-generation-graduate experience to help students.

1985 BBCC graduate, Philip Stout, is BBCC's new aviation mechanic supporting the flight training program. He has 30-plus years of experience, is FAA certified, and a pilot.

Landra Kosa is the new Ag Program Coordinator and Instructor. She is a University of Idaho (U of I) graduate, has farmed her whole life, and most recently developed a growing FAA Chapter at the Soap Lake School District. She is in discussions with CBTech about student connections and working on articulation degrees with WSU and U of I.

3. Consent Agenda

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

Motion 16-38 Trustee Stephen McFadden approved the consent agenda, Trustee Jon Lane seconded, and the motion carried.

4. Remarks

- a. There was no ASB report.
- b. VP Kim Garza provided the Classified Staff report. Barb Collins and Alicia Wallace are the new STAR co-chairs for this year, and they will be working on the Classified Staff training calendar.

Maintenance Lead Randy Fish was selected as BBCC's outstanding classified staff member and then also the Staff Training for Technical and Community

Colleges (STTACC) Region D outstanding staff member. Three other BBCC employees have received this regional award: Kathy Aldrich, Robin Arriaga, and Barbara Collins.

- c. Faculty Association President Kathleen Duvall reported that she and Faculty members Dawnne Ernette, Ryan Duvall, and Disabilities Services Coordinator Lora Allen attended an accessibility retreat. One of the presenters was blind, and he taught sessions with a computer. Several faculty members are attending The Association Guided Pathways training session this week. Art Instructor Rie Palkovic presented an art exhibit in New Mexico this week. The negotiating team has worked hard through the summer. Faculty Association officers for the next year are Kathleen Duvall, President; Jennifer Brooks, Vice President; Les Michie, Treasurer; and Dennis Knepp, Secretary.
- d. VP Linda Schoonmaker shared that the trustees' reimbursement process may be changing.

The remodel of the Administration/Student Center Building (1400) is on schedule. A crane is installing new HVAC units today.

VP Schoonmaker provided a PTEC update. She will meet with the Grant County Permit department to facilitate the approval process. She introduced the idea of a second floor option for PTEC, which adds 25,000 square feet at \$250 per square foot, this is half the cost per square foot of the bottom floor. A second floor requires \$6 million additional funding. Dr. Leas will work with the foundation to raise the money. The new classroom/faculty space will allow computer sciences to move from its current 60-year old building to PTEC. The old building can be demolished and the hangar that was originally scheduled for demolishing can be kept. President Leas stated planning to build the second floor does not require action from the board at this time. The SBCTC will need to approve the change to the PTEC plan at their meeting September 26. Dr. Leas and VP Schoonmaker plan to use one-time reserve money along with foundation donations. The second floor addition does not change the timeline.

VP Schoonmaker shared that BBCC housed firefighters for three days during a recent fire outbreak on Road 10.

- e. President Terry Leas reported that Dr. Humpherys, VP of Learning and Student Success, will be on campus next week. Dr. Leas reported that accreditation agencies have approved the Medical SIM Tech and Criminal Justice Programs. Dr. Leas stated the assessment information from the student and employer surveys will help determine how to enhance the student experience. The Achieving the Dream (AtD) Core and Data teams are analyzing when students stop out of classes, student characteristics, and when students begin to struggle. Dean Valerie Parton and Director of Workforce Education Services will attend an analytics summit in September.

AtD helped BBCC institutionalize data gathering and guided pathways is a tool for BBCC to help students make steady progress toward their goals with less debt. Faculty Association President Kathleen Duvall stated mandatory advising is

already required for new students, and faculty members accomplished a lot of advising this summer.

- f. VP Kim Garza reported Human Resources has been busy hiring new employees. More newly hired employees will be introduced at the next board meeting.

Strengthfinder training was held in September and a deeper follow-up session, along with a special session with Cabinet, will happen later.

- g. Executive Director of the Foundation LeAnne Parton provided the Foundation report. Two condominiums in Moses Lake were gifted to the foundation. Renting the condominiums provides a 3% return on investment, and one of the condominiums was put on the market for sale. \$50,000 of the sale proceeds will fund the STEM endowment, which is matched by the federal government, making the total \$100,000. If this plan goes well, the Foundation board may also consider selling the second condominium.

The college/foundation community has lost several members. Wayne Freeman, former music instructor, has a memorial fund in his name benefitting the music department. Delbert Lamb, former flight instructor, donated a gift to support the needs of the aviation program. President Terry Leas, Chief Pilot John Marc Swedburg, former Chief Pilot John Swedburg, Dean Daneen Berry-Guerin, and Director Parton have been working with Colleen Lamb to put her wishes into place based on input from the aviation faculty. Peg Mason, whose husband, Dr. Robert Mason was a Dean of Instruction here at Big Bend and their son Lew Mason, former flight instructor, changed the name of their scholarship to the Robert and Peg Mason Memorial Scholarship. Barbara "Peg" Harris, former nursing director, started a scholarship for nursing students. The Al Roth Memorial Scholarship was changed to Al and Charlotte Roth Scholarship after Charlotte Roth's passing. Director LeAnne Parton expressed condolences to family members.

5. Board Chair Elections

Motion 16-39

Trustee Jon Lane moved to approve the chair-rotation schedule through 2020-21, Trustee Stephen McFadden seconded, and the motion carried.

6. Unmanned Aerial Systems Grant Overview

Dr. Pat Ford, Director of the New Opportunities in Aviation (NOA) Unmanned Aerial Systems program is an Ephrata High School graduate. He joined the Navy in 1978, finished his degree, and worked with the Department of Defense and NASA. He continues to consult with DOD and NASA.

Dr. Ford relayed that BBCC is playing a pivotal role in the UAS field. Great staff have been hired and the new netted facility, over the old tennis courts, is the largest one of its kind in the country. A high-capacity microwave link between the facility and the aviation building controls the UAS equipment. Dr. Ford is connecting with WSU regarding UAS usage for observing crops.

Trustee Lane asked about privacy issues, and Dr. Ford responded that he is working with the FBI and Sheriff's office to ensure all college operations of UAVs do not violate state and federal privacy protections. For the fixed-wing equipment in the fields, he is following guidelines about inadvertent data collection. Dr. Ford participates in UAS consortium conference calls every 45-60 days.

Dr. Ford shared a video of roving UAS teams gathering data from agriculture areas within the county to help farmers learn how to conserve resources efficiently. Dr. Ford is also earning certification to train and oversee students using the aircraft.

Chair Anna Franz announced a 10-minute break at 2:43 p.m. Following the break Dr. Ford shared more information about the unmanned aerial equipment outside. The meeting reconvened in the Hardin Community Room at 3:00 p.m.

7. Negotiated Agreement

VP Garza reported that BBCC and the Faculty Association used a collaborative negotiating process to reach a tentative agreement July 27, 2016. Some areas of focus included valuing part-time faculty members, investing in adding more full-time faculty, and a 1.8% increase provided by the state, a faculty mentoring program, and part-time faculty members' participation in governance activities. BBCC is committed to adding two new full-time faculty positions beyond replacement positions. Language around stipends and sabbaticals was also changed. The Faculty Association approved the agreement Monday, August 8, 2016.

Motion 16-40 Trustee Juanita Richards moved to approve ratification of the 2016-18 Negotiated Agreement, Trustee Jon Lane seconded, and the motion carried.

8. Tort Claims Overview

Assistant Attorney General (AAG) Mirisa Bradbury shared information about the Board's role with a tort claim. Tort claims include accidents on campus, complaints of discrimination, and wrongful firings; not all claims are tort claims. The Board is the governing agency and key player in how a case will proceed. When a tort claim is filed against the college, the AAG contacts the President, and the President alerts the board. The AAG consults with college, and OFM advises about expenditures. Many colleges delegate to the president settlements up to a certain dollar amount. The board has discretion regarding how much authority it delegates to the president. If the policy is silent on the settlement of claims, the board is the decision maker. With the Carver Policy Governance model, claims settlement is a policy decision. If trustees or employees are named in the filing, the AAG will determine if those named acted in good faith and if they did, the AAG will represent the named person.

An AAG may request a special board meeting to ensure the claims deadline is met. BBCC has not had a torts claim recently. Trustee Richards stated the trustees do not want to be "in the weeds" of a tort case. Trustee Franz stated there is some benefit to delegating low-value claims settling to the president, which can be delegated on a case-by-case basis.

9. Board Policy 1000

This is the first reading of suggested revision by AAG Bradbury based on the trustees' conversation during the April 7 meeting. AAG Bradbury stated her revisions to the presidential evaluation process are a starting point for consideration.

10. Board Retreat/Advance

The draft agenda for the September 30 board retreat was shared.

11. Assessment of Board Activity

Trustee Jon Lane reported that he will attend the Moses Lake Rodeo Cowboy breakfast tomorrow. He attended the SBCTC meeting in Wenatchee and the WACTC Retreat. He also attended the Advocacy Steering Committee with presidents, trustees, SBCTC staff, and PIOs to determine messages for legislators to address funding inadequacies.

Trustee Lane said he will apply for reappointment to the BBCC Board of Trustees. He requested a letter of support from Dr. Leas and Board Chair Franz.

Trustee Lane shared that many trustees are concerned about ctcLink, and he asked about BBCC's ctcLink transition plan. BBCC is in the second wave of ctcLink. Director of BBT, Rick Sparks is the project manager for BBCC's ctcLink effort. He is learning about how to prepare to transition to ctcLink. Spokane Community Colleges and Tacoma Community College have experienced several issues from ctcLink that negatively affected students and employees. Based on their issues, the date for Wave 1 is pushed out further, and Director Sparks is not sure how that will affect Waves 2 and 3. VP Schoonmaker shared that during the ctcLink Steering Committee yesterday, they discussed bringing in an outside vendor to review the process and determine how to schedule the remaining colleges.

Trustee Lane also reported that the president at Green River Community College recently resigned. He emphasized the importance of walking the fine line of knowing what is going on at the college and not getting involved in the day-to-day details.

Trustee Stephen McFadden reported that the Adams County Development Council hosted its annual banquet June 18 at Evergreen Implement. He appreciated Dr. & Mrs. Leas' attendance. Trustee McFadden attended an International Economic Development Council's Entrepreneurship and Small Business Development meeting, and he would like to begin developing a small business program for Adams County. He thanked BBCC staff for attending the third Othello Industry Council meeting held on July 26; new Othello School District Superintendent Dr. Chris Hurst was introduced at the meeting. The Adams County Development Council Board will meet tonight. Trustee McFadden also attended the BBCC Nurses' Pinning Ceremony for the first time and was very impressed.

Trustee Juanita Richards shared that she attended graduation and it continues to be a highlight of the year. She is serving on the (Association of College Trustees) ACT Awards Committee.

Trustee Anna Franz agreed with Trustee Richards that graduation is a wonderful event that always goes smoothly. She attended the presidential evaluation sub-committee meeting and drafted an evaluation tool. She also consulted with Dr. Leas regarding the board agenda.

12. Next Board Meeting

The next board meeting date of September 8 was reserved for the board/administrative retreat. The retreat was rescheduled to September 30 during the last meeting.

Motion 16-41 Trustee Jon Lane made a motion to cancel the September 8, 2016 board meeting, Trustee Juanita Richards seconded, and the motion carried.

13. Miscellaneous

The ACT Fall Conference is scheduled for November 16 at the Hilton Seattle Airport and Conference Center. The ACT Winter Legislative Conference is scheduled for January 23-24 in Olympia.

President Leas shared that he sent background information to Senator Murray emphasizing the importance of the Title V grant at BBCC and in our service district communities. As a result of that communication, Senator Murray's Central Washington Director, Raquel Crowley, toured BBCC. Another BBCC visit has been scheduled including Ms. Crowley and Health, Education, and Labor Pension Liaison Madeleine Pannell. They will tour the SIM Facility and meet the faculty and advisory committee members to discuss the program's impact. Dr. Leas expressed his hopes that sharing the positive impacts federal grants have had on BBCC and surrounding communities may give Senator Murray's office evidence to discourage efforts to change the federal grant criteria to make small colleges ineligible for federal grant awards. The grant awards have provided opportunities for BBCC to pursue innovative ideas. Dr. Leas is hopeful that this will result in Senator Murray visiting BBCC in person. It's important to continue to share the message with legislators that community and technical colleges educate residents, prepare skilled workers for the economy leading to a stronger state, and preserve democracy. Trustee McFadden said he will share the message with Senator Murray's Eastern WA liaison. President Leas may travel to Ritzville the next time the Eastern WA liaison is in the area.

Dr. Leas thanked VP Garza, Faculty Association President Duvall, and their teams for their negotiating efforts and reaching agreement between BBCC and the Faculty Association.

The meeting adjourned at 4:00 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Board/Administrative Strategic Summit Friday, September 30, 2016, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Attendees: Research Analyst 3 Starr Bernhardt, Dean Daneen Berry-Guerin, STAR Co-Chair Barbara Collins, Executive Assistant Melinda Dourte, Faculty Association President Kathleen Duvall, Trustee Anna Franz, Dean Tim Fuhrman, VP Kim Garza, Dean Dawna Haynes, VP Bryce Humpherys, Trustee Jon Lane, President Terry Leas, Trustee Stephen McFadden, Dean Valerie Parton, Trustee Juanita Richards, Executive Director of Business Services Char Rios, Director of Facilities James Saucedo, VP Linda Schoonmaker, Director of BBT Rick Sparks, Trustee Mike Villarreal.

Board Chair Anna Franz started the meeting with introductions of all participants.

1. Academic Master Plan Report #3 Student Success Review

Dean Valerie Parton introduced the Academic Master Plan Report #3 Student Success feedback summary for review. The student success review survey rates increased from last year. All of the trustees responded, and the response rates for employee groups were as follows: Admin/Exempt 35%, Classified Staff 10%, Full-time Faculty 30%, and Part-time Faculty 2%. Completing the survey is a new process for many participants. A lot of written and verbal feedback has been shared, including improvement ideas. Institutional Research (IR) will consider how to inform staff why these particular indicators were used for this report.

The group discussed the challenge of reviewing, interpreting, and drawing conclusions from the large amount of raw data that was shared in the student success survey. Institutional Research is planning to distill the information even more next year. The timing of the data review and the end of the first week of classes was problematic for staff who directly serve students. To encourage more survey participation, the trustees agreed that the board summit could be moved later in the calendar year to accommodate the data gathering and survey response timeline. Faculty Association President Kathleen Duvall stated a short video tutorial presentation at the full-time and part-time faculty in-service meetings would be helpful for completing the surveys. Trustees commented that having the survey and the data in the same document would be less cumbersome than juggling two documents. Another improvement idea included linking to the website for background information and additional data.

STAR Co-Chair Barbara Collins suggested data survey completion would be a good topic for a Classified Staff workshop to share about the process and the importance of providing input.

Trustee Jon Lane reported that he would like to know which employee groups generated which comments to understand the perspective of each group while maintaining confidentiality for individuals.

Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students.

The average rating for this objective dipped slightly from 3.7 to 3.61. This dip may be due in part to a larger group of employees participating.

The group discussed how to identify students' needs. Student surveys and focus group responses as well as employer surveys provide insightful information. Employer surveys have indicated that students need to learn soft skills, i.e., coming to work on time, call in if not coming to work, communication, and computational skills. Some of these soft skills are included in the general education outcomes that are the cross-curricular skills and embedded in multiple classes across the campus.

The survey feedback had common themes about helping student success. Similar feedback was shared at the college in-service such as enhancing resource awareness, simplifying financial aid processes, and guiding students to the right academic/career pathways. Another common theme from the survey feedback was communication. All BBCC employees interact with students. We need to understand our resources, share event details, and break down the silos of information.

There was more discussion about how student service delivery is scattered around campus. TRiO has good success with offering their services all in one place.

It is important to self-reflect and be open and transparent about what is and is not working. Beginning to talk about the areas for improvement is a good start. There are many good things happening as well as areas in which we can improve.

Suggestions were shared about helping students who are on class wait lists and cannot get into the classes they want. Reportedly, students are told the class is full and that they should sign up for any class that is available. The messaging needs to be focused on what the students need.

There was a 20-minute break at 10:15 a.m. The meeting reconvened at 10:35 a.m.

Objective 1.2: Use of services correlates with success, retention, and completion.
Average rating 3.36.

Suggestions for improvement regarding this objective focused on resources and raising awareness of resources. The challenge is that students don't know what they don't know. How do we inform students about resources effectively? How do we know when a student needs resources? Some schools require every student to check in with a counselor or advisor quarterly. BBCC requires all students, who have earned fewer than 30 credits, to see an advisor before they register for classes each quarter. VP Humpherys is formalizing systems and structure to implement more effective advising, which he hopes to have in place by November for winter quarter. Implementation includes identifying how to inform advisors of their students and students about their advisors and consistent advising practices. The group discussed sustaining TRiO-like services for all students. Title V grant resources may be an avenue to institutionalize TRiO-like wrap-around advising across campus. Another suggestion was moving away

from sharing resources via hard copy papers and using electronic means such as social media, YouTube videos, the website, and Canvas to inform students of resources and events. Leaner processes result in more sustainable systems. Two Title V grants, NOA UAS and SIM Tech, are both working on improved utilization of electronic messaging.

The group discussed how grants are set up at BBCC. In the past the grants were set up with a separate administrative unit rather than being integrated into the campus' current structure. Separate administrative units are not sustainable, efficient, or effective.

Another issue discussed was full-time faculty ranks not growing in comparison to other employee groups and the need to review and plan for increasing faculty numbers. It is also important to think about how to shift current resources, including into a more efficient structure. For example, the vacant CDL instructor position was converted to a History Instructor position. Faculty members are contacted by students and employees through the summer even though they are not under contracted; the expectation of campus involvement over the summer has increased.

The groups requested data showing the FTEs by student groups such as Running Start, ABE, part time, and full time. It was noted that enrollment in music classes doubled last year.

Objective 1.3: Students are prepared to graduate and to transfer or to seek employment

Average rating 3.47

The group discussed how to help employees understand why we measure what we measure. Suggestions included messaging with "did you know" emails, using *USA Today* type infographics highlighting the top five things, and campus e-newsletters with updates from around campus.

Trustees McFadden shared about a training at Spokane Community College with a 25% wash-out rate due to math and technical classes. Industries need apprenticeship and internship programs. There are many employment opportunities in Othello.

VP Humpherys is working with SBCTC to gather the most meaningful data related to workforce education. Dean Berry Guerin is sharing data with faculty. Faculty Association President Duvall shared an idea about graduation coaches for students' last quarters to be sure students are meeting graduation requirements.

Common themes for being a transformative college include advising, resource awareness, and an environment inclusive for all traditional and non-traditional students.

The comments from today's meeting and the recent Shared Governance Council meeting will be integrated into the monitoring report, which will be shared during the October 27 board meeting. It is important to make a plan based on the survey feedback. Strategic goals give support to the core themes and sharing a plan based on the feedback and data will build credibility into the process. An important part of the next steps is to send an email detailing what will happen with the survey feedback and

comments. We are moving forward, and we need to connect the dots between feedback, action steps, and outcomes.

President Leas shared that he serves on a strategic committee for Samaritan Healthcare. They have developed a dashboard; the same format may work well for BBCC.

The group took a break for lunch at 11:30 a.m.

Afternoon session attendees: Executive Assistant Melinda Dourte, Trustee Anna Franz, VP Kim Garza, VP Bryce Humpherys, Trustee Jon Lane, President Terry Leas, Trustee Stephen McFadden, Dean Valerie Parton, Trustee Juanita Richards, VP Linda Schoonmaker, Trustee Mike Villarreal.

2. Board Self-Evaluation

Dean Parton led the trustees through their self-evaluation, beginning with the Ends Statements: E-2 Student Success, E-3 Excellence in Teaching and Learning, E-4 Community Engagement, E-5 Integrity and Stewardship, and E-6 Inclusion and Climate. Dean Parton stressed the importance to articulate clearly the path from data gathering to feedback to action steps and then back to outcomes.

The trustees stated they would like to see a three-year, side-by-side comparison of the Ends Statements' ratings. Higher survey participation rates will change the ratings. Employees new to the process may be more critical in their ratings and not have the same historical reference.

Trustees shared that they would like to focus more on excellence in teaching and learning rather than on specific completion rates. Achieving progress is important as well as understanding what is being measured and why.

President Leas stated the trustees' roles are to represent constituents in the service district. How do the trustees know if the outcomes being measured reflect the needs of the constituents? He went on to say that he and the vice presidents are interviewing a firm that conducts community surveys, which may provide additional information to the board. Trustees' community involvement provides opportunities to hear community feedback about how BBCC is doing.

The trustees shared that there is a lot of raw data in the surveys. The data could be layered, rather than reduced, so survey participants could link deeper into the data if desired.

Measures of inclusion and climate need to be enhanced. The Multi-cultural Development Team is building awareness and more inclusion conversations are occurring on campus. How do we demonstrate our commitment through our actions?

The trustees discussed board policy and policy governance, including executive limitations and board job descriptions. They discussed the risk to boards that are

uninformed. Dr. Leas communicates via email regarding important happenings on campus. Boards have difficulties when there is a disconnect with the president, which is not the case at BBCC.

Trustee Villarreal stated he is in agreement with the Ends and that the communication behind the scenes is part of why all is working well at BBCC. Transparent communication and leaders openly sharing to pursue improvements sets the right tone for the campus.

Dr. Leas shared that he is building a culture of inquiry, so people will be candid and share constructive criticism. He anticipates that there may be dips in the survey ratings and negative comments because people are beginning to feel safe enough to provide constructive criticism. He appreciates that there are more people having transparent conversations about culture on campus.

Trustees Jon Lane stated hiring quality people like the current vice presidents is important. He also stated Dr. Leas is held with ultimate respect at statewide community and technical college meetings.

The Multi-cultural Development Team is revealing that there are areas of improvement for minority groups on campus. As expectations raise, we are responsible to meet them. Inclusivity needs to be maximized. More voices should be heard, and it is okay to have different perspectives and to respect opposing lifestyles. In past survey cycles, some students revealed that low socio-economic groups and different sexual orientations were not accepted.

The trustees stated they appreciate that key campus leaders are included in the board meetings. Their written and verbal reports at board meetings are informative. The organization of the information given at board meetings is rich and includes key components. BBCC's board meeting process and information is first class. Trustees understand their role of supporting the president.

The trustees agreed that reviewing the ends is a critical part of the function, and the current ends are working. An important function of the board's self-evaluation is to connect the dots for accreditation purposes. Chair Anna Franz will draft a board self-evaluation statement for review at the October 27 board meeting.

Board Chair Anna Franz announced a 15-minute break at 1:45. The meeting reconvened at 2:00 p.m.

3. President's Evaluation

Board Chair Anna Franz announced a 30-minute executive session to discuss items provided for in RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 2:30 p.m., board chair Franz extended the executive session by 30 minutes.

4. President's Evaluation Process

Board Chair Anna Franz stated the president's evaluation process is important especially in the case, unlike now, of contentious issues or a president not meeting expectations. She described the evaluation tool she drafted, which includes Ends Statements and evaluative information.

VP Kim Garza explained that odd-numbered years, Survey Monkey surveys are shared campus wide for employees to provide feedback on the leadership team, deans, vice presidents and the president. In 2015, trustees indicated the information from the survey on the president was not helpful. The trustees were interested in stakeholder focus groups; however, focus groups are resource intensive. Trustee Stephen McFadden developed a stakeholder list for Adams County.

Dr. Leas stated it is a challenge for the trustees to distinguish between the president's accomplishments and the performance of the college staff. The Ends Statements ratings articulate the college performance, which implies the president is performing at an acceptable level. It is important to respect core tenants of policy governance and still give the president valuable feedback. The trustees said Dr. Leas is transforming the college through visionary leadership.

VP Garza stated the draft form is fine and may be helpful for the trustees to organize their thoughts. If the trustees want to send a Survey Monkey survey or hold a stakeholder focus group, it is important to select stakeholders that work closely enough with the president to have informed feedback.

The trustees stated they do not want the date of the retreat to drive the monitoring reports. VP Garza reminded the trustees that the president's contract is effective July through June. If the evaluation is completed after the last report, it won't be completed before the new contract begins. The trustees discussed performing the president's evaluation separate from hearing the monitoring report feedback and performance of the board self-evaluation, which would allow more time to work through the width and breadth of the data and survey responses during the strategic summit. The monitoring reports from the previous year could be used for the president's evaluation. The president has a two-year rolling contract; he is not working without a contract. It would also be helpful to have a metric for the board self-evaluation.

President Leas emphasized the importance for the board to determine if his self-assessment and self-evaluation provide useful information for their evaluation of him. He also underscored the importance of the board's self-evaluation for accreditation purposes.

VP Garza will share the president's contract with the board prior to the October 27 board meeting.

The meeting adjourned at 3:29 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from August 1, 2016, through September 30, 2016, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/01/16	HR Meeting	Performance Evaluation	BBCC	
	AtD Conference	Excellence in Teaching & Learning	BBCC	
	Phi Theta Kappa Advisors and Officers	Excellence in Teaching & Learning	BBCC	
8/02/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Grant County Economic Development Council Executive Director Linda Martin	Training Opportunities	EDC Office	
	Board Agenda Review with Chair Anna Franz	College Guidance	BBCC	
	Columbia Basin Herald Editorial Board	Community Engagement	BBCC	
	Diversity Issues	Climate	BBCC	
8/03/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/04/16	Director of Communications Candidate Interview	Feedback	BBCC	
	Community Health Needs Assessment Meeting	Community Engagement	Samaritan Hospital	
	STEM Director Sarah Adams	Program Support	BBCC	
8/05/16	Director of Communications Candidate Interview	Feedback	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/08/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Director of Communications Candidate Interview (x2)	Feedback	BBCC	
8/09/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Big Bend Technology	Excellence in Teaching &	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
		Learning		
	Faculty Association President Kathleen Duvall	Excellence in Teaching & Learning	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
8/10/16	Credentials Evaluator Candidate	Feedback	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	HR Meeting	Performance Evaluation	BBCC	
8/11/16	Board of Trustees Study Session and Regular Meeting	College Guidance	BBCC	
	Adams County Development Council Meeting	Community Engagement	Othello	
8/12/16	Shared Governance Council	Information Sharing, Strategic Planning	BBCC	
	Sodexo General Manager	Partnerships	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/15/16	Connecting Simulation to Outcomes Summer Institute	Welcome	BBCC	
	Board/Admin Strategic Summit Planning	Guidance	BBCC	
	Lunch with Potential Foundation Member	Foundation Support	Ephrata	
	HR Meeting	Performance Evaluation	BBCC	
	Rep Newhouse	Legislative Contact	BBCC	
8/16/16	Rotary Board Meeting	Community Engagement	BBCC	
	Cabinet Meeting	College Leadership Strategic Direction	BBCC	
	Senator Patti Murray's Staff SIM Tech Tour	Legislative Support	BBCC	
	HR Meeting	Performance Evaluation	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/17/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	Cabinet Agenda Prep	Guidance	BBCC	
	Rainier Project Prep	Community Engagement	Conference Call	
8/18/16	BBCC Website	Excellence in Teaching & Learning	BBCC	
8/19/16	Financial Documents Review	Authority	BBCC	
8/22/16	Donor Luncheon	Foundation Support	Moses Lake	
	Aerospace Equipment Survey	Program Support	BBCC	
	VP Orientation	Welcome	BBCC	
8/23/16	HR Meeting	Performance Evaluation	BBCC	
	Donor Luncheon	Foundation Support	Moses Lake	
	Initiative Discussion with Faculty Association President Kathleen Duvall	Excellence in Teaching & Learning	BBCC	
	STEM Internal Monitoring Team Meeting	Program Support	BBCC	
8/24/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	ASB Advisor Kim Jackson	Program Support	BBCC	
8/25/16	6th Annual National Commencement & Open House	Community Engagement	Columbia Basin Job Corps	
8/26/16	Director of Communications Candidate Interview	Feedback	BBCC	
8/29/16	Foundation Donor Lunch	Foundation Support	Moses Lake	
	Director of Title V Terry Kinzel	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Agriculture Program	Program Support	BBCC	
8/30/16	Dean of IR Valerie Parton	Program Support	BBCC	
8/31/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Athletics	Program Support	BBCC	
	STEM News	Program Support	BBCC	
	Web Pages	Guidance	BBCC	
	Marketing	Guidance	BBCC	
9/01/16	WA Campus Compact Executive Director Jennifer Hine	College Support	BBCC	
	Computer Issues	Technical Assistance		
9/06/16	Rotary Presentation Preview	College Support	BBCC	
	K-12 Relations	Guidance	BBCC	
	North Central Workforce Development	Community Engagement	BBCC	
	New Opportunities for Aviation (NOA) Internal Monitoring Team	Program Support	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
9/07/16	New Faculty Orientation Welcome	Employee Support	BBCC	
	PTEC Programming	Facilities Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Director Sarah Adams	Program Support	BBCC	
	Health Facilities Planning & Development	Planning	Conference Call	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/08/16	Welcome Nursing Students	Program Support	BBCC	
	Discuss Social Justice Conference	Employee Support	BBCC	
	Faculty Negotiated Agreement Review	Employee Support	BBCC	
	Rotary Presentation Prep	Community Engagement	BBCC	
9/09/16	Shared Governance Council Meeting	Information Sharing, Strategic Planning	BBCC	
	Presentation Prep	Program Support	BBCC	
9/12/16	College In-Service	Excellence in Teaching & Learning	BBCC	
9/13/16	Columbia Basin Herald Editorial Board	Community Engagement	BBCC	
	Good bye Lunch	Employee Support, Information Gathering	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	NOA Project Logistics	Program Support	BBCC	
	Adjunct In-Service Welcome	Excellence in Teaching & Learning	BBCC	
9/14/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	StrengthsFinder 202	Professional Development	BBCC	
9/15/16	Rotary Board Meeting	Community Engagement	BBCC	
	New Student Orientation Welcome (x2)	Excellence in Teaching & Learning	BBCC	
	Dr. Chris Hurst, Othello School District Superintendent	Partnerships	BBCC	
	Foundation Meeting	Foundation Support	BBCC	
9/16/16	Breakfast with ASB Officers	Information Sharing	BBCC	
	StrengthsFinder Team Mapping Session	Professional Development	BBCC	
	Viking Food Pantry Grand	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Opening			
	Ice Cream Social/Advising Feedback	Program Support	BBCC	
9/19/16	Nancy Warner Initiative for Rural Innovation & Stewardship	Marketing	BBCC	
	Phi Theta Kappa Officers	College Project	BBCC	
9/20/16	Cabinet Meeting	Information Sharing, Strategic Planning	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
9/21/16	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Board/Admin Strategic Planning Summit Prep	Guidance	BBCC	
9/22/16	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	BBCC	
	Board/Admin Strategic Planning Summit Prep	Guidance	BBCC	
	WSSN Formative Evaluation Prep	Program Support	BBCC	
9/23/16	AstaReal President Arun Nair	Community Engagement	BBCC	
	Update with VP Humpherys	Guidance	BBCC	
9/26/16	College Affordability & Opportunity Call	College Support	Conference Call	
9/27/16	Community Survey	Information Gathering	BBCC	
	Athletics	Program Support	BBCC	
	Good bye Lunch	Information Gathering, Employee Support	BBCC	
	WSSN Formative Evaluators	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Samaritan Healthcare	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Strategy & Finance Meeting			
	Welcome Back Dinner for Athletes	Program Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
9/29/16	Director of Title V Terry Kinzel	Program Support	BBCC	
	ICS 100	Professional Development	BBCC	
9/30/16	Board/Admin Strategic Planning Summit	College Guidance	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

c. Student Success:

Throughout the 2015-16 year, Big Bend Community College's assessment of student success has led to a focus on advising formed by all the activities which identified need as well as strategies to address student needs.

The following advising feedback was provided by faculty, staff, and students.

ADVISING FEEDBACK

Fall Inservice 2015

- **Student-Ready Session**
 - Consistence in advising
 - Pre-enrollment advising
 - Industry and market awareness
 - Career advising
- **Retention, Graduation Transfer**
 - **Overcome Barriers**
 - Fix advising, it is all about advising
 - Teach students how to navigate the transfer process

AtD Data Summit – Oct 2015

- **Retention and Completion**
 - Do students get accurate information when they register?
 - Mandatory meetings with advisors through their educational path at BBCC
 - Focus on re-enrolled non-completers
- **Retention and Completion**
 - Need consistent advising

AtD Data Team Observations - Feb 2016

- **Ideas to improve completions – faculty and staff feedback**
 - Adopt and develop campus-wide intrusive advising
 - Require and publish major intent pathways

AtD Data Team Recommendations – May 2016

- #2 Career or major pathway advising
- #3 Comprehensive services

Latina/Latino Focus Groups – May 2016

- **What made a difference?**
 - Connecting to a faculty member or staff that helped the student navigate the school process and provided needed advising

Spring Enrollment Survey 2016

- **Educational Plan: 2/3 of students said they had an educational plan**
- **One thing they would change?**
 - More counselors to help with class schedules

- More announcements about registering for classes

Former Workforce Education Student Survey 2016

- **Quality of Services - comments**

- Have a counselor available to answer quick questions on the spot
- Difficult to get in to see counselors

Former Academic Student Survey 2016

- **Comments to improve students' preparedness to transfer**

- Improve advising so students don't take classes they don't need

Fall Inservice 2016

- **Feedback to Improve Student Success**

- Advising
 - Implement intrusive pathway advising
 - Set advising expectations
 - Standardize advising training
 - Hire bilingual advisors

- **Advising Activity**

- Provide a comprehensive advising framework
 - Teach students how to navigate resources
 - Communicate necessary time and financial commitments to succeed

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

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Approval of Programs: The Northwest Commission on Colleges and Universities (NWCCU) approved the Associate of Applied Science-Transfer degrees in Criminal Justice and Medical Simulation on June 2, 2016. Each degree is now included under the accreditation of Big Bend Community College.

Ad Hoc Report and Peer Evaluation: Big Bend Community College is establishing procedures and a framework for Student Learning Assessment as the college prepares an Ad Hoc report and will host NWCCU evaluators in the spring of 2017. The report and visit will focus on enhancement of student learning achievement which is informed and guided by systematic assessment of student learning, that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes.

NWCCU accepted Big Bend Community College's Fall 2015 Mid-Cycle Report which addressed Recommendations 1 and 2 of the Fall 2012 Comprehensive Peer-Evaluation Report. The Commission determined that **Recommendation 2** of the Fall 2012 Comprehensive Peer-Evaluation Report remains an area where Big Bend Community College is substantially in compliance with Commission criteria for accreditation, but is still in need of improvement. Accordingly Big Bend Community College was requested to submit an Ad Hoc Report and host a visit by a Commission representative in Spring 2017.

2012 Comprehensive Accreditation Evaluation Recommendations:

1. The Evaluators recommend that the college ensure the alignment between the mission statement and the core themes – that the core themes “individually manifest” and “collectively encompass” the college mission statement (1.B.1), that the core theme objectives and verifiable indicators be sufficient to evaluate the accomplishment of core themes (1.B.2), and that the evaluation of programs and services be holistically informed by indicator data for each core theme objective (3.B.3, 4.A.4).
2. The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective,

regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes.
(4.A.3)

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

The Office Institutional Research & Planning is working with the Vice President of Learning & Student Success to establish a comprehensive strategic planning framework that links all planning functions, data reporting and interpretation, and decision-making based on the college's strategic goals. The data reporting will be **concisely** summarized and synthesized into an overarching understanding of the college enabling college constituents to have clear understanding of the college's strengths and challenges.

The faculty Assessment Committee met on Oct. 21 to begin a review of our assessment of student learning practices. Our goal is to clarify the process in preparation for the ad hoc report and site visit that will occur in the spring of 2017.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: WAVE 1 at this time is still scheduled for January 2017 go live. However, there are portions (general ledger being one) of the PeopleSoft system that still do not work appropriately. We are in the WAVE 2 group.

Financial Statements: Government Accounting Standards Board (GASB) Statement #68 has changed how we account for retirement pension obligations, and the first year this change affects is the 2014-15 financial statements.

Residence Halls: Director Hugh Scholte is retiring the end of December, and we are recruiting now for his replacement.

Safety/Security: The College is participating in the Great ShakeOut on Thursday, October 20th. The ShakeOut is the nationwide earthquake disaster drill.

Ongoing Capital Projects:

Building 1700 ADA access and Doors: ADA access ramp is completed. Permit request for new doors has been submitted to county.

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

Baseball Field Wind Storm Damage/Renovation: This project is completed.

Building 2000, Gymnasium, "Wiggly Wall," 2nd Floor Balcony: This project is still on the schedule for summer of 2017.

Professional Technical Education Center (New Building): The Value Engineering Report is completed. This provides us with options for the design that may potentially provide more efficiency or expanded use.

Building 1400 Student Center Remodel: The remodel/renovation work is basically completed, however, there is a delay in the delivery of the exterior doors. We are still on track for a late December occupation of the new space

History:

Drone Netted Facility:

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

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

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

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

Baseball Field Wind Storm Damage/Renovation:

8/11/2016: The substantial completion document was signed in July. We are waiting on two items before signing off on final completion--feedback from the netting supplier on the installation of the netting and a small edge area of concrete repair.

5/26/2016: There are a few follow up items to be completed/repared, but the backstop is repaired and renovated and we have been playing on the field.

4/7/2016: Grant County has issued the permit, and we are awaiting the arrival of the poles from Pennsylvania before we can start actual construction.

3/3/2016: The construction company is waiting for the bases to the poles to arrive before they can begin erecting the half wall around the backstop.

1/21/2016: The baseball field sustained wind storm damage on November 17, 2015 and during the assessment of the damage some additional renovation to the parts to be repaired was desired. Athletic funding will cover the costs of repair/renovation. We have an estimate from the contractor and are working on reducing the estimate and finding some innovative ways to stretch the existing athletic funding available to make these repairs/renovations. Best case scenario is that we can complete the construction before our 1st game the end of March.

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

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

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

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

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

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

Professional Technical Education Center (New Building):

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

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

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

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

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

Building 1400 Student Center Remodel:

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

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

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

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

Director of Safety & Security Kyle Foreman provided the following information.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE
INCIDENT STATISTICS FOR
July, August, September

Report Number	Report Date	Report Incident Types	Location
Total Records: 45			
16-BC-074	07/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-075	07/14/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR
16-BC-076	08/17/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1500
16-BC-079	08/30/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 1800 : INTERIOR
16-BC-080	09/07/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-082	09/21/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	PUBLIC PROPERTY AROUND CAMPUS
16-BC-083	09/05/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1500

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

Kerri Furman accepted the position of Credentials Evaluator 3. This position replaces Ruth Coffin, who was promoted to Registrar. Kerri began work at BBCC on August 16.

Nataliya Yushchuk accepted the position of Program Assistant in the Workforce Education Services Department. This is a new, full-time, classified staff position created to serve an increasing student population. Nataliya began work at BBCC on August 29.

Brendan Abonyi accepted the position of Custodial Services Supervisor. This position replaces Valerie Mestdagh, who retired in November 2015. Brendan began work at BBCC on September 16.

Edward LaFrance accepted the position of Instruction & Classroom Support Technician 1 in the Aviation Maintenance Technology program. This position replaces Paul Holce. Edward began work at BBCC on September 19.

Matt Killebrew accepted the position of Director of Communications. This position replaces Doug Sly who retired in June 2016. Matt began work at BBCC on October 1.

Michael Cooley accepted the position of Carpenter. This position replaces Garry Helvy, who retired in February 2016. Michael began work at BBCC on October 3.

Synnova Ramirez accepted the position of Early Childhood Program Specialist 2. This position replaced Dina Moskvich, who resigned in 2015. Synnova began work in her new position on 10/3/16.

Nancy Rakoz accepted the position of Custodian 1. This position replaced Tom Munyan, who retired in August. Nancy began work in her new position on October 10.

The college is accepting applications for the following open positions:

- Flight Instructor
- Nursing Instructor

- Electrician
- Budget Analyst 2
- Career Services Coordinator
- Assistant Director of Business Services
- Program Specialist 2-Financial Aid

The college has partnered with NeoGov to implement applicant tracking software that automates the entire hiring and selection process from requisition to hire. This system will replace our current paper requisition, application, and review process. We anticipate the new system will be ready to launch by the end of November.

Training:

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

StrengthsFinder 101 Workshop – 15 participants

StrengthsFinder 202 Workshop – 41 participants

StrengthsFinder Mapping Workshop –10 participants

Campus Security Authority (CSA) Training – 55 participants

Sexual Harassment Training – 159 participants

Records Retention Training - 30 participants

WA State DES Trainings-July/August/September 2016:

WA State Purchasing & Procurement Ethics-3

WA State Contract Management 101 – 4 Modules-4

WA State Executive Management Purchasing & Procurement-1

WA State Small Purchases-2

WA State Purchasing & Procurement 101 – Module 1- 2

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

Luis Alvarez-

Academic Advising Summer Institute sponsored by NACADA on July 24-29 in Norfolk, VA

Gary Baker-

Drone Rodeo on August 18-19 in Pendleton, OR

Ag and UAV Conference on September 15 in Sunnyside

Daneen Berry-Guerin-

CTC Leadership Association Summer Conference on August 11-12 in Spokane
TSA General Aviation Security Course Online on August 26 at BBCC

Mike De Hoog-

MCAA 595-Culminating Project and also completion of Master's Degree in
Coaching and Athletic Administration Online from May-August from Concordia
University-Irvine

Anita DeLeon-

Fall Counselor Workshop on September 20 in Richland

Pat Ford-

Ag and UAV Conference on September 15 in Sunnyside

Kim Garza-

HRMC Meeting on August 1-2 in Everett

Kim Jackson-

APCA (Association for the Promotion of Campus Activities) Staff & Student
Leadership Conference on July 22-24 in New York

Jeremy Kelley-

Cisco DCUCA: Administering Cisco Data Center Unified Computing System v1.0
Webinar on September 26-29 at BBCC

Landra Kosa-

Online Canvas Course from June-August 2016
Ag and UAV Conference on September 15 in Sunnyside

Monica Medrano-

WSSN (Working Student Success Network) Summer Convening on July 7-8 at
BBCC
CTC Leadership Association Summer Conference on August 11-12 in Spokane
Social Justice Leadership Institute on August 29-31 in Whidbey Island

Jenny Nighswonger-

Professional Technical In-service on September 13 at BBCC

Valerie Parton-

Managing Complexities of Compliance in Healthcare on July 26 at CB Tech,
Moses Lake
Nash Consulting Management Workshop on July 28 at BBCC
CTC Leadership Association Summer Conference on August 11-12 in Spokane

Rita Ramirez-

Academic Advising Summer Institute sponsored by NACADA on July 24-29 in
Norfolk, VA

Linda Schoonmaker-

ctcLink Security Training Webinar on August 8 at BBCC

Zika Virus Response Planning: What School Administrators Need to Know
Webinar August 19 at BBCC

Jeremy Seda-

Adobe Higher Education Digital Marketing Summer Series Webinar on July 26 at
BBCC

Adobe Higher Education Digital Marketing Summer Series Webinar on August 11
at BBCC

“Wicked Wind & Wild Fire” - 2016 WEPIN Fall Workshop on September 19 in
Spokane

Heidi Summers-

CTC Leadership Association Summer Conference on August 11-12 in Spokane

Achieving the Dream Data and Analytics Summit on September 8-9 in
Hyattsville, MD

Custodio Valencia-

Academic Advising Summer Institute sponsored by NACADA on July 24-29 in
Norfolk, VA

Rafael Villalobos-

Academic Advising Summer Institute sponsored by NACADA on July 24-29 in
Norfolk, VA

Ag and UAV Conference on September 15 in Sunnyside

Tyler Wallace-

CTC Leadership Development Association Summer Conference on August 10-12
in Spokane

Tom Willingham-

FREE Microsoft Office Specialist (MOS) certification in Washington’s Community
& Technical Colleges Webinar on September 27 at BBCC

Susan Workman-

2016 Fall Counselor Workshop on September 20 in Richland

PERSONNEL REPORT July 1, 2016 - September 30, 2016

EMPLOYEE SEPARATIONS 7/1/16 -9/30/16			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
8/31/2016	Tom Munyan	Custodian 1	Retired
9/15/2016	Bonnie Jeffery	Career Services Coordinator	Resigned
9/30/2016	Angela Smith	Fiscal Analyst 3	Resigned
NEW HIRES/PROMOTIONS/TRANSFERS 7/1/16 - 9/30/16			
START DATE	NAME	POSITION	REPLACING
8/16/2016	Kerri Furman	Credentials Evaluator 3	Ruth Coffin
8/29/2016	Nataliya Yushchuk	Program Specialist	New WorkForce Education Services position
9/12/2016	Aaron Linthicum	Flight Instructor	Emergency One Year Hire
9/16/2016	Brendan Abonyi	Custodial Services Supervisor	Valerie Mestdagh (reorganized position)
9/19/2016	Edward LaFrance	Technician 1 for AMT	Paul Holce
10/1/2016	Matthew Killebrew	Director of Communications	Doug Sly
10/3/2016	Michael Cooley	Carpenter	Garry Helvy
10/3/2016	Synnova Ramirez	Early Childhood Program Specialist 2	Dina Moskvich
10/10/2016	Nancy Rakoz	Custodian 1	Tom Munyan
SEARCHES IN PROCESS			
POSITION	STATUS	REPLACING	
Flight Instructor (2)	Open until filled	Joe MacDougall/Greg Crane	
Nursing Instructor	Open until filled	Amber Bravo	
Electrician	Closes 10/14/16	Paul Hesselroth	
Budget Analyst 2	Closes 10/20/16	Annemarie Cadle (reorganized position)	
Career Services Coordinator	Closes 10/21/16	Bonnie Jeffery	
Assistant Director of Business Services	Closes 10/31/16	Angela Smith (reorganized position)	
Program Specialist 2	Closes 11/1/16	Rita Jordan	
SUMMER PART-TIME FACULTY: 58			
SUMMER PART-TIME HOURLY: 69			
10/13/2016			

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

The STAR Committee met on August 27th. They have voted to extend the committee from 10 members to 12. There are currently nine members, efforts for recruitment are ongoing to fill their membership.

Ex Officio	Robin Arriaga
Lead Co-Chair	Barbara Collins
Co-Chair	Barbi Johnson
Secretary/Treasurer	Heidi Bratsch
Marketing/Publicist	Amber Jacobs
Members at Large	Alicia Wallace, Cassandra Fry, Ted Mata, Lisa Johnson

2016-2017 TRAINING SCHEULE: (see attached update)

The STAR Committee is now in their fourth year for organizing a training schedule. Many offerings are in the form of mini-workshops or a two-hour training. There is a variety of other campus trainings offered by the Leadership Development Committee or campus webinars that classified staff can also attend.

The STAR Committee discussed the staff training survey results and determined that trainings will be offered once every six weeks instead of monthly. We will extend the time from one hour to 1.5 hour in length, allowing presenters a full hour for their presentation and the last 30 minutes for Q&A and collecting evaluations.

Our first workshop is scheduled for October 28. Mark Poth is a motivational speaker, and he will share ideas to enhance our personal and professional communication skills. He will also share techniques to deal with difficult situations.

The college continues to discuss student success and inclusion. A variety of changes are taking place, including personnel and building renovations. The Committee has added a Program Learning Experience to the training schedule. This is patterned after campus tours we have offered in the past. We believe that featuring key locations on campus will help everyone better serve our internal and external customers. A Program Learning Experience will include classified staff department personnel who can educate participants about their program or operations. The first one will be the BBCC Testing Center and Upward Bound on November 18. Other programs on the schedule are the Opportunity Center and Workforce Education Services (WES), Student Success Center/ Admissions & Financial Aid and Professional/Technical programs.

Reported trainings for August to September 2016.

On August 18, Heidi Summers, Workforce Education Services (WES) Director presented "Leadership at all Levels." She shared information based on Jim Kouzes and Barry Posner's, *Five Practices of Exemplary Leadership*. Participants learned how to gain clarity and purpose to achieve their personal best and become an effective leader.

On August 11-12, three staff attended the annual STTACC Conference at Lake WA Technical College. Barbara Collins announced the Region D winner, Randy Fish, for the 2016 Exemplary Staff Award, and Robin Arriaga received the award on his behalf.

Barbara Collins was elected the Region D Coordinator and will also continue as the BBCC college contact for the STTACC Board. The STTACC Board goal this year is bringing awareness to new classified employees and training them for leadership roles within the community colleges and Washington State.

Since August, a number of individual classified staff completed **Training Opportunities** for professional or personal development through online webinars or by attending statewide conferences.

Training	Date(s)	Participants	Employees	Location
How to be an Effective Leader	Aug 18	Robin Arriaga, David Bomstad, Heidi Bratsch, Cheryl Brischle, Amber Brown, Carla Louise Christian, Julia Gamboa, Amber Jacobs, Rick Jones, Tom Munyan, Tana Richins, Jordan Shipley, Jennifer Starr, Darrell Templeton, Taisa Timofeyev	17	BBCC
Sexual Harassment	Sept 13	Various classified staff	51	BBCC
Strengths Finder 101	Sept 14	Various classified staff	3	BBCC
Strengths Finder 202	Sept 14	Various classified staff	9	BBCC
Records Retention	Sept 14	Heidi Bratsch, Barb Collins, Laura Goodall, Katie Ralph	4	BBCC

Other Training	Date(s)	Participants	Employees	Location
L&I Award Agency	Aug 11	Randy Fish, Nancy Theis	2	BBCC
CTC Leadership	Aug 11-12	Starr Bernhardt Taisa Timofeyev	2	Spokane
Annual STTACC Leadership Conference	Aug 11-12	Robin Arriaga, Carla Louise Christian, Barb Collins	3	Lake WA Technical College
Veterans Certifying Officials	Aug 30	Rita Jordan	1	Green River College
Big Operator Certification	Aug 30-31	Sergio Cervantes, Jeff Robnett	2	BBCC
Get Reporting Tips to Fix Errors Fast	Aug 31	Julia Gamboa	1	BBCC
Harnessing Power	Sept 14	Kathy Aldrich	1	
WA State Purchasing & Procurement Modules	Sept 23-29	Philip Stout	1	BBCC

COMMUNITY SERVICE PROJECT:

The STAR Committee will plan a quarterly community service project and include it in the training schedule. They will promote to campus personnel with emails and posters and encourage others to participate. We finished the summer quarter project collecting 291 school supplies for the Grant and Adams County Foster Care Program, which were delivered in September.

The fall quarter project is supporting the Viking Food Pantry. The Committee placed collection boxes on campus and will send out regular reminders to campus personnel about the project.

BUDDY SYSTEM:

The Buddy System was implemented by the STAR Committee to welcome new classified staff. A STAR Committee member is assigned to a new hire as a personal contact during the employee's first three months (minimum) at BBCC. A checklist guide is provided to the Buddy to help them in this volunteer role.

The Committee has extended this service to other full-time classified staff. The purpose for this expansion is for new hires to become acquainted with other personnel outside of their own departments and learn about the BBCC campus and other programs.

Prepared by Barbara Collins and Barbi Johnson

RECOMMENDATIONS:

None.

2016-17 Classified Staff Training Calendar 10-14-16 (BC)

Training Sessions (2 hours or more)

Fall Sept-Dec	Winter Jan-Feb	Spring Mar-June	Summer July-Aug
Oct 28th - 9:30 to 11:30 am Mark Poth Presenter "Be Your Best Self" Room 1601	Walk the Student Experience TBD	Region D Conference - TBD Networking & Diversity-Inclusion TBD	Career Enhancement Dawna Haynes TBD

Workshop & Community Service Project

Fall Quarter - Winter Quarter Canned Food Drive for Viking Food Pantry & Toys for Tots October to December			
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Sept 19th All Campus Sexual Harrassment	Oct 7th or Oct 21st - 8:30 to 9:30 am Hardin Room - 1837 Travel Procedures Char Rios	Nov 18th - 10:00-11:30 Program Learning Experience Building 1000 - Testing Center & TRiO Upward Bound	Holiday Social - ATEC
Webinar-Login All Campus/FERPA Training	Oct 14th 8:30 to 10:00 am or 12:30 to 2:00 pm Room 1855 BBCC Recruitment & Selection Process Kim Garza		
	Oct 24th - 3:30 to 4:30 pm 1800 Bldg, Masto D Blindspot - "From Me to We" Workforce Education Services Team		
Winter Quarter Winter Clothing Drive (TBD) November to January			
JANUARY	FEBRUARY	MARCH	APRIL
Program Learning Experience 7700 Building Opportunity Center - Workfirst Ed & ABE/GED/ESL Programs	Local & Global Issues Dr. Leas - TBD Refreshments Provided ATEC - Masto	Program Learning Experience Building 1400 Student Success Center, Admissions/Financial Aid & TRiO SSS	N/A See Winter Qtr Training Session Above
Spring Quarter March to June Vision 20/20 Cleanup (TBD)			
MAY	JUNE	JULY	AUGUST
Program Learning Experience Professional/Technical Education TBD	All Campus Celebration ATEC	Teamwork TRiO Staff TBD	Program Learning Experience Building 1700 Healthcare Education/SIM Lab & BBT

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

Summer 2016 headcount enrollment was up 205 (30.4%) over summer 2015. State-funded FTE was up 7.6 (2.1%) over the previous summer. We had a decrease in students attending full-time (12 credits or more) over summer 2015. There was a significant increase in the number of online students (317 vs. 178 = 78% increase).

The fall 2016 enrollment report as of the tenth day of the quarter shows an increase of 1.5% in state-funded FTE compared to fall 2015. Academic and ABE/ESL both increased, but there is a 5 % decrease in Professional/Technical FTEs. Running Start (RS) headcount continues to grow.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of Sept 30, 2016, we have collected \$1,448,806 or 34.5% of the budgeted amount. As of Sept 30, 2015 we had collected \$1,538,044 or 36.6%.

TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$4,400,000
Total Collections as of September 30	\$ 1,448,806	\$ 1,538,044
As a % of annual budget	34.5%	36.6%
Left to collect to meet budget target	\$2,751,194	\$2,661,956

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

SUMMER FINAL ENROLLMENT REPORT HEADCOUNTS

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	8	8	9	12	8	10	8
Asian/Pacific Islander	20	15	14	19	9	6	8
Black	10	9	8	12	16	17	19
Hispanic	260	221	202	198	199	222	280
White	463	374	381	407	353	426	495
Other/Unknown	119	48	37	7	40	23	38
<u>SEX</u>							
Female	522	374	362	393	397	445	562
Male	356	300	289	257	228	259	286
Not Coded	2	1	0	5	0	0	0
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	135	147	111	151	129	174	168
Part-time (less than 12 crs)	745	528	540	504	496	530	680
Percent full-time	15.3	21.7	17.1	23.1	20.1	24.7	19.8
<u>BY FUNDING SOURCE</u>							
State	700	655	620	622	599	620	769
Shared Funding							
Grant/Contract	154	0	11	30	26	45	32
Community Service	26	20	20	3	0	39	47
<u>BY TIME/LOCATION</u>							
On-Campus Day	472	483	453	444	471	506	585
On-Campus Evening	71	9	28	59	29	32	36
Off-Campus Day/Online	317	178	150	152	125	149	183
Off-Campus Evening	20	5	20	0	0	17	44
TOTAL HEADCOUNT	880	675	651	655	625	704	848
Running Start	0	0	0	0	0	0	0
International	8	5	4	4	1	3	2

SUMMER FTES

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
<u>STATE FUNDED</u>							
ABE/ESL	31.5	20.7	11.8	28.1	21.4	24.9	50.5
Academic	215.3	232.3	195.1	192.2	172.0	182.9	230.8
Occupational	121.6	107.8	107.1	117.0	121.8	124.5	125.4
TOTAL STATE FTES	368.4	360.8	314.0	337.3	315.2	332.3	406.7
<u>OTHER FTES</u>							
Community Service	1.1	0.3	0.3	0	0	11.9	10.2
Contract Funded	3.2	0	0.3	10.1	9.5	39.8	22.7
Other (Employ., Sr. Cit.)	2.9	4.5	3.5	3.0	3.5	1.7	3.7
GRAND TOTAL FTES	375.6	365.6	318.1	350.4	328.2	385.7	443.3

Enrollment in Running Start

High School	October 2016	October 2015	Change
Almira Coulee Hartline	1	2	-1
Ephrata	54	72	-18
Insight School	1	1	+0
Lake Roosevelt	2	1	+1
Moses Lake	253	211	+42
Odessa	7	5	+2
Omak	1	0	+1
Othello	19	3	+16
Quincy	25	29	-4
Royal City	14	18	-4
Sage Hills	2	0	+2
Soap Lake	11	8	+3
Wahluke	3	1	+2
Warden	21	14	+7
Wilson Creek	6	4	+2
Total	420	369	+51

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #3: CONSENT AGENDA (for information)

k. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of September 30, 2016, is attached for Board review. There was 79.26% of the state operating budget remaining.

Prepared by Executive Director of Business Services Char Rios.

RECOMMENDATION:

None.

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF SEPT 30, 2016**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/16		As of 9/30/16	Includes Enc		
010 INSTRUCTION	SALARIES	5,170,641	(165,866)	5,004,775	647,233	4,357,542	87.07%
	BENEFITS	1,677,909	(61,606)	1,616,303	295,491	1,320,812	81.72%
	GOODS&SVC	178,074	26,433	204,507	61,880	142,627	69.74%
	TRAVEL	66,833	700	67,533	2,914	64,619	95.69%
	EQUIP	64,579	(4,671)	59,908	3,801	56,107	93.65%
	TOTAL	7,158,036	(205,010)	6,953,026	1,011,320	5,941,706	85.45%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	576,483	201,565	778,048	188,249	589,799	75.80%
	BENEFITS	207,797	64,537	272,334	64,126	208,208	76.45%
	GOODS&SVC	30,158	15,972	46,130	9,922	36,208	78.49%
	TRAVEL	7,250	4,050	11,300	831	10,469	92.65%
	EQUIP	6,500	0	6,500	1,413	5,087	78.26%
	TOTAL	828,188	286,124	1,114,312	264,542	849,770	76.26%
050 LIBRARY	SALARIES	323,733	(76,693)	247,040	49,608	197,432	79.92%
	BENEFITS	131,110	(24,720)	106,390	24,069	82,321	77.38%
	GOODS&SVC	78,656	4,000	82,656	47,963	34,693	41.97%
	TRAVEL	2,100	2,900	5,000	0	5,000	100.00%
	EQUIP	20,000	0	20,000	5,088	14,912	74.56%
	TOTAL	555,599	(94,513)	461,086	126,728	334,358	72.52%
060 STUDENT SERVICES	SALARIES	1,067,414	56,143	1,123,557	221,408	902,149	80.29%
	BENEFITS	390,051	22,250	412,301	87,254	325,047	78.84%
	GOODS&SVC	64,921	(2,752)	62,169	11,752	50,417	81.10%
	TRAVEL	8,841	16,927	25,768	1,862	23,906	92.77%
	EQUIP	0	0	0	0	0	0.00%
	GRANTS	441,551	(17,390)	424,161	143,882	280,279	66.08%
	MATCH	15,481	0	15,481	0	15,481	100.00%
TOTAL	1,988,259	75,178	2,063,437	466,160	1,597,277	77.41%	
080 ADMIN.	SALARIES	1,952,769	(11,536)	1,941,233	404,594	1,536,639	79.16%
	BENEFITS	650,636	12,000	662,636	141,036	521,600	78.72%
	GOODS&SVC	1,126,742	16,752	1,143,494	478,845	664,649	58.12%
	TRAVEL	63,100	4,805	67,905	6,742	61,163	90.07%
	EQUIP	19,950	1,200	21,150	29,734	(8,584)	-40.59%
	TOTAL	3,813,197	23,221	3,836,418	1,060,952	2,775,466	72.35%
090 M&O	SALARIES	1,140,542	(515)	1,140,027	269,723	870,304	76.34%
	BENEFITS	481,554	515	482,069	105,413	376,656	78.13%
	GOODS&SVC	1,044,235	(67,000)	977,235	225,430	751,805	76.93%
	TRAVEL	7,275	0	7,275	247	7,028	96.60%
	EQUIPMENT	43,587	(18,000)	25,587	11,778	13,809	53.97%
	DEBT SERV.	22,600	0	22,600	0	22,600	100.00%
	TOTAL	2,739,793	(85,000)	2,654,793	612,591	2,042,202	76.93%
TOTAL BUDGET		17,083,072	0	17,083,072	3,542,291	13,540,781	79.26%

TOTAL ADJUSTMENTS TO ALLOCATION

0

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #5: Student Success Monitoring Report (for action)

BACKGROUND:

The AMP Student Success Monitoring Report will be presented by Dean Valerie Parton.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

President Leas, VP Humpherys, and Dean Parton recommend the board approves the report as presented.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #6: Sabbatical (information)

BACKGROUND:

English Instructor Matthew Sullivan was granted Sabbatical time for fall quarter of 2015 and spring quarter of 2016. He will provide a verbal report to the Board.

Prepared by the President's Office.

RECOMMENDATION:

None.

Matthew Sullivan
English Faculty
Sabbatical Report

I was granted two quarters of sabbatical (fall of 2015 and spring of 2016) and I'm happy to report that the experience was incredibly productive, even far beyond the high expectations I held for it. The gift of this time enabled me to be immersed in my fields of study—writing and literature—in ways that directly feed into my role in the classroom and in the college community.

I think the best way to share the experience is chronologically:

October, 2014: At the time of my sabbatical application, I had finally finished (or so I thought...) a novel I'd been chipping away at for years: a literary mystery novel (then called *I Know What You Have Done*) about a bookseller in Denver who survived a terrible attack when she was a child. My agent was in the process of trying to place it with American publishers, but was only able to secure contracts in the foreign language market, with Random House/Goldmann in Germany and with Longanesi in Italy. My proposal pointed out that the time I spent on sabbatical would be focused on my writing, and that part of that would be contingent upon whether any American publishers wanted the book and what they might require of me.

November, 2014: A handful of American publishers wanted the book, and my agent secured a contract with [Scribner](#), an old and respected American publisher. I was thrilled, to say the least. In my early talks with my editor, he assured me that I would have some work to do on the manuscript before it was ready for the marketplace, and that I'd be working closely with him. I began the rewrites right away.

Fall, 2015: At the start of my sabbatical, after six months of rewriting the book, I wasn't happy with where it was going and my editor wasn't either. It had grown to over 600 pages at this point and seemed bloated and contrived. For years I had been pushing myself to write a risk-taking novel that weaved three different mysteries together, and trying to solve them in a clean, interesting way. The book was okay, but it just didn't ever hit the right mark.

My editor and I rolled up our sleeves and began to rethink the project. Before long, he'd convinced me to rethink one of the main parts of the story and to start cutting the book way down. I followed most of his advice. I got rid of whole chapters and wrote new ones, added new characters and new plot lines, and figured out some ways to make the new story stay suspenseful and come together. I spent almost every day troubleshooting, rewriting, and rethinking the book. I sent the new version to my editor just as the winter quarter started.

Winter 2016: Because of the flexibility of the sabbatical, I was able to be back on campus full-time during the winter quarter, teaching and participating in the hiring of our two new full-time English Instructors. My editor and I continued to pass the manuscript back and forth with questions and comments.

Spring 2016: Both my editor and I were really happy with the changes I'd made, but when the second quarter of my sabbatical started, I still had a long list of problems to address to tighten the book up and get it in shape for publication. We were about a year behind the original schedule, but the book was in much better shape now. As I fine-tuned the novel, I also started working on other research and writing projects (see *Miscellaneous* section below).

Today: *Midnight at the Bright Ideas Bookstore* (new title) is being published by Scribner in June 2017, just in time for summer-reading season. It is 350 pages long... much more manageable than 600! In addition to being translated by publishers in Italy and Germany, it's now being translated into Portuguese by a Brazilian publisher, and was recently picked up by Penguin Books UK for English-language rights outside of North America.

Impact on students and the college:

Being able to work so closely with literary agents, editors, and others in the publishing industry in the U.S. and around the world has been an incredibly rare education. It's one thing to read about trends and patterns in writing and in the publishing industry, and another to be immersed in it firsthand. It feels like I went to publishing boot-camp. In the classroom and with writers in the region, I've already begun sharing what I've learned. Most obviously, I'm able to share with students and others the many stages involved in getting a book published, step by step, long after we think it might be "finished." I also have a much better grasp of expectations in the publishing industry, and a different level of respect for how much work goes into everything we read. Also, in all of our college writing classrooms, we encourage revision and editing, and this has given me a whole new experience to share with students about what it means to revise a text on a professional level.

In the *Creative Writing* classroom, in particular, I am thinking pretty differently about some of the things we take for granted as writing teachers. Working so intensely with editors and agents emphasizes an aspect of writing that is frequently in the background of our work as teachers: the marketplace. This experience has made me rethink the way I present some of the fundamentals of writing to my students, whether it be sharing the value of shorter, tighter work (longer isn't always better, for example) or emphasizing how important it is to be willing to take advice from and even collaborate with readers.

In the *Mystery Story as Literature* and *American Literature III* classroom, this experience has already informed my understanding of today's fiction market and some of the current trends in publishing. I was surprised to learn, for example, that

readers in the UK generally like their mysteries to be gory and dark, while readers in the U.S. are generally more squeamish. This is the opposite of what history tells us, when we compare Agatha Christie and British “cozies” to Raymond Chandler and American “hardboiled” mysteries... over time, I learned, these tables have turned.

Miscellaneous:

My original sabbatical plan had been to wrap up this novel quickly, and move on to researching and writing the next one, a literary mystery set in a small Washington lake town. Those plans were partially derailed by the extra year it took me to finish the Scribner book, but I’m happy to report that I managed, in between revisions, (especially in the spring and summer of 2016) to get much of my planned research done and to write over a hundred pages of the first draft of the new book (currently titled, *Life Before Air*). I was surprised by how much the year’s revision process helped me to be a more disciplined writer on this new project—something I will definitely be sharing with students.

During the sabbatical year, I also:

- gave a presentation on Victims in Mystery Literature at the Washington Community College Humanities Association Conference (October 2015).
- gave several presentations (one on Conflict in Literature, and two on Generating Ideas for Creative Writing) at the Write on the River Writing Conference (May 2016).
- attended the Associated Writing Programs Conference in Los Angeles (April 2016).
- volunteered to judge the Write on the River Writing Contest.
- Attended the Get Lit! Festival in Spokane.

These two quarters of sabbatical time allowed me to embrace this learning experience in the most productive ways possible, and I am eager to share what I’ve learned with students and others in the community.

A sincere Thank You for supporting this project!

Matt Sullivan
English Instructor

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #7: Exceptional Faculty Award (information)

BACKGROUND:

Automotive Technology Instructor Richard Wynder was approved for an Exceptional Faculty Award during the March 3, 2016 board meeting. He will present his verbal report to the board.

Prepared by the President's Office.

RECOMMENDATION:

None.

Dick Wynder
Auto Tech Instructor
2016 NACAT Conference
Pasadena, TX

Between the dates of July 17 and July 22, I attended the NACAT conference in Pasadena, Texas with the assistance of an Exceptional Faculty Award.

NACAT is an acronym for the North American Council of Automotive Teachers, a professional organization that works to benefit Auto instructors in technical training, support, and pedagogy. NACAT also includes in the conference access to vendors such as hands-on trainer manufacturers, tool suppliers, and publishers of written materials.

My interest in this particular conference was two-fold. First: the obvious acquisition of classroom and hands-on training, and written materials. Second: a desire to bring the conference to Big Bend sometime after the completion of the PTEC building. The sooner I put my hat into the ring, so to speak, the greater the chances of making this happen. To this end I arranged a conversation with the leadership and past organizers and learned what was required and how to make that happen. This I will explain to the board at the regularly scheduled meeting on 27 October.

Dick Wynder
10/18/2016

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #8: Center for Business & Industry Services (information)

BACKGROUND:

Beth Laszlo will present a summary of 2015-16 CBIS activities (see attachment) and share the strategies and goals for 2016 – 17.

Prepared by the President's Office.

RECOMMENDATION:

None.

Job Skills Program (JSP - WA State Grant)		
	2014 - 15	2015 - 16
Total JSP Partners	3 <i>Moses Lake Industries General Dynamics SVZ</i>	5 <i>Samaritan Healthcare REC Silicon TAKATA Lineage Logistics Moses Lake Industries</i>
Total Employees Impacted	245	1421
Total Training sessions	19	65
Training Topics:	FMEA Training, Six Sigma, Computer Skills (BBCC), Leadership, Project Management, Basic Chemistry (BBCC), Human Relations (BBCC)	Crucial Conversations, Six Sigma, Nursing Ed, Patient Safety and Quality, Getting Things Done, Selecting Talent, LEAN, Leadership, Stay Interview, Survival Skills for 1st Time Supervisors, Electrical Basics (BBCC), Train the Trainer, Workplace Conflict Mgmt, HR on the Job (BBCC), Sup Documentation, Hiring/Selection, Success for Team Leads, On The Job (Assembly and Propellant), Basic Chemistry (BBCC), Quali-Tech Intl, CDL (BBCC), STAR 12 online training, Basic Microsoft, Business Communications, HR Law, HR Ethics, Customized Software Training.
Total JSP Award	\$125,286.00	\$536,619.00
Match Amount invested by employer	\$157,348.00	\$629,477.00
TOTAL JSP Grant Managed by CBIS	\$282,634.00	\$1,166,096.00

Customized Training (CTP - WA State Grant)		
	2014 - 15	2015 - 16
Total CTP Partners		<i>AMWAY Moses Lake Industries</i>
Training Topics		Welding (BBCC), Customized Software training
TOTAL Awards and Revenue		\$20,300.00

Workforce Ed (Private Pay)		
	2014 - 15	2015 - 16
Total Workforce Ed Partners	<i>Community Health Family Services of Grant County</i>	<i>FAA TAKATA Samaritan Healthcare</i>
Training Topics		Excel, CPR/First Aid, Access
TOTAL Revenue	\$4,550.00	\$4,811.00

Community Ed		
	2014 - 15	2015 - 16
Community Ed offered:		<i>Pottery - Betty Johansen Community Band - Michael Dzbenski Community Choir - Michael Dzbenski Private Guitar - Lee Pence Private Instrument/Voice - Michael Dzbenski</i>
Total Revenue		\$4,190.00

Air Rescue and Fire Fighter Training (ARFF)		
	2014 - 15	2015 - 16
Participants	not under CBIS	144
TOTAL Revenue		\$162,332.00

Job Skills Program Grant - The Job Skills Program (JSP) is administered through the Washington State Board for Community and Technical Colleges (SBCTC) and provides funding for customized, short-term and job-specific training for eligible businesses using dollar-for-dollar matching grants. Grants are awarded to educational institutions that partner with employers to undertake a JSP project. The participating employer must match the grant amount with cash or pay employee wages/benefits. All awards and match amounts are managed and reconciled by CBIS.

Customized Training Program - The Customized Training Program (CTP) is administered through the Washington State Board for Community and Technical Colleges (SBCTC) and provides the up front training costs for eligible customized employee training, using a revolving loan fund account. The business repays 100% of the training costs, with repayment beginning immediately after training is completed. 25% is due upon the completion of training and the remainder is spread in equal payments over 18 months. The business achieves cost savings by taking tax credits as it repays the loan. Upon each repayment of training costs, the business may claim a state B&O tax credit equal to 50% of each repayment.

Workforce Ed - This training program works directly with CBIS with individual contracts for each training session. Program costs are invoiced immediately following the successful completion of the training session.

Community Education - Professional and Personal Development training offered directly through CBIS. All registrants pay directly through the BBCC Registrars office.

Total Grant and Revenue Managed by CBIS 2014-15:	\$287,184
Total Grant and Revenue Managed by CBIS 2015-16:	\$1,357,729

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #9: ACT Transforming Lives Award Nomination (for action)

BACKGROUND:

ACT is hosting the Transforming Lives awards again this year.

TimeLine:

- ACT deadline for receiving nominations, student essays, board letters of support and student photos – Monday, November 4, 2016.
- Five student awardees from around the state will be notified in early December.
- BBCC's local Transforming Lives Award Dinner is scheduled on Wednesday, December 7 at 6:00 p.m. in the Masto Conference Center.
- Awards dinner – January 23, 2017 (all student nominees will be invited again this year, with their expenses covered by TACTC).

BBCC's nominations will be reviewed by the trustees.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #10: Board Resolution 2016-1 (action)

BACKGROUND:

Proposed Board Resolution 2016-1 incorporates housekeeping changes into the board's delegation of authority to the President

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommend the Board of Trustees approves Board Resolution 2016-1.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2014-1-2016-1**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2014-1-2016-1, dated ~~August 7, 2014~~ October 27, 2016 and effective ~~August 7, 2014~~ October 27, 2016.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

FURTHER, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

FURTHER, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of ~~Instruction & Student Services~~ Learning & Student Success, Vice President for ~~Financial & Administrative Services~~ Finance & Administration, and Vice President of Human Resources and Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criteria are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

Senior Administrators' Order of Positions List:

- a) Vice President of ~~Instruction & Student Services~~ Learning & Student Success
- b) Vice President for ~~Financial & Administrative Services~~ Finance & Administration

c) Vice President of Human Resources & Labor

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

FURTHER, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

FURTHER, in the event a classified union or other employee union exists, the Board delegates the authority to negotiate with the union on its behalf to the President or his/her designee.

FURTHER, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

FURTHER, the Board delegates to the President to act as the sole authority to declare an emergency and close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

FURTHER, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

This Resolution supersedes and replaces Resolution ~~2012-2~~ 2014-1 dated ~~June 14, 2012~~, August 7, 2014 and any other inconsistent policies, and shall take effect on ~~August 7, 2014~~ October 27, 2016.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on ~~August 7, 2014~~ October 27, 2016, with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

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

~~Jon Lane~~ Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #11: President's Evaluation (action)

BACKGROUND:

The board of trustees discussed the president's evaluation during the board/administrative strategic summit September 30. Board Chair Anna Franz may submit a draft evaluation statement for the board's consideration.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees approves an evaluation statement for the college president.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #12: Board's Self-Evaluation (action)

BACKGROUND:

The board of trustees discussed their self-evaluation during the board/administrative strategic summit September 30. They may discuss and state the results of their self-evaluation. Board Chair Anna Franz will bring a draft self-evaluation for board review and approval.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees approves a self-evaluation for 2015-16.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #13: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #14: Regularly Scheduled Board Meeting Date (action)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, December, 2016. President Leas and Board Chair Anna Franz have scheduling conflicts with this date. The board may consider rescheduling the next board meeting to one of the dates below:

Monday, December 5

Friday, December 9

Monday, December 12

Wednesday-Friday, December 14-16

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees confirm the schedule for its next board meeting.

BIG BEND COMMUNITY COLLEGE

Date: 10/27/16

ITEM #15: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Anna Franz may discuss miscellaneous topics.

Upcoming trustee events:

ACT Conference November 15-16, SeaTac Hilton

ACT Conference January 23-24, Olympia

Prepared by the President's Office.

RECOMMENDATION:

None.