



Board of Trustees Regular Board Meeting

**October 29, 2015
1:30 p.m.**

ATEC
Hardin Community Room

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

Fall 2015 Campus Events

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

Fall 2015 Campus Events		
October	29	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Halloween Dance; 8:00 – 11:00 p.m.; Masto Conference Center
November	10	ASB Thanksgivingfest; 10:30 – 1:00 p.m.; Masto Conference Center
		Allied Arts; The Golden Dragon Acrobats; 7:00 p.m.; Wallenstien Theater
	11	Campus Closed for Veterans' Day
	12	ASB Free Bowling Night; 10:00 p.m. – midnight; Lake Bowl
	17	ASB Dodgeball Tourney; 7:00 p.m. – DeVries Activity Center
	18	ASB Motivational Speaker, Getting Out of Debt; 1:00 p.m.; Masto Conference Center
	19	ASB Sailesh the Hypnotist; 7:00 p.m.; Wallenstien Theater
	20	Women's Basketball vs Everett CC; 6:00 p.m.; DeVries Activity Center
		Allied Arts Green Turtle Series; 7:00 p.m.; Wallenstien Theater
	21	Women's Basketball vs Edmonds CC; 4:00 p.m.; DeVries Activity Center
	26-27	Campus Closed for Thanksgiving
December	3	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		Instruction Ends
	4	Women's Basketball vs Whatcom CC; 6:00 p.m.; DeVries Activity Center
	5	Women's Basketball vs Gonzaga University Club; 3:00 p.m.; DeVries Activity Center





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, October 29, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Stephen McFadden
Chair

Anna Franz, J.D.
Vice Chair

Jon Lane

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

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

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

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

- | | | |
|--------|-----|--|
| Action | A | 1. Call to Order/Roll Call
Pledge of Allegiance – Veteran Luke Roseman |
| | I | 2. Introductions – New Employees, LDS Stake President Reid Baker
WELA Participant and Clark College Chief Information Officer
Chato Hazelbaker |
| | I/A | 3. Consent Agenda
a. Meeting Minutes Sept 2, Sept 9, Sept 10 (A)
b. President’s Activity Update (I)
c. Student Success (I)
d. Accreditation (I)
e. Assessment (I)
f. Capital Project 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) |
| | I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
a. ASB President – Blake Springer
b. Classified Staff Representative – Robin Arriaga
c. Faculty Association President – Kathleen Duvall
d. VP Financial & Administrative Services – Linda Schoonmaker
e. VP Instruction/Student Services – Bob Mohrbacher
f. VP Human Resources & Labor – Kim Garza
g. Executive Director BBCC Foundation – LeAnne Parton |
| | A | 5. Proprietary Funds Budgets and Financial Statements-
VP Schoonmaker, Exec Director of the Business Office Char Rios |
| | I/A | 6. AMP Mission Fulfillment Report – Dean Valerie Parton
<hr style="border: 1px solid cyan;"/> ----- <i>BREAK</i> -----
Executive Session |
| | I/A | 7. President’s Evaluation & Contract – Trustees |
| | A | 8. Board Policy for Action – VP Mohrbacher |
| | A | 9. Transforming Lives Nomination - Trustees |
| | I | 10. Assessment of Board Activity – Trustees |
| | I/A | 11. Next Regularly Scheduled Board Meeting – Trustees |
| | I | 12. Miscellaneous – Chair Stephen McFadden, 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 3, 2015

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: 10/29/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the Policy Governance Training September 2, Board Retreat September 9, and the regular board meeting September 10, 2015, 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 board meeting for Carver Model Policy Governance Training, facilitated by Dr. Pamela Transue from the Association of Community College Trustees (ACCT), Wednesday, September 2, 2015, at 8:00 a.m. in the ATEC Masto Conference Center in Building 1800 on the Big Bend Community College campus.

Attendees: Trustee Chair Stephen McFadden, Trustee Anna Franz, Trustee Jon Lane, Trustee Juanita Richards, Trustee Mike Villarreal, President Leas, Dean of Workforce Education Daneen Berry-Guerin, AAG Mirisa Bradbury, EA Melinda Dourte, Faculty Association President Kathleen Duvall, Dean of Library Resources Tim Fuhrman, Dean of Arts & Science Kara Garrett, , VP Kim Garza, Associate VP Candy Lacher, VP Bob Mohrbacher, Executive Director of Foundation LeAnne Parton, Dean of Institutional Research Valerie Parton, Executive Director of Business Office Charlene Rios, VP Linda Schoonmaker, Director of Public Information Doug Sly, Director of BBT Rick Sparks.

Chair Stephen McFadden reminded all that the training is being captured on MediaSite.

Dr. Transue began the meeting asking each attendee to answer the question, "What does our community need from BBCC?" Trustee Richards answered affordable education. VP Bob Mohrbacher answered options for higher education. Trustee Mike Villarreal answered continued access, moving forward, keeping pace, and technology. Faculty Association President Kathleen Duvall answered opportunity for learning, which changes lives. Executive Director Charlene Rios answered opportunities for the middle class. Director of BBT Rick Sparks answered anchor of education with a social and cultural focus, teaching people how to learn. Associate VP Candy Lacher answered skills training. VP Linda Schoonmaker answered accessibility and opportunities for the middle class. President Terry Leas answered addressing needs, catalyst for change, lifelong learning. Trustee Stephen McFadden answered cutting edge of technology, training, educational opportunities for BBCC's vast geographical area. PIO Doug Sly answered opportunities for the middle class, job skills, transfer opportunities. Dean Kara Garrett answered provider of dreams. Dean Daneen Berry Guerin answered well-trained, skilled employees. Executive Director of the Foundation answered access, allowing people to achieve their dreams. Trustee Anna Franz answered college growth. VP Kim Garza answered industry resource, resource of experts. Trustee Jon Lane answered transforming lives, opportunities for the middle class, wrap-around services. Dean Tim Fuhrman answered the realization that college is possible. EA Melinda Dourte answered to help people overcome the barrier of fear. Dean Valerie Parton answered it changes people's lives and provides economic growth

Dr. Transue provided a brief refresher on the Carver Model of Policy Governance. This is a system for boards using accountability and effective principles of Ends, or organizational purpose, and means, or organizational issues. Are expectations (Ends) being met? This is an integrated system of governance that avoids pitfalls of rubberstamping or micromanaging. The board performs policy oversight.

It is important to remember the board as a whole has the authority. Board members must always represent interests of all community members of the college. The board speaks with one voice, or not at all. The board chair is responsible to represent the board's decisions. The board establishes ends policies, governance policies, board staff linkage, and executive limitations. BBCC's board policy 1000 is a good example of policy governance.

The Carver Model states the broadest most-inclusive Ends statement that the board is comfortable with should be used. Board committees do not work well with the Carver Model because the board should work as a unit holding the president accountable. Evaluation of progress toward the Ends should occur regularly, perhaps monthly.

Dr. Transue led the group through a few case study examples.

Trustees expressed interest in learning the proper role of trustees in the probationary tenure review process. Statutory authority gives the board authority to award tenure. All hiring decisions are delegated to the president except awarding tenure. The board is an objective body in the tenure process, which is part of the board-approved contractual agreement (negotiated agreement) between the college and the faculty association. The probationary tenure process is detailed in the agreement. The board members review the probationary review binders which include peer reviews, student reviews, self-evaluations and evaluations by the instructor's supervisor before tenure is awarded.

The probationary tenure decision is different than other college hiring decisions. Faculty members are fully vested as members of shared governance. Faculty members are responsible for the curriculum of the college. Faculty Association President Kathleen Duvall stated the probationary committee is very invested in the nuts and bolts of the process. The trustees are responsible for hiring the president, awarding tenure, and budget approval. The board's involvement in the probationary tenure review process provides an element of separation between faculty and staff.

Ends Statements

Dr. Transue described Ends 2 Student Success, 3 Excellence in Teaching and Learning, and 4 Community Engagement as reflective of BBCC's core themes, which comply with accreditation requirements. The data in the monitoring reports correlates with the core theme objectives through the indicators for Ends 2, 3, and 4. Rather than reviewing each monitoring report annually, the information may be reviewed more often. More internal discussion is needed before changing the process. It is important to report on outcomes rather than inputs. The objectives are included in the Academic Master Plan (AMP) and reviewed by the AMP Committee, which includes staff, faculty members, and students. The group discussed adding indicators regarding the work of the Foundation.

Ends 1 Mission, 5 Integrity and Stewardship, and 6 Inclusion and Climate have fewer detailed objectives and indicators. How could these be improved?

Dr. Transue announced a ten-minute-break. The group reconvened at breakout tables to discuss Ends Statement objectives in more detail.

The E-1 Mission group was represented by President Leas. The mission is easy to understand and remember. The mission statement revision has brought improvement expectations for increased performance with Hispanic students; more focus on community engagement programs such as CBIS, Community Knowledge Centers, and partnerships with employers; and moves BBCC from “present and relevant” to “prominent and essential.” It is important to continually examine the mission.

The E-2 Student Success group was represented by board chair Stephen McFadden. This End is paramount to BBCC. Need to revise “access to opportunities” and make it a more active engagement statement (sharper tool). Regarding indicator 1.1, do we deliver our message to potential students where they live? What is the board’s definition of access and expectations of E-2? Is there a measureable increase in FTEs as a result of delivering the access message? How do we anticipate if satellite facilities would attract non-traditional segments of the community (monolingual, Spanish speaking, older students, and working students)? Regarding indicator 1.2, we need to examine the use of technology and resources to track how services are used. Databases with card reader information provide evidence of accessed services. Regarding indicator 1.3, a gap analysis would be helpful.

The E-3 Excellence in Teaching and Learning group was represented by Trustee Anna Franz. Suggestions included revising indicator 2.2 to “high academic and industry standards.” This is an area for faculty to report innovative changes to their programs. Workforce advisory reports would also be evidence of meeting industry standards. External certification rates are good, how do we get results for programs that don’t have external certifications? Are BBCC students meeting local employer standards? Are BBCC programs current and rigorous? Suggested adding PDU reports to evidence for indicator 2.3. VP Garza has increased professional development opportunities on campus.

The E-4 Community Engagement group reported it is difficult to document and measure industry partnerships. How do we report economic impact? JSP grants are good information, but we need more. How do we quantify and set goals around this? Do we have a measureable goal regarding BBCC’s cultural impact on our communities? A speaker series open to the public would help in this area. Should health and wellness be an objective? Trustee Lane commented including health and wellness objective will help support the health/wellness capital project. How do we measure economic impact? How do we make the board aware of how the budget process is tied to strategic goals? Should sustainable practice be more narrowly defined? Campus efforts to be student-ready fit within indicator 3.4 inclusive environment. There will be a student-ready discussion during the campus-wide in-service September 14. Multicultural and diversity awareness is evolving on campus.

Trustee Mike Villarreal represented the E-5 Integrity and Stewardship group. This End needs more indicators. We need to define the terms integrity and ethical. More work is needed in this area.

Trustee Juanita Richards shared information from the E-6 Inclusion and Climate group. We need to continue to increase people's willingness to understand and celebrate differences and be okay with being uncomfortable. Suggestions for additional objectives could read "increase awareness of and celebrate cultural differences through training activities and events," "encourage environment that welcomes discussion and dialog with all stakeholder groups," and "engage community and partners in broader social and cultural customs affecting the district."

President Leas shared the idea of monitoring the End statements more regularly than annually, perhaps a dashboard approach. Trustee Mike Villarreal stated the school district reports this kind of information monthly, and it is important to know that the information requested is useful and doesn't cause busywork. Data collection and representation in a scorecard, rather than a narrative, will streamline the effort. It is important that the information is relevant for the trustees and college staff.

Per policy governance, the trustees set expectations, which dictate behavior of staff to use creativity and innovation to hit outcomes. Reporting informs the trustees and affects the performance of the staff by measuring enrollment and budget. For example, BBCC was very deliberate to achieve improvement in academic Latino students as result of observing a downward trend in the data.

President Leas, Dr. Transue, and the trustees discussed the presidential evaluation process during lunch from noon to 1:00 p.m.

Per policy governance the president's evaluation is based on how the trustees rate the attainment of the Ends. The Carver Model can be flexed to what works for the college. The 360 degree surveys do not conflict with the Carver Policy Governance Model. It is appropriate for trustees to gather feedback from communities and share information.

Board Chair Stephen McFadden announced a 15-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.

The board reconvened at 1:15 with no action taken.

The group discussed the Board/Administrative Retreat schedule for September 9. The trustees anticipate the president's evaluation will be completed during the October 29, 2015 board meeting.

Meeting adjourned 1:30 p.m.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its retreat Wednesday, September 9, 2015, at 9:00 a.m. in the ATEC Masto Conference Center in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Stephen McFadden
 Anna Franz
 Jon Lane
 Juanita Richards
 Mike Villarreal

1. Academic Master Plan Report #3 Mission Fulfillment

Dean Valerie Parton introduced the workbook and the process of evaluating the workbook. The trustees were invited to note their ratings and comments on the End Statement posters.

Dean Valerie Parton lead the poster review.

E2 Student Success: BBCC provides access to programs and services that meet the needs of our students and prospective students.

Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students. Rated at 4.0 for effectiveness and 4.8 for importance by the trustees.

When asked about improvement ideas based on the data provided, the trustees responded as follows. Recruit more students of color, improve success of online courses, increase agriculture offerings, improve fill rates for business program classes small business, supply chain, HR management, hire excellent teachers, increased night and weekend courses, increase course availability for disabled students, consider targeted satellite workforce development courses, increase community outreach, increase awareness of affordability and access, keep workforce education on the cutting edge.

Objective 1.2: Use of services correlates with success, retention, and completion. Rated at 4.0 for effectiveness and 4.8 for importance by the trustees.

Services and resources with the biggest impact on student success were listed: new student orientation, student achievement initiative, academic early warning system, emporium and STEM, guidance counseling, and tutoring services. Improvement ideas shared included being dynamic – trying new ideas, expanding academic early warning, vigilance, determining how to motivate greater student participation.

Objective 1.3: Students are prepared to graduate and to transfer or to seek employment. Rated 4.0 for effectively meeting this outcome and 4.6 for importance to the mission.

Improvements suggested to help students make meaningful progress reported by trustees are following: flexible offerings – great to see expansion in evening offerings, more frequent touch points, and raising student awareness of their progress (personal scorecard).

To improve employment rates, BBCC should continue to work with advisory groups, economic development councils, translate degree audit to a dashboard, improve facilities, ensure the class offerings teach the skills employers need, and more targeted employer involvement (PET bi-county).

E3 Excellence in Teaching and Learning

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

Objective 2.1: BBCC implements innovation and creativity in programs and services. Trustees rated BBCC at 4.0 for effectively meeting this outcome and 4.4 in importance.

Best practices that should be expanded include hiring full-time faculty, focused professional development, support new course opportunities, Achieving the Dream, opportunities in ABE, open source books, technology, and needs surveys.

Objective 2.2: BBCC helps students attain high academic and industry standards. Trustees rated BBCC at 4.2 for effectively meeting this outcome and 4.5 for importance.

Ideas for helping students achieve high academic standards include celebrating student success and perfecting student support.

Objective 2.3: BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes. Trustees rated BBCC at 4.2 for meeting this outcome and 4.4 for importance to the mission.

Areas shared for professional development enhancement are the following: board training for new concepts on student success, diversity training, technology training, link staff and faculty training to student success.

E4 Community Engagement

Outcome: BBCC supports economic development, nurtures community and industry partnerships, and acts as a responsible steward of resources.

Objective 3.1: BBCC works with community and industry partners to support economic development. The trustees rated BBCC at 4.4 for effectively meeting this outcome and 4.5 on importance to the mission.

Trustees suggested developing and continuing industrial alliance meetings and participating with the Grant and Adams County Economic Development Councils to support this End Statement.

Education could be enhanced to prepare residents for living-wage jobs by BBCC staying up to date on employers' needs and having a satellite campus for workforce training.

Objective 3.2: BBCC works with K-12 and university partners to provide educational opportunities. The trustees rated BBCC at 3.8 for effectively meeting this outcome and 4.4 for importance to the mission.

Partnerships could be expanded by continued outreach, showcasing key course offerings, College in the High School, and strengthening links with K-12 (MESA).

Objective 3.3: BBCC practices responsible use of resources, including fiscal and natural resources. Trustees rated BBCC at 3.9 for effectively meeting this outcome and 4.7 for importance to the college.

BBCC could allocate resources for LEAN principles (Kaizen events), supporting a clear vision of priorities and continuing to receive support from the Foundation.

Objective 3.4: BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community. Trustees rated BBCC at 4.1 for effectively meeting this outcome and 4.9 for importance to the mission.

The groups on which BBCC should focus for increasing student success include Hispanic males, identified under-served groups, the middle class, and the middle/top demographics. Continuing to expand diversity and inclusion, and equity and generational difference professional development will help BBCC maintain an inclusive environment.

The board and staff took a break for lunch at 11:30 a.m. The meeting reconvened at 12:30 p.m.

2. Board Self-Evaluation

The trustees discussed the value of the data from the Mission Fulfillment work accomplished earlier in the day. It is important to balance the amount of data so trustees are informed but not overwhelmed. The trustees asked that staff consider information that could be provided monthly or quarterly rather than annually.

Trustee Franz stated the data will show if the policies are working effectively. Trustees need a broad view to evaluate if the college is moving forward. The executive summary of the Mission Fulfillment report provides a broad view.

The importance of the board's self-evaluation is to determine how well the trustees are representing the service district and if the Ends effectively guide BBCC to meet the needs of the service area.

Clear direction from the board was related earlier today regarding recruiting diverse students, raising access awareness for the entire district, improving completion rates, and working with local EDCs and industry.

Board Chair Stephen McFadden stated the board's self-evaluation summary at the October 29 meeting sets the tone for the board for the next year. The group discussed worksheets for the board's self-evaluation that follow the format of the AMP posters.

E2 Student Success

The trustees agreed that E-2 Student Success has been satisfied.

E3 Excellence in Teaching and Learning

The probationary tenure review process directly supports this End.

Strategic professional development linked to programs and student achievement are impactful; for example, AVID and ATD. Board recognition and celebration of student achievement and employee success support this End. Faculty and Emeritus Awards support this End. The board needs to define and communicate “high industry standards.”

E4 Community Engagement

An annual Foundation activities report would be helpful in this area. Trustee Franz asked how the board can support administration in this area. Will regular reports identify community engagement? How do we engage our rural communities? The community engagement plan needs to be strategic.

Board Chair McFadden suggested arranging a board workshop to discuss E4, E5, and E6 and define board’s goals and expectations.

Interactions with local legislators are an important part of community engagement. Is there a board policy that promoted community engagement? Could we have a BBCC vehicle in all community parades? A master community calendar was suggested.

President Leas will work with trustees to schedule a work session to work on E4, E5, and E6 and what the board’s goals and expectations are for itself.

PIO Doug Sly needs to work on the marketing report and indicators. The BBCC Brag Sheet and Workforce Development Résumé are good examples of support of a marketing plan.

The trustees agreed that E4 Community Engagement has been satisfied with room for improvement.

E5 Integrity and Stewardship needs objectives and clearly defined indicators. Trustees would like to understand the budgeting process better. Is there an indicator for concern about a financial matter?

E6 Inclusion and Climate has received more attention recently. Board Chair McFadden stated VP Garza’s work forming a multicultural committee is a good first step. He suggested the multicultural committee deliver insight during the board’s work session. VP Garza stated there is a gap to be bridged in this area. The trustees agreed that there is more work to do regarding accomplishing E6. Hiring Kyle Foreman as the Director of Safety and Security and ongoing safety training efforts support this End. The trustees indicated interest in attending a diversity conference. ACT is holding a diversity training an at upcoming ACT meeting.

The board agreed that E1 Mission has been met.

Board Chair Stephen McFadden announced a 10-minute break at 2:10 p.m. The meeting reconvened at 2:21 p.m.

At 2:30 p.m. Board Chair Stephen McFadden 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 2:55 the Executive Session was extended to 3:15 p.m. At 3:15 the Executive Session was extended by 10 minutes. The meeting reconvened at 3:25 with no action taken.

3. 2015-16 President's Evaluation

The group discussed the 360° evaluation survey for the president's evaluation, which is completed by all staff and faculty. The current questions are derived from the leadership competencies. Trustees would like structured questions leading to more narrative responses regarding accomplishment of the Ends Statements. There was discussion about providing the president's 360° evaluation survey during alternate years, separately from the other administrators' surveys, and providing it to industry contacts. The board discussed examining the process and policy and strengthening the board's review of policy.

VP Garza reported that the board may grant a compensation raise of up to 3% per the legislature.

The meeting adjourned at 4:00 p.m.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, September 10, 2015, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

The Pledge of Allegiance was led by Vet Corps Navigator Jared Lee.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Mike Villarreal

2. Introductions

Director of Financial Aid Jeremy Iverson introduced Vet Corps Navigator and aviation student Jared Lee. Jared was in the Marine Corps and served two tours in Afghanistan. He is also working with Director of Safety and Security Kyle Foreman and the Veteran's Club.

Board Chair Stephen McFadden introduced ASB President Blake Springer. Blake is a Viking baseball player, and he plans to transfer to CWU and major in education.

STAR member Starr Bernhardt introduced STAR Co-chairs Robin Arriaga and Barbara Collins.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes August 6, 2015 (A); b) President's Update (I); c) Accreditation (I); d) Assessment (I); e) Capital Project Report (I); f) Safety & Security; g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (A);

Motion 15-46 Trustee Jon Lane moved to approve the consent agenda.
Trustee Mike Villarreal seconded, and the motion carried.

4. Remarks

- a. The ASB report was given by President Blake Springer. The ASB Officers attended their annual training retreat and learned a lot, as well as reviewed student surveys, the ASB mission statement, and planned events to go along with their mission statement.
The first ASB event will be the Back to School BBQ for the whole family Thursday, September 24th, from 4:30 – 7:00 p.m. The theme is "Anchors Away to a New School Year!" The ASB student handbook/planners will be distributed.

ASB Officers are pictured on the front, which will make them easier to identify on campus.

ASB Officers reviewed the ASB Constitution and Bylaws and found a need to bring more students on board as Programmers. Currently, the Constitution only allows hire 8-10 programmers. There is funding for additional programmers. This change must be approved by two-thirds of the voting students. As in the past, Programmers will be interviewed and selected.

ASB President Springer reported that he and the ASB Public Relations Officer attended a state-wide Community and Technical College training.

ASB Officers will be meeting and working on campus next week, receiving instruction on Faculty Probationary Committees, Campus Safety, as well as diversity training from the Orientation guest speaker Dion Jordan. The officers read the book Winners Never Cheat by John Huntsman, dealing with ethics and honesty. Officers will be reviewing the book as a group. They will also help with three upcoming Viking Orientations.

Other ASB events include a co-ed Soccer tournament to be held the first week of October and competitions during halftime of the women's home volleyball games.

- b. Classified Staff Co-Chair Robin Arriaga provided the STAR report. The group recently coordinated a supply drive for foster children in Grant County. They plan to coordinate a local animal shelter drive. Training on Navigating the Department of Retirement Systems Website Maze was recently provided. Next month the training opportunity will be about online security/safety and computer technology. Friday, November 6 Active Shooter/Self-Defense training will be presented for the campus. A deputy from the Grant County Sheriff's office, Director of Safety & Security Kyle Foremen, and the Brazilian Jiu-Jitsu Club Advisor Jeremy Seda will provide information. Additional training is also being planned.

The STAR Committee is succession planning, and they have scheduled an annual rotation of officers. Robin Arriaga and Barbara Collins are Co-Chairs, Alicia Wallace is the new secretary, and Tony Lidbetter and Cassandra Fry are Co-Publicists. Next year Robin will rotate out of Co-Chair, and Alicia Wallace will rotate in to co-chair with Barbara. The committee is a diverse group of employees including men, women, and veterans. Lastly, Robin thanked outgoing committee members Kathy Aldrich and Mikaela Pinger for their teamwork.

- c. Faculty Association President Kathleen Duvall introduced herself and said she is a community college graduate. She transferred to UC Davis for pre-med and then became interested in botany. She taught during graduate school. Instructor Duvall taught at BBCC as an adjunct for ten years. For the past twelve years, she has taught here full-time. Her two sons graduated from BBCC. Instructor Duvall reported news from the faculty.

Chemistry Instructor John Peterson reported that he spent five days (August 10-14) at Ephrata High School working with their science faculty to develop an "Integrated Science" curriculum for 9th grade students.

He also attended a meeting August 20 at Seattle University on articulation of the Next Generation Science Standard to prepare students for higher education.

Criminal Justice/Psychology Instructor Dr. Ryann Leonard shared that one of her students helped the local Tactical Response Team with training on September 2. This strengthens the relationship with local Law Enforcement, and they get to meet and work with potential recruits. Five of her criminal justice students are employed locally, two more on the west side, and one is currently going through the hiring process for Quincy PD.

Instructor Duvall also shared that she took trigonometry (Math 142) during summer quarter. She has been working with biology instructor Mariah Whitney developing class activities and adopting an Open Educational Resource to use in BIOL 100 this year.

- d. VP Linda Schoonmaker reported staff are moving back upstairs in the 1400 building. The Sim Lab in the Nursing Building will be painted today and should be completed by September 30. The Softball announcer's booth is scheduled for completion in December. The Student Center remodel will be completed in June.
- e. VP Mohrbacher reported that the accreditation mid-cycle report was submitted ten days ago. The site visit will be held October 5-6. The evaluators will focus on the process to assess institutional effectiveness fulfilling the Mission.

The Achieving the Dream (ATD) coaches will visit soon to review the implementation plan.

VP Mohrbacher stated enrollment for summer is up 12%. Fall enrollment information will be available in another week.

- f. VP Kim Garza reported the hiring rush has slowed. The Back-to-School breakfast is Monday (9/14). An Ice Cream Social Meet & Greet will be held Friday afternoon (9/18).
- g. Executive Director of the Foundation LeAnne Parton reported Foundation news. They hosted a STEM breakfast with the Industrial Alliance group and other business leaders on August 25, 2015. This event included a STEM tour, CBIS information, introduction of Daneen Berry-Guerin as the new Dean of Professional Technical Ed, and presentation of the BBCC needs catalog. Lastly, the investment account RFPs are due today.

5. Title V Presentation

Director of Title V Terry Kinzel introduced Instructional Designer Andrea Elliott. She discussed the medical simulation technician (SIM) program funded by Title V.

The goals of the program are to teach students how to respond to simulated scenarios, conduct manikin programming, establish maintenance records, promote community engagement, and develop interpersonal relationships. SIM training is becoming increasingly more valuable and is required by some insurance companies for medical providers. This training is allowed for up to 50% of medical clinical training. BBCC is discussing this program with Samaritan Hospital. An open House for all to see the SIM Cadaver and tour the remodel will be held soon. CBTech also has a SIM man, and we could partner with them. The SIM Tech program is conditionally approved pending curriculum approval by the state board. A SIM Technician earns \$60,000 per year.

Community partners in health, computer science, and engineering are on the SIM Tech advisory committee. Practicums are set up internal and external. There are non-paid, 11-week internship opportunities through REC, Samaritan, AMR, and the Fire Department.

Advising is a large part of this grant. Staff are examining career pathways and how students enter those pathways. BBCC is the only college in the state to offer this two-year program, which is designed for 30 students to enter each year and is transferrable to computer science and engineering. The program will be running in one year.

VP Mohbacher suggested this program be presented at the SBCTC legislature open house in February in Olympia.

6. Workforce Investment Opportunity Act (WIOA)

Basic Skills Director Tyler Wallace shared about the WIOA legislation, which changes basic education for adults. The big change is the shift of focus from life skills to academic education.

Employability skills are taught at every level, and basic skills is no longer about earning a GED but rather becoming college ready. This a great program from which students can transfer to college.

These classes are moving from ESL to ELA (English Language Acquisition), which allows the inclusion of all students who need to learn English.

Dave Petersen with Skillsource will collaborate with BBCC, and digital literacy will be added to the program.

7. President's Evaluation and Contract

Board Chair Stephen McFadden reported the board discussed the president's evaluation during the retreat held yesterday. The final evaluation will be presented during the board meeting on October 29.

8. Board Policy

VP Mohrbacher stated BP 7800 is being presented for the board's information today and action at the next meeting. The revisions update the policy. The WAC will be updated to reflect the changes.

9. Assessment of Board Activity

Trustee Anna Franz reported that she attended the Carver Model Policy Governance Training and the Board/Administration Retreat.

Trustee Jon Lane reported he attended the Carver Model Policy Governance Training and the Board/Administration Retreat. He complimented Dean of Institutional Research Valerie Parton and staff on the data presentation. He also attended the STEM Breakfast.

Trustee Mike Villarreal reported that he attended the Carver Model Policy Governance Training and the Board/Administration Retreat.

Trustee Juanita Richards reported that she attended the Carver Model Policy Governance Training and the Board/Administration Retreat. She also attended the Grant County EDC visit with the visiting South Korean delegates.

Trustee Stephen McFadden attended the STEM Breakfast, the Carver Model Policy Governance Training, and the Board/Administration Retreat. He complimented the college for their work throughout the year. He is looking forward to the workshop to discuss the Ends statements.

10. Regularly Scheduled Board Meeting Date

The next board meeting is scheduled on October 29, at 1:30 p.m.

11. Miscellaneous

The trustees agreed with presenting the Emeritus Award to former trustee Mike Blakely during the holiday potluck.

Dr. Leas invited everyone to attend the Back-to-School Breakfast next Monday.

Dr. Leas advised the trustees that staff will be gathering ACT Transforming Lives Nominee information for their consideration at the October 29 board meeting.

Motion 15-47

Trustee Anna Franz moved to appoint Chair Stephen McFadden ACCT voting delegate and Trustee Jon Lane as alternate. Trustee Juanita Richards seconded, and the motion carried.

The meeting adjourned at 3:30 p.m.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from August 28, through October 17, 2015 follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/31/15	Grant County Commissioners	Partnership	Ephrata	
	Board Agenda Review	Guidance	BBCC	Trustee Stephen McFadden
9/01/15	STEM Breakfast	Foundation Support Community Engagement	BBCC	
	Lunch & Learn	Professional Development	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Columbia Basin Trade Expo	Community Engagement	BBCC	
9/02/15	Carver Model Policy Governance Training	Guidance	BBCC	Board
9/03/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
9/04/15	Welcome Nursing Students	Climate	BBCC	
	Financial Aid	Technical Support	BBCC	
9/08/15	Business Office	Technical Support	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	North Central Workforce Development Council	Workforce Partnerships	BBCC	
9/09/15	Board Retreat	Guidance	BBCC	Board
9/10/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Board Meeting	Guidance	BBCC	Board
	David Estudillo Investiture	Community Engagement	Ephrata	
	Shared Governance Council Meeting	Information Sharing & Coordination	BBCC	
9/14/15	Fall In-Service	Excellence in Teaching & Learning	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
9/15/15	Consultation	Personnel	BBCC	
	Rotary Scholarship Foundation Board Meeting	Community Engagement	BBCC	
9/16/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	Port of Seattle CEO Ted Fick
	Viking New Student Orientation Welcome	Climate	BBCC	
9/17/15	Viking New Student Orientation Welcome (x2)	Climate	BBCC	
9/18/15	Office Move			
	Ice Cream Social	Climate, Welcome New Employees	BBCC	
9/21/15	STEM Director James Saucedo	Program Support	BBCC	
9/22/15	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	BBCC	
	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Media Tour with Senator Judy Warnick and Representative Tom Dent	Legislative Contact	Moses Lake	
	North Central Workforce Development Council Board Meeting	Community Engagement	Omak	
9/23/15	Drone Grant Discussion	Program Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
9/24/15	Rotary Board Meeting	Community Engagement	Moses Lake	
	Education Law Association Conference Call	Professional Development	Phone	
9/25/15	Granco Federal Credit Union CEO	Community Engagement	BBCC	
	Drone Grant Discussion	Program Support	BBCC	
	Education Law Association Conference Call	Professional Development	Phone	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/28/15	Board Admin Retreat Debrief	Discussion	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
9/29/15	WA Campus Compact	Discussion	BBCC	
	CSS Class Speaker	Excellence in Teaching & Learning	BBCC	
9/30/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
10/1-2	WACTC Meetings	System Support	Clover Park Technical College	
10/05/15	Accreditation Visitor Discussion	Accreditation	BBCC	
	Mid-Cycle Accreditation Meeting	Accreditation	BBCC	
10/06/15	Accreditation Exit Conference	Accreditation	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
10/07/15	PTEC Scoping Meeting	Strategic Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
10/08/15	Business Affairs Commission Meeting	Liaison to WACTC Group	Cascadia College	
10/09/15	Personnel Meeting	Support	BBCC	
	Lunch & Learn Presenter	Guidance	BBC	
10/12/15	Achieving the Dream Coaches (x2)	Excellence in Teaching & Learning, Climate	BBCC	
	Personnel Meeting	Support	BBCC	
10/13/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Achieving the Dream Data Summit	Excellence in Teaching & Learning, Climate	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Achieving the Dream Exit Conference	Excellence in Teaching & Learning, Climate	BBCC	
10/14-17	ACCT Conference	Faculty Recognition, Professional Development	San Diego, CA	

BIG BEND COMMUNITY COLLEGE

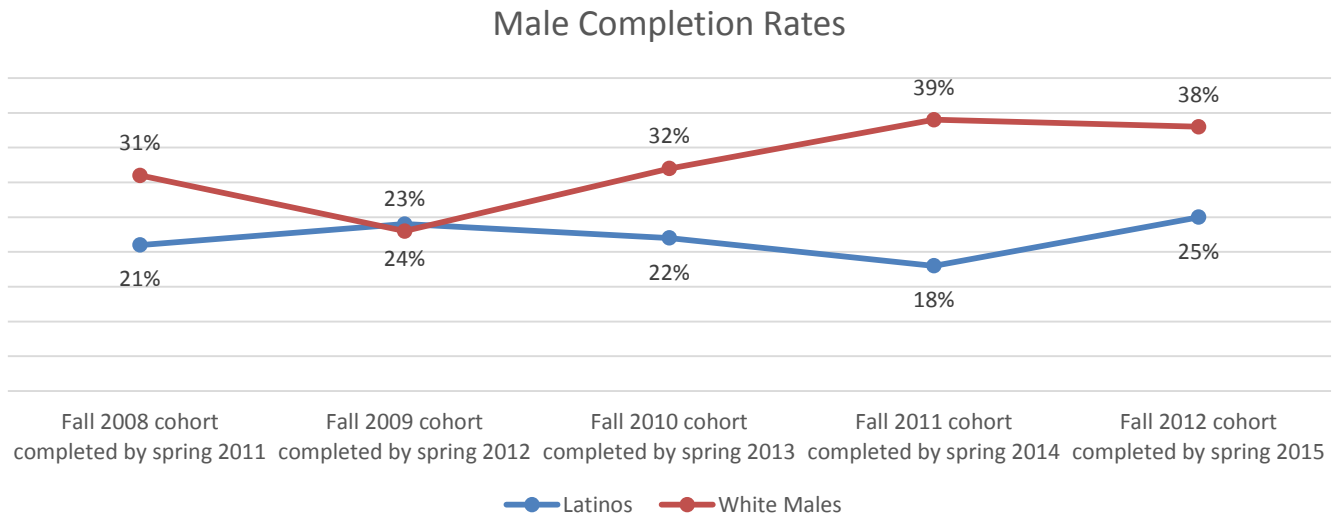
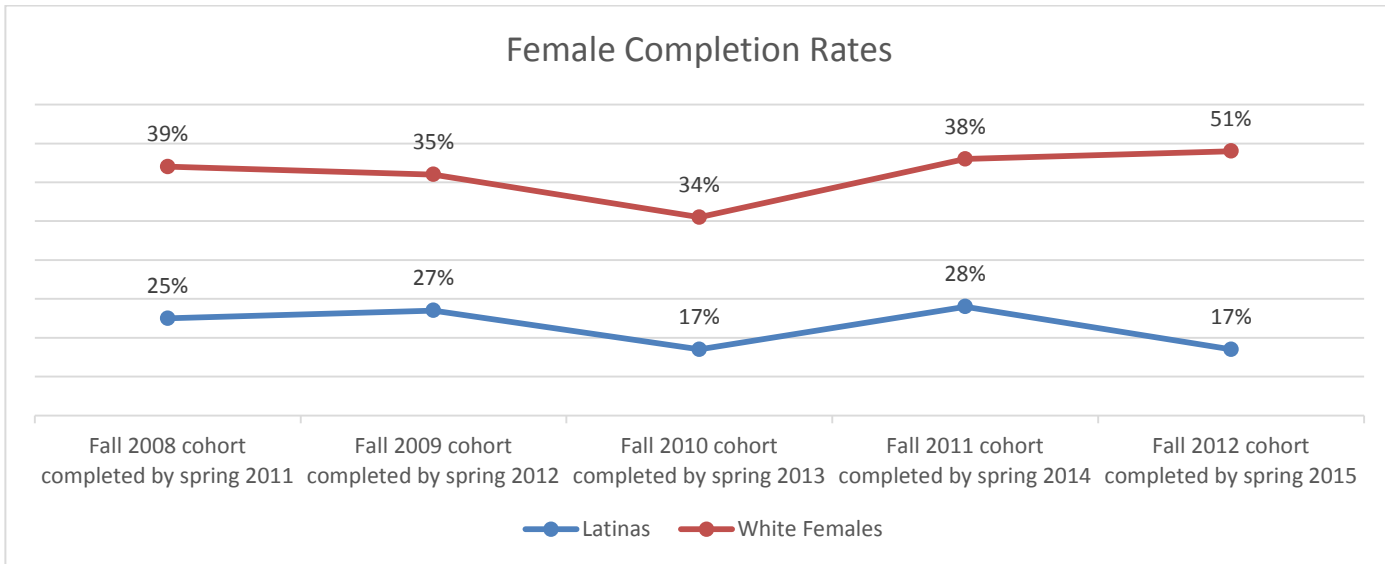
Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

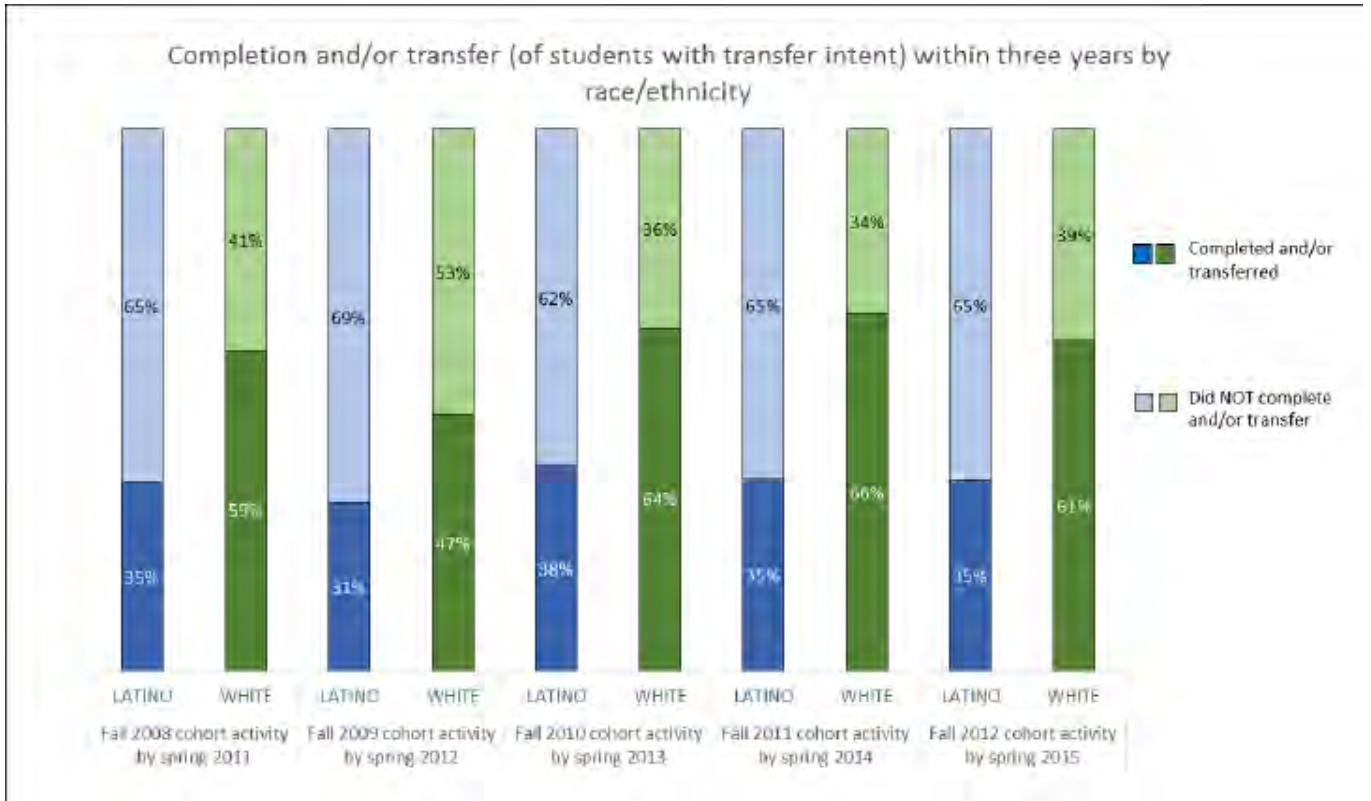
c. Student Success

On October 12 & 13, we had a visit from our Achieving the Dream coaches, John Nixon and Bruce McComb. One of the activities during the visit was a Data Summit, in which we examined three achievement gaps that have been identified in our data.

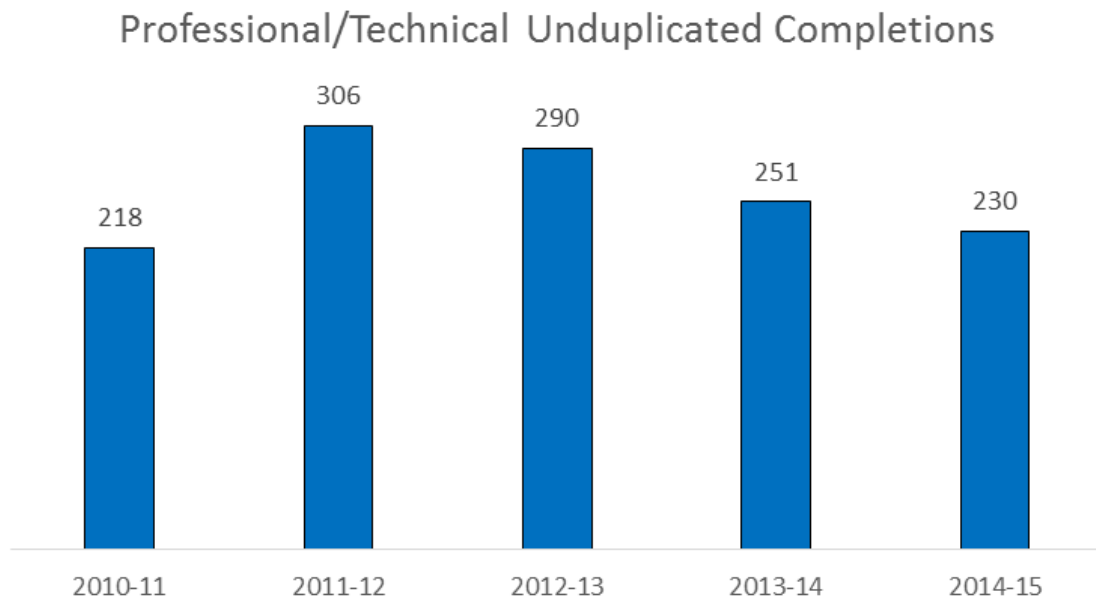
1. Completion gaps exist between male and female students, as well as white and Latino students.



2. Of students with a transfer intent, white students are significantly more likely to complete and/or transfer than are Latino students.



3. Completion of Professional/Technical degrees and certificates dropped faster than enrollment.



	2010-11	2011-12	2012-13	2013-14	2014-15
Percent Change in Enrollment	+14%	-12%	-4%	-5%	-1%
Percent Change in Completions	-41%	+29%	-6%	-16%	-9%

At the Data Summit, various members gave feedback on these and other data items. The feedback was recorded on posters and will be transcribed and forwarded to the Achieving the Dream Core and Data Teams for further review and development of action plans.

Prepared by VP Bob Mohrbacher, Dean Valerie Parton.

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

BBCC's Mid-Cycle Evaluation visit from the Northwest Commission on Colleges and Universities (NWCCU) occurred October 5-6, 2015. The two NWCCU evaluators met with a number of groups and individuals on campus on October 5. On the morning of October 6, they met with President Leas and a small group of campus administrators to discuss their visit.

In general, the evaluators were very pleased with their visit to Big Bend Community College. They emphasized that the report that we submitted was clear and well organized, that everyone at the college was welcoming and forthcoming with information, and that they were impressed with the culture of evidence and commitment to student success on the part of Big Bend.

The Mid-Cycle Evaluation visit does not produce binding recommendations. The evaluators will be writing up a report that will include ways in which Big Bend can improve its processes and procedures for assessment and institutional effectiveness. This report will be submitted to the Northwest Commission on Colleges and Universities and then sent to the college after being acted on by the Commission.

Prepared by VP Mohrbacher, Dean Parton.

RECOMMENDATION: none

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

The Assessment Committee will meet November 16 to discuss the Mid-Cycle Evaluation report from NWCCU. Based on preliminary feedback from the evaluators, we expect the report to include suggestions for how to improve our current assessment processes. The Assessment Committee will discuss this feedback and develop next steps.

Prepared by VP Bob Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

Ongoing Projects:

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony: The 2nd floor balcony wall on the East side is experiencing some looseness of the CMU (concrete masonry unit) wall creating a wiggle. The area is currently cordoned off for safety. Structural engineers have taken a look at it, and we are researching funding and their suggestions for shoring up with bracing or replacing the wall with railing.

Professional Technical Education Center (New Building): We have set the dates on a series of meetings to gather information from the intended staff, instructors, students, public, and partners. Architects have been meeting with instructors individually to inventory current equipment.

Building 1400 Student Center Remodel: Scheduled our first meeting of 'tenants' for October 30th to have a preview/general chat about what we want out of the remodel of the student center (registration/counseling/financial aid) area, what our financial resources might allow us to do, and what options are available for temporarily housing displaced folks

Women's Softball Announcer's Booth: Contractor (Burton Construction) has been ordering/receiving materials for the job. Currently scheduled to be on site the middle of November to begin actual construction. Completion date in December remains on schedule.

Simulation Lab: Contractor has been delayed in finishing, we are expecting the final punch list Tuesday, October 20th.

Minor Improvements- Building 1400 Upstairs Remodel: Staff are in and settled, still some 'nesting' happening. There are only a couple of minor items for the contractor to complete and then the project will be closed out and retainage released.

History:

Professional Technical Education Center (New Building):

9/10/2015: Currently working on the project schedule with architect and DES for a completion date of predesign and submittal to the Office of Financial Management (OFM) in the spring of 2016.

08/06/2015: Architect selection has been awarded to RGU Architects for the pre-design and design of PTEC.

Building 1400 Student Center Remodel:

9/10/2015: Beginning backward planning for the timeline to make completion of June 30th, 2017.

8/06/2015: The funding agreement was signed with DES, and RGU Architects will begin design services for the remodel of the financial aid, registration, and admissions area.

Women's Softball Announcer's Booth:

9/10/2015: The NTP (Notice to Proceed) was received today for a start date of September 14th.

8/06/2015: The contractor has been selected, and we are working on keeping the initial construction contract within the budget. The initial proposal exceeded the budget, and we removed a few tasks from the contractor that our own maintenance and operation department will perform at a lower cost.

Simulation Lab:

9/10/2015: Sheetrock installation is occurring now and painting is scheduled for the week of the 7th. Then Electrician and casework installation. Current outlook is completion at end of September.

8/06/2015: Removal of asbestos materials has been completed and construction of room footprints/layouts has begun. Finish materials (carpet, laminate, flooring and casework) have been selected. Camera placement has been finalized and coordinated with the technology department (BBT). Title V funds have been increased to \$314,000.

6/12/2015: The Simulation Lab project has been advertised for a contractor. A bid opening is scheduled for June 3 at 11:00 A.M. Two contractors attended the non-mandatory, pre-bid walk through on May 20.

5/21/15: The design for the Simulation Lab is complete. We will advertise for contractor selection soon with construction still planned for summer. The Title V funds have been increased to \$284,000.

4/9/15: Building 1700 (Allied Health) Simulation Lab Remodel. Title V construction funds will allow a renovation of 1,820 sq. ft. of outdated classroom space to develop a simulation lab. It will support development of a Simulation Technology Certificate program. The architect selection is complete. The Title V Director, a focus group for the program, and the architect are currently working on the design. The construction will take place over the summer. The budget is \$197,000.

Minor Improvements-Building 1400 Upstairs Remodel:

9/10/2015: We have scheduled the next available dates (September 2nd & 9th) with a 3rd party moving company to move all the furniture, filing cabinets, etc out of the railroad car storage units in the parking lot and return the items upstairs. Most of the desk units will require reassembling and possible reconfiguring (if space allows) by our staff before we will begin to physically move personnel. (Dr. Leas and Melinda are scheduled to move in September 18th.)

8/06/2015: The architect has prepared the punch list for the final items the contractor must complete. A minor issue with the elevator caused expensive last-minute repairs. Hand railing on stairs is the last major portion of the work to be completed. We are hopeful that we will have started the process of actually occupying the space again by the time of the BOT meeting.

6/12/2015: The contractor found some asbestos as they were removing the old carpet. An abatement team will be here next week. We are hoping this doesn't cause a delay in the completion date of the project. Prior to this discovery the contractor was four days ahead on the timeline. We will be discussing this further at the June 3 construction meeting.

5/21/15: Four bids were opened on April 2. The low bidder was Whitebird Construction & Development Company from Wenatchee. The bid amount was \$441,325. We received the Notice to Proceed on April 22 and demolition began the next day. The project is scheduled to be completed on June 20.

4/9/15: Building 1400 Second Floor Renovation (Administration and Student Services Building). All staff have been moved from the second floor of Building 1400 to new locations until the renovation is complete. A pre-bid walk through was held on March 26. There were four contractors that participated in the walk through. A bid opening is scheduled for April 2.

3/5/15: The second floor of building 1400 will be remodeled including ceilings, installation of a suspended ceiling system and new efficient lighting. The walls will be painted, and the carpet will be replaced. In addition, the elevator that is original to the 1959 building will be replaced. The tiles and railing at the stairway will also be replaced. RGU Architects was selected as the architect. They are in the design phase now. This project will begin in mid-April and be completed by June 30. The budget is \$450,000.

Facilities Master Planning:

8/06/2015: Final editing review has occurred, and the FMP has been printed and is presented to you today.

6/12/2015: The final draft of the Facilities Master Plan with changes has been returned to the architect. We should be seeing it this week to review the document to ensure that all changes were made. After that, it will be sent to the print service.

5/21/15: Another final draft of the Facilities Master Plan with changes is being reviewed.

3/5/15: The final draft of the Facilities Master Plan is being reviewed. Once it is finalized, RGU Architects will give a presentation to the Board.

1/15/15: We scheduled a Facilities Master Plan Meeting January 23, at Columbia Basin College (CBC). The committee and some professional technical faculty will attend and have the opportunity to tour CBC's new professional technical center.

12/09/14: Work on finalizing the Facilities Master Plan continues. It should be completed by the end of December.

10/30/14: The Facility Master Planning Committee has been reviewing survey results and program needs. The group is looking at an Allied Health/Fitness Center Building for our next capital proposal. We met with Allied Health faculty and staff to discuss department needs and future plans. We also met with the Athletic Director, Student Activities Director, Associate Vice President of Student Services and some students to investigate the interest and need for a Fitness Center. Both meetings generated positive ideas and showed a need to move forward with this proposal.

We are now finalizing the Facility Master Plan, and it should be completed by December.

8/07/14: Most Facilities Master Plan committee members are off campus for the summer. The committee will reconvene in the fall.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.



Washington State Auditor's Office

Independence • Respect • Integrity

Examination Report

Big Bend Community College

For the period July 1, 2013 through June 30, 2014

Published October 15, 2015

Report No. 1015347





Washington State Auditor's Office

October 15, 2015

Board of Trustees
Big Bend Community College
Moses Lake, Washington

Marcie Frost, Director
Department of Retirement Systems
Olympia, Washington

Examination Report

The Washington State Department of Retirement Systems (DRS) administers eight public retirement systems for state and local government employees, with 15 different plans within those systems. These systems serve nearly 700,000 current and former public employees. Both public employers and their employees contribute to the retirement plans and the amounts they contribute are calculated as a percentage of the employee's pay.

Government entities are responsible for reporting accurate and complete pensionable wage and contribution information to DRS in accordance with the applicable retirement plan's requirements set forth in Title 415 of the Washington Administrative Code. The plan's actuarially derived pension liabilities are dependent on demographic data of the plan participants, which is referred to as census data. Significant elements of census data may include: date of birth; date of hire or years of service; marital status; eligible compensation; class of employee; gender; date of termination or retirement; spouse date of birth; and employment status (active, inactive, or retired).

Please find attached our examination report on the Big Bend Community College.

Sincerely,

JAN M. JUTTE, CPA, CGFM
ACTING STATE AUDITOR
OLYMPIA, WA

INDEPENDENT ACCOUNTANT'S REPORT

Big Bend Community College July 1, 2013 through June 30, 2014

Board of Trustees
Big Bend Community College
Moses Lake, Washington

Marcie Frost, Director
Department of Retirement Systems
Olympia, Washington

We have examined the Big Bend Community College's management's assertion that pensionable wages and contributions reported to the Washington State Department of Retirement Systems (DRS) for the year ended June 30, 2014 are accurate and complete in accordance with applicable retirement plan requirements set forth in Title 415 of the Washington Administrative Code.

The College's management is responsible for the assertion. Our responsibility is to express an opinion on the assertion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Accordingly, it included examining on a test basis, evidence supporting management's assertion and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, management's assertion above is fairly stated, in all material respects, based on the applicable retirement plan requirements set forth in Title 415 of the Washington Administrative Code.

Our examination disclosed no issues that are required to be reported under *Government Auditing Standards*.



JAN M. JUTTE, CPA, CGFM
ACTING STATE AUDITOR
OLYMPIA, WA

October 5, 2015

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

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We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

The Safety & Security update is following.

Active Shooter Preparedness

Big Bend has a written plan addressing active shooter response and has hosted two active shooter-related response exercises since 2013. After the Umpqua mass shooting on Oct. 1, it was discovered there was a gap in the awareness of how faculty should respond to an active shooter. Thankfully, already in the planning stage was a Campus Safety Preparedness Course hosted by the classified staff. That training for BBCC employees and faculty, is scheduled for Friday Nov. 6 from 8:30 to 12:00 p.m. in the Wallenstien Theater. This training addresses survival and the unarmed response to an active shooter incident; review of BBCC's Multi Hazard Plan; and self-defense tactics for different situations. Because of the seriousness of active shooter risk, Dr. Leas has given permission for all campus offices to close so employees can attend this important training.



Ready Big Bend

To improve communication and emergency management planning, BBCC has introduced Ready Big Bend. Ready is an emergency management partnership between employees, students, public safety agencies and BBCC neighbors such as Job Corps, Port of Moses Lake, Moses Lake Schools, Million Air and Family Service of Grant County. We also include other educational and community partners such as Moses Lake Christian Academy and REC Silicon. The benefits of this partnership include information sharing, joint planning, mitigation and preparedness training and exercises. The Ready program is aligned with initiatives led by the Federal Emergency Management Agency to create prepared and resilient communities. The strength of this joint partnership is predicted to result in a safer community.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT SEPTEMBER 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	1014
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	1
SAFETY INCIDENTS REPORTED	1
TIMELY WARNINGS ISSUED (as per Clery Act)	0
EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)	0
FIRE EVACUATION DRILLS CONDUCTED	1
HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)	1206

Digits in brackets [] represent Nat'l Incident Based Recording System (NIBRS) categories.

Digits in parenthesis () represent Uniform Crime Reporting categories, which the Clery Act uses to define crimes.

Reportable Offenses per VAWA and Clery Act 20 USC 1092 (f) are in **RED shaded categories**

	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	June 2015	July 2015	Aug. 2015	Sept. 2015	YTD
Arrests and Violations										
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	1	0	0	0	0	0	1
[35A] Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Violations	7	2	0	2	0	0	0	0	1	12
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0
Criminal Offenses										
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-I, 8j) [200] Arson	0	0	0	0	0	0	0	0	0	0
Sex Offenses										
(2a) Forcible										
[11A] Rape	0	0	0	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0	0	0	0
[11D] Forcible Fondling	0	0	0	0	0	0	0	0	0	0

(2b) Non-Forcible										
[36A] Incest	0	0	0	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0	0	0	0
Hate Crimes										
Larceny or theft										
Race bias	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0
Simple Assault										
Race bias	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0
Intimidation										
Race bias	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0
Destruction, damage or vandalism of property										
Race bias	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0
Criminal Offenses										
[510] Bribery	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0	0	0

[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	1	0	0	0	1
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	2	0	0	0	2
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0	0	0	0
[23H] Other Larceny	0	0	1	0	0	0	0	0	0	1
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0	0	0
NIBRS Group B Offenses										
[90A] Bad Checks	0	0	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	1	0	0	0	1
[90D] Driving Under the Influence	0	0	0	0	0	0	1	0	0	1
[90E] Drunkenness	0	0	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0	0	0	0
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0	0
Vehicle Collisions										
Non-injury	0	1	0	0	1	0	0	0	0	2
Injury	0	0	0	0	0	0	0	0	0	0
Other Type Incident (Not categorized)										
Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0	0
Hostile Person - No Assault/Crime	0	0	0	0	0	0	0	0	0	0
Fires										
All incidents	0	0	0	0	0	0	0	0	0	0

Total Combined Incidents

22

Notices Against Trespass Issued										
Non student banned from dorms	1	0	0	1	0	0	0	0	0	2
Student banned from dorms	0	2	0	1	0	0	1	0	1	5
Non student banned from campus	0	0	0	0	0	1	0	0	0	1
Student banned from campus	0	0	0	0	0	0	0	0	0	0
Total										8

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

Aaron Linthicum accepted the position of Aircraft Pilot. This position is a full-time, civil service position designed to provide additional instructional support to the Aviation Department as they have two faculty positions that are still vacant. Aaron is a former BBCC graduate and started work on September 10.

Rita Ramirez accepted the position of TRiO Academic Advisor. This position replaces Raffaella Pixton, who moved to Financial Aid in August. Rita's first day in her new position was October 12.

Andrea Elliott accepted the position of Simulation Technology Coordinator. This is a new, admin/exempt position working under the Title V cooperative grant with Columbia Basin College. Andrea moved to her new position on October 1.

The position of Engineering Curriculum Specialist has been posted. This position replaces James Saucedo, who moved to the Director of STEM Grant position in August.

The position of Coordinator of Student Recruitment and Outreach has been posted. This position replaces Rita Ramirez, who moved to TRiO SSS.

Training:

Two Lunch & Learn sessions on Habit 6: Synergize were hosted by TRiO Student Support Services: Custodio Valencia, Luis Alvarez, Raffaella Pixton, and Cheryl Brischle. Twenty-four employees attended the sessions.

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

Sarah Adams-

Intro to MAT Lab on September 17 at BBCC

Daneen Berry-Guerin-

North Central WDC Bridges Healthcare Career Pathways on August 4 in Moses Lake
I-BEST Training on August 20 at BBCC

Port of Moses Lake Airport Security Training on September 1 in Moses Lake

Carver Model Policy Governance Training on September 2 at BBCC

Engaging Students in Their Learning on September 15 at BBCC

Workforce Dean Leadership Training, Team & Project via Skype on September 25 at
BBCC

Recruiting for Higher Education Webinar on September 29 at BBCC

Annemarie Cadle-

WA State Exec Management Purchasing and Procurement DES Training Online
on September 28 at BBCC

WA State Procurement Ethics DES Training Online on September 28 at BBCC

WA State Purchasing and Procurement 101 Modules 1-3 DES Training Online

September 29 at BBCC

Linda Chadwick-

WA State Exec Management Purchasing and Procurement DES Training Online
on September 30 at BBCC

WA State Procurement Ethics DES Training Online on September 30 at BBCC

WA State Contract Management 101 DES Training Online on September 30 at BBCC

Katherine Christian-

WA State Small Purchases DES Training Online on September 29 at BBCC

WA State Procurement Ethics DES Training Online on September 29 at BBCC

WA State Contract Management 101 DES Training Online on September 30 at BBCC

Caren Courtright-

WA State Procurement Ethics DES Training Online on September 29 at BBCC

WA State Exec Management Purchasing and Procurement DES Training Online
on September 30 at BBCC

WA State Small Purchases DES Training Online on September 30 at BBCC

Melinda Dourte-

Carver Model Policy Governance Training on September 2 at BBCC

Kara Garrett-

Carver Model Policy Governance Training on September 2 at BBCC

Rural Alliance (K-16 Partnership) on September 27-28 in Spokane

Kim Garza-

Human Resources Management Commission on August 5-6 in Spokane

Carver Model Policy Governance Training on September 2 at BBCC

WA State Procurement Ethics DES Training Online on September 28 at BBCC

Kim Garza- (continued)

WA State Exec Management Purchasing and Procurement DES Training Online on September 29 at BBCC

WA State Contract Management 101, Module 1 Online on September 30 at BBCC

Bonnie Jeffery-

WFSN Convening on August 11-12 at Clark College

Terry Leas-

Carver Model Policy Governance Training on September 2 at BBCC

Jenny Nighswonger-

Young Child Expo September 30-October 2 in Spokane

Raffaella Pixton-

Jack Kent Cooke Foundation Scholarship Training Webinar on September 24 at BBCC

Char Rios-

WA State DES Office of Risk Management Insurance Updates on September 30 at CWU

James Saucedo-

Intro to MAT Lab on September 17 at BBCC

Linda Schoonmaker-

Carver Model Policy Governance Training on September 2 at BBCC

Annual NFP (Not-For-Profit) Tax Update Webcast on September 10 at BBCC

Federal Single Audit Update Webcast on September 16 at BBCC

WA State Small Purchases DES Training Online on September 17 at BBCC

Tax Accounting Quarterly Update Webcast on September 17 at BBCC

WA State Food Handlers Card Online on September 17 at BBCC

High Growth Markets Webinar on September 22 at BBCC

CFO (Chief Financial Officer) Financial Forum Webinar on September 22 at BBCC

Reinforcing Audit Quality Webinar on September 24 at BBCC

WA State Procurement Ethics DES Training Online on September 24 at BBCC

WA State Exec Management Purchasing and Procurement DES Training Online on September 24 at BBCC

WA State Contract Management 101 DES Training Online on September 25 at BBCC

WA State Purchasing and Procurement 101 DES Training Online September 26 at BBCC

CFO Quarterly Outlook Webinar on September 29 at BBCC

WA State DES Office of Risk Management Insurance Updates on September 30 at CWU

Doug Sly-

Carver Model Policy Governance Training on September 2 at BBCC

Heidi Summers-

Michael Nash Excellence in Management on September 18 in Wenatchee

Rafael Villalobos-

Intro to MAT Lab on September 17 at BBCC

Tyler Wallace-

Distance Education Reporting Webinar Online on August 6 at BBCC

Association Summer Conference: Diversity on August 13-14 at Semiahmoo Resort

I-BEST Summit and Training on August 20 at BBCC

WABERS+ and I-DEA Distance Hours Online on August 20 at BBCC

WABERS+ Refresher Training Online on August 26 at BBCC

NRS Refresher Training Webinar on September 2 at BBCC

Zach Welhouse-

Trade Day at the Gen Con Game Convention: Principles of Gaming in Education on July 29 in Indianapolis

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

PERSONNEL REPORT August 1, 2015 - September 30, 2015

EMPLOYEE SEPARATIONS 8/1/15 -9/30/15			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
8/14/2015	Andre Guzman	Director of STEM Grant	Resigned-Accepted New Position
8/14/2015	Tyler Smith	Aircraft Pilot 1	Project Position Ended
9/10/2015	Rick Tincani	Custodian 2	Death
9/15/2015	Dina Moskvich	Early Childhood Program Specialist 2	Resigned-Moved out of Area
NEW HIRES/PROMOTIONS/TRANSFERS 8/1/15 - 9/30/15			
START DATE	NAME	POSITION	REPLACING
8/3/2015	Raffaela Pixton	Financial Aid Advisor	Jeremy Iverson (promotion for Raffaela)
9/1/2015	David Gillett	Systems Engineer Network Administrator	Clint Hansen
9/3/2015	Katie Ralph	Fiscal Technician 1	Yvonne Ponce
9/10/2015	Aaron Linthicum	Aircraft Pilot 1	Tyler Smith
SEARCHES IN PROCESS			
POSITION		STATUS	REPLACING
Flight Instructor (2)		Accepting applications	Joe MacDougall/Greg Crane
Nursing Instructor non-tenure track		Accepting applications	Amber Bravo
Engineering Curriculum Specialist		First review 9/30/15	James Saucedo
Coordinator of Student Recruitment & Outreach		First review 10/22/15	Rita Ramirez
SUMMER PART-TIME FACULTY: 59			
SUMMER PART-TIME HOURLY: 54			
10/15/2015			

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

The next STAR committee hosted workshop **BBCC Campus Safety Preparedness Training** will be held on November 6th in the Wallenstein Performing Arts Center and is set to begin at 8:30 a.m. This is a very timely and important training workshop which will include three sections: Active Shooter; Campus Safety & Security; and Self-Defense Mindset. Presenters at the event will include Deputy Ric Char from the Grant County Sheriff's Office and Sergeant Mike Williams from the Moses Lake Police Department; Kyle Foreman, Director of Campus Safety & Security; Jeremy Seda, Web & Multimedia Specialist, Luis Alvarez, SSS Senior Advisor, and the Brazilian Jiu-Jitsu BBCC ASB Club. Presenters will bring us an engaging and educational preparedness training. Prepare, Plan, and Stay Informed is part of a national awareness plan, and there is more information available online at <http://www.ready.gov>. All employees, student leaders, and the Board of Trustees have been invited to attend.

The STAR committee fall quarter community service project is underway. Collection boxes have been placed in five campus locations, and we have heard that the Opportunity Center box is almost full! We are collecting new or gently used warm winter clothing for school-aged children in the Grant County Foster Care program. This event is an opportunity for all campus employees and students to give back to their community. Collections will end on October 30th. Sometime in November, the STAR committee will bring in treats as our thank you!

The STAR Committee is fully selected for the 2015-16 academic year. We are very excited for the strong representation from a variety of campus departments and the strengths that each member brings to this committee. Regular meetings to discuss activities and trainings for the classified staff are on-going.

The next STAR committee training **Career Enhancement & Education** will be presented by Bonnie Jeffery, Career Services Coordinator on November 19th. The committee is ready to release our 2015-2016 Classified Staff Training Calendar, and it is included with this report.

Additional Classified Staff Training (September 2015)

Training	Date(s)	Participants	Department	Location
WA Department of Retirement Systems	9/3/15	15	Various	BBCC
WA State Contract Management 101 (4 Units)	9/28 to 9/30/15	4	See attached	Online
WA State Purchasing & Procurement Ethics	9/28 to 9/30/15	10	See attached	Online
WA State Small Purchases	9/28 to 9/30/15	10	See attached	Online
Other-A+ Certification	9/15	1	See attached	Online
Other-Team Leadership & Personal Enrichment	5/15 to 9/15	1	See attached	Online
Other-Word Press Training	9/10/15	1	See attached	BBCC
Other-Worker Retraining Conference	9/2 to 9/3/15	1	See attached	Olympia

Prepared by Robin Arriaga and Barbara Collins.

RECOMMENDATIONS:

None

2015-2016 CLASSIFIED STAFF TRAINING CALENDAR

WORKSHOPS

<p>Fall Quarter</p> <p>November 6, 2015 8:30 am to Noon Wallenstien Performing Arts Center</p> <p>BBC Campus Safety Preparedness Training (Active Shooter/ Campus Safety & Security/Self-Defense Mindset)</p>	<p>Winter Quarter</p> <p>TBD</p>	<p>Spring Quarter</p> <p>TBD</p>	<p>Summer Quarter</p> <p>July TBD, 2016 10:00 am to Noon TBD</p> <p>Synergize/Team Building</p> <p>TRiO Student Support Services Team</p>
--	----------------------------------	----------------------------------	--

TRAINING SESSIONS

<p>September 3</p> <p>10:00-11:00 and 3:00-4:00 Hardin Room</p> <p>Navigating the Department of Retirement Website Maze Robin Arriaga</p>	<p>October 15 POSTPONED Until January</p>	<p>November 19</p> <p>10:00-11:00 and 3:30-4:30 Library, Room 1801</p> <p>Career Enhancement & Education</p> <p>Bonnie Jefferey</p>	<p>December 18</p> <p>Holiday Social</p>
<p>January TBD</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>Online Security & Safety/Computer Technology Tony Lidbetter</p>	<p>February 5/6</p> <p>TBD</p> <p>CPR/AED/First Aid Arrangements made by Kyle Foreman</p>	<p>March TBD</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>Gentle Yoga and Wellness</p> <p>Terry Klinzel</p>	<p>April 14</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>Local and Global Issues</p> <p>Dr. Terry Leas</p>
<p>May 19</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>Workplace Etiquette</p> <p>Kim Garza</p>	<p>June TBD</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>Inclusion/Diversity</p> <p>Monica Medrano</p>	<p>July TBD</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>BBC Work Orders/ Employee Discounts Informational Various</p>	<p>August TBD</p> <p>10:00-11:00 and 3:30-4:30 TBD</p> <p>How to be an Effective Leader/Leadership Heidi Summers</p>

STAR COMMITTEE MISSION STATEMENT

“The STAR Committee supports the personal and professional development of all classified staff by planning a variety of useful staff training opportunities, developing programs for the recognition of staff contributions, and maintaining a presence with other groups on the BBCC campus.”

2015-2016 Classified Staff Training Log - Month of September

WA State Purchasing & Procurement Ethics

L Name	F Name	Date	Hours	Department	Location/Type
Aldrich	Kathy	9/29/2015	1	Library	BBCC/Online
Arriaga	Robin	9/18/2015	1	Human Resources	BBCC/Online
Bratsch	Heidi	9/29/2015	1	Nursing	BBCC/Online
Christian	CarlaLouise	9/28/2015	1	STEM Grant	BBCC/Online
Collins	Barbara	9/29/2015	1	Title V Grants	BBCC/Online
Hesselroth	Paul	9/28/2015	1	Maintenance	BBCC/Online
Johnson	Barbi	9/28/2015	1	Business Office	BBCC/Online
Okerlund	Karen	9/29/2015	1	Human Resources	BBCC/Online
Reigel	Barbara	9/28/2015	1	Business Office	BBCC/Online
Russell	Joe	9/28/2015	1	Maintenance	BBCC/Online

WA State Small Purchases Training

L Name	F Name	Date	Hours	Department	Location/Type
Aldrich	Kathy	9/29/2015	1	Library	BBCC/Online
Arriaga	Robin	9/29/2015	1	Human Resources	BBCC/Online
Bratsch	Heidi	9/29/2015	1	Nursing	BBCC/Online
Christian	CarlaLouise	9/29/2015	1	STEM Grant	BBCC/Online
Collins	Barbara	9/29/2015	1	Title V Grants	BBCC/Online
Hesselroth	Paul	9/28/2015	1	Maintenance	BBCC/Online
Johnson	Barbi	9/29/2015	1	Business Office	BBCC/Online
Okerlund	Karen	9/29/2015	1	Human Resources	BBCC/Online
Reigel	Barbara	9/28/2015	1	Business Office	BBCC/Online
Russell	Joe	9/29/2015	1	Maintenance	BBCC/Online

WA State Contract Management 101 (Modules 1-4)

L Name	F Name	Date	Hours	Department	Location/Type
Arriaga	Robin	9/30/2015	3	Human Resources	BBCC/Online
Christian	CarlaLouise	9/29/2015	3	STEM Grant	BBCC/Online
Johnson	Barbi	9/29/2015	3	Business Office	BBCC/Online
Reigel	Barbara	9/30/2015	3	Business Office	BBCC/Online

Other Training Options

L Name	F Name	Date	Hours	Department	Location/Type	Training Title
Searcy	Brandi	9/2015	2	BBT	Online	A+ Certification
Starr	Jennifer	9/10/2015	1	BBCC Foundation	BBCC Campus	Word Press Training
Timofeyev	Taisa	9/02 to 9/03/2015	12	Opportunity Cntr	Olympia	Worker Retraining Conf Team Leadership &
Timofeyev	Taisa	05 to 09/2015	6	Opportunity Cntr	Online	Personal Enrichment

2015-2016 Classified Staff Training Log

WA State Retirement

L Name	F Name	Date	Hours
Bratsch	Heidi	9/3/2015	1
Brischle	Cheryl	9/3/2015	1
Starr	Jennifer	9/3/2015	1

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

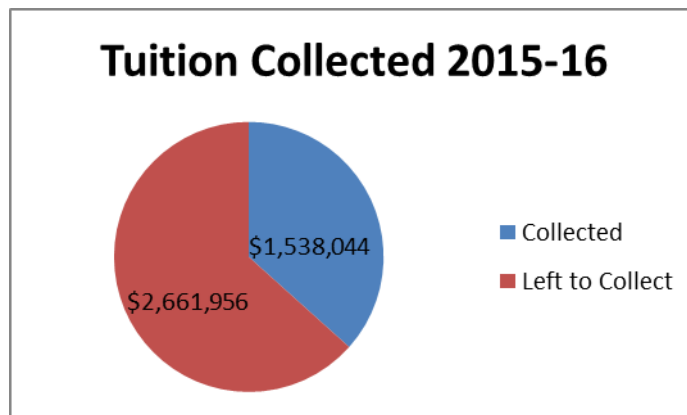
Summer 2015 headcount enrollment was up 24 (3.6%) over summer 2014. State-funded FTE was up 46.8 (14.9%) over the previous summer. We had an increase in students attending full-time (12 credits or more) over summer 2014. It was our highest number of state-funded FTE since our record year of 2010.

The fall 2015 enrollment report as of the tenth day of the quarter shows an increase of 1.5% in state-funded FTE compared to fall 2014. Nearly the entire increase is in the ABE/ESL category. It is difficult to predict if this will carry through the entire quarter or if this is attributable to having entered ABE/ESL registrations earlier than in the previous year. We do know that 19.2 of the state-funded FTE increase is due to moving our former MATH 080 class to the ABE area. Had we not done that, we would see a small increase in FTE in the academic area also.

The tuition amount budgeted for 2015-2016 is \$4,200,000. As of September 30, 2015 we have collected \$1,538,044 or 36.6% of the budgeted amount. As of September 30, 2014 we had collected \$1,588,972 or 36.1%.

TUITION COLLECTION REPORT

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$ 4,400,000
Total Collections as of Sept 30	\$ 1,538,044	\$ 1,588,972
As a % of annual budget	36.6%	36.1%
Left to collect to meet budget target	\$ 2,661,956	\$ 2,811,028

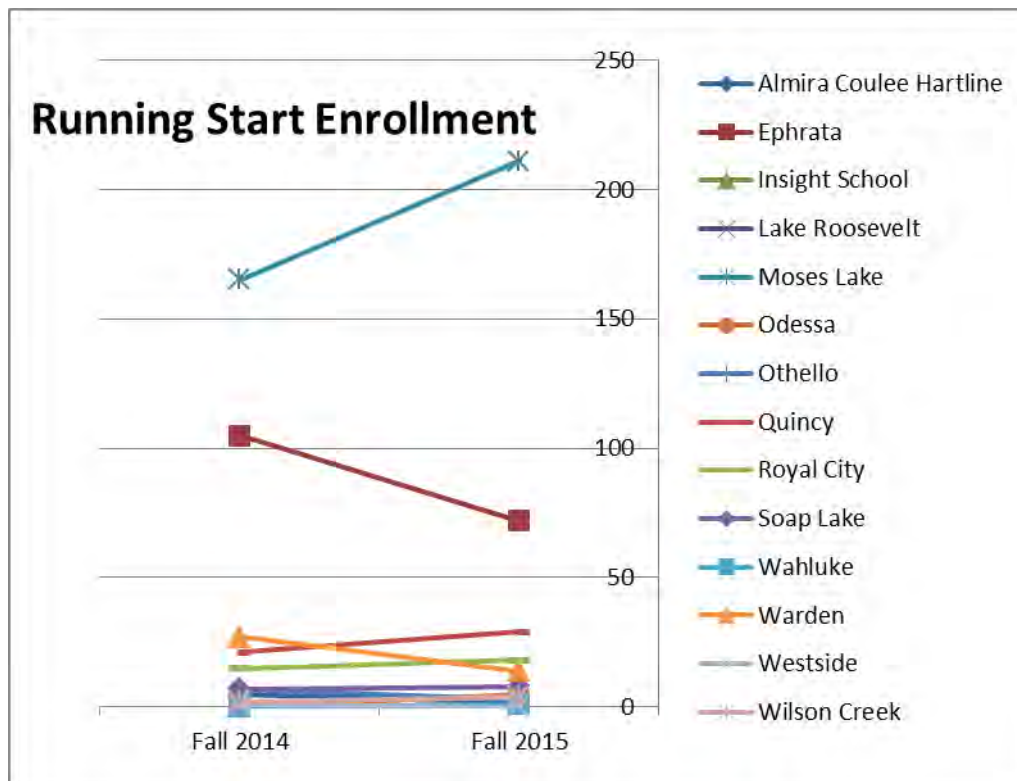


Prepared by Associate Vice President of Student Services Candy Lacher and Executive Director of Business Services Charlene Rios.

Running Start (RS) headcount continues to be strong. The reason for the decline in Ephrata and Warden is that Running Start in the High School has been discontinued at the state level.

Enrollment in Running Start

High School	Oct 2014	Oct 2015	Change
Almira Coulee Hartline	5	2	-3
Ephrata	105	72	-33
Insight School	0	1	+1
Lake Roosevelt	0	1	+1
Moses Lake	165	211	+46
Odessa	0	5	+5
Othello	7	3	-4
Quincy	21	29	+8
Royal City	15	18	+3
Soap Lake	7	8	+1
Wahluke	0	1	+1
Warden	27	14	-13
Westside	1	0	-1
Wilson Creek	2	4	+2
Total	355	369	+14



F.T.E. REPORT

2014-2016

	QTRLY	ANNUAL
	<u>FTEs</u>	<u>FTEs</u>
1st year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
2nd year (15-16)		
SUMMER	360.8	120.3
FALL	1566.4	522.1
WINTER		0.0
SPRING		0.0
TOTAL	<u>6948.3</u>	<u>2316.1</u>
1st year annual FTE Target	5181	1727
2nd year annual FTE Target	5127	1709
 SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2316.1
Past year + current year allocation		3436.0
% of allocation target attained to date		67.4%
Add'l FTEs to meet minimum 96%	2947.4	982.5
Add'l FTEs to meet target 100%	3359.7	1119.9
FTEs over funding level - 1st year	-159.9	-53.3
FTEs over funding level - 2nd year	-3199.8	-1066.6

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #3: CONSENT AGENDA (for information)

k. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of September 30, 2015, is attached for Board review. There was 81.34% of the state operating budget remaining.

Prepared by Director of the Business Office Char Rios.

RECOMMENDATION:

None

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF SEPT 30, 2015**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/15		As of 9/30/15	Includes Enc		
010 INSTRUCTION	SALARIES	4,959,606	27,340	4,986,946	577,932	4,409,014	88.41%
	BENEFITS	1,575,604	8,824	1,584,428	252,567	1,331,861	84.06%
	GOODS&SVC	439,143	308,545	747,688	54,223	693,466	92.75%
	TRAVEL	60,108	0	60,108	8,754	51,354	85.44%
	EQUIP	67,814	0	67,814	935	66,879	98.62%
	TOTAL		7,102,275	344,709	7,446,984	894,411	6,552,573
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	657,060	0	657,060	155,938	501,122	76.27%
	BENEFITS	216,236	0	216,236	52,722	163,514	75.62%
	GOODS&SVC	38,558	0	38,558	16,817	21,741	56.38%
	TRAVEL	10,950	0	10,950	298	10,652	97.28%
	EQUIP	6,500	0	6,500	0	6,500	100.00%
TOTAL		929,304	0	929,304	225,776	703,528	75.70%
050 LIBRARY	SALARIES	358,518	0	358,518	73,352	285,166	79.54%
	BENEFITS	135,384	0	135,384	30,373	105,011	77.57%
	GOODS&SVC	78,656	0	78,656	36,197	42,459	53.98%
	TRAVEL	2,100	0	2,100	394	1,706	81.22%
	EQUIP	20,000	0	20,000	15,823	4,177	20.89%
TOTAL		594,658	0	594,658	156,139	438,519	73.74%
060 STUDENT SERVICES	SALARIES	1,098,808	(1,115)	1,097,693	237,286	860,407	78.38%
	BENEFITS	383,217	(85)	383,132	87,034	296,098	77.28%
	GOODS&SVC	66,121	0	66,121	37,205	28,916	43.73%
	TRAVEL	8,400	591	8,991	0	8,991	100.00%
	EQUIP	0	0	0	0	0	0.00%
	GRANTS MATCH	442,474 15,481	(896) 0	441,578 15,481	158,385 0	283,193 15,481	64.13% 100.00%
	TOTAL	2,014,501	(1,505)	2,012,996	519,910	1,493,086	74.17%
080 ADMIN.	SALARIES	1,574,585	0	1,574,585	399,709	1,174,876	74.61%
	BENEFITS	542,117	0	542,117	127,416	414,701	76.50%
	GOODS&SVC	837,639	0	837,639	137,202	700,437	83.62%
	TRAVEL	59,500	0	59,500	5,316	54,184	91.07%
	EQUIP	22,450	0	22,450	3,283	19,167	85.38%
TOTAL	3,036,291	0	3,036,291	672,926	2,363,365	77.84%	
090 M&O	SALARIES	1,165,416	0	1,165,416	278,463	886,953	76.11%
	BENEFITS	467,792	0	467,792	115,666	352,126	75.27%
	GOODS&SVC	863,109	0	863,109	261,991	601,118	69.65%
	TRAVEL	7,025	0	7,025	0	7,025	100.00%
	EQUIPMENT	41,087	0	41,087	2,821	38,266	93.13%
	DEBT SERV.	200,841	0	200,841	0	200,841	100.00%
TOTAL	2,745,270	0	2,745,270	658,941	2,086,329	76.00%	
TOTAL BUDGET		16,422,299	343,204	16,765,503	3,128,101	13,637,402	81.34%

CORRECTION to Opp Grant (061.5FPP)and ABE Grant (018.7E11)	2,454
CORRECTION to Opp Grant (061.2A96)and ABE Grant (011.2A91)	(2,454)
I-DEA GRANT 018.7DEA	53,730
College Affordability Program Tuition ALLOCATION #2	207,474
Worker Retraining Variable ALLOCATION #2	82,000

TOTAL ADJUSTMENTS TO ALLOCATION	343,204
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BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #5: 2015-16 Proprietary Funds Budget & Financial Statements (for action)

BACKGROUND:

The 2015-16 Proprietary Funds Budget & Financial Statements will be presented to the Board.

RECOMMENDATION:

President Leas and VP Schoonmaker recommend approval of the 2015-16 Proprietary Funds Budget & Financial Statements.

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #6: Mission Fulfillment Report (for information)

BACKGROUND:

The AMP Mission Fulfillment Summary will be presented by Dean Valerie Parton.

Prepared by VP Bob Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #7: President's Evaluation and Contract (for action)

BACKGROUND:

The board may act on President Leas' evaluation and contract.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #8: Board Policies (for action)

BACKGROUND:

The following board policy draft was presented for your consideration during the September 10 meeting. Presented today for action.

BP 7800 Firearms and Dangerous Weapons

The draft revision of BP7800 updates the language. This policy was last updated in 2002.

RECOMMENDATION:

None.

- 7800.1 Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet-guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.
- 7800.2 Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.
- 7800.3 Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility is controlled by the Office of Student Activities and is accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding holidays).
- 7800.4 Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction of the college. The Vice President of Instruction or other designee shall review any such request and may establish conditions to the authorization.
- 7800.5 Firearms owned by the institution for use by special interest groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams, must be stored in a location approved by the Vice President of Student Services or any other person designated by the President of the college. Said firearms must be checked out by the club advisor or coach and are to be used by legitimate members of the club or teams in the normal course of the club or team’s activity.
- 7800.6 Violators shall be subject to appropriate disciplinary or legal action.

Reference WAC 132-117-010

BP7800 FIREARMS AND DANGEROUS WEAPONS

BP7800

- 7800.1 Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet-guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.
- 7800.2 Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.
- 7800.3 Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the Resident Halls Coordinator. The storage facility for all other students is in the Registration office and is controlled by the Associate Vice President of Student Services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Thursday and 8:00 a.m. through 2:30 p.m., Friday, excluding holidays.
- 7800.4 Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction & Student Services of the college. The Vice President of Instruction & Student Services or other designee shall review any such request and may establish conditions to the authorization.
- 7800.5 Violators shall be subject to appropriate disciplinary or legal action. Firearms owned by the institution for use by special interest groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams, must be stored in a location approved by the Vice President of Student Services or any other person designated by the President of the college. Said firearms must be checked out by the club advisor or coach and are to be used by legitimate members of the club or teams in the normal course of the club or team's activity.
- 7800.6 ~~Violators shall be subject to appropriate disciplinary or legal action.~~

Reference WAC 132R-117-010

Board Approved Revision 9/02

Firearms & Dangerous Weapons
BP7800

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BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

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 16, 2015.
- Five student awardees from around the state will be notified in early December.
- Awards dinner – January 24, 2016 (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: 10/29/15

ITEM #10: 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.

Prepared by VP Bob Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/29/15

ITEM #11: Regularly Scheduled Board Meeting Date (information)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, December 3, at 1:30 p.m.

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: 10/29/15

ITEM #12: Miscellaneous (information)

BACKGROUND:

PTEC Kick-off, Goals & Objectives meeting is scheduled Friday, October 30 from 8:00-noon in the ATEC building, room 1856. The PTEC Symposium, which communities are invited to attend, is scheduled on Thursday November 12, in Masto A & B in the ATEC Building.

Trustees are invited to attend the Campus Safety Preparedness Training sponsored by the STAR Committee is scheduled on Friday, November 6 from 8:30-noon.

The ACT Legislative Action Committee Retreat is scheduled on Thursday, November 19 from 11:00-4:00 p.m. at the Hilton Seattle Airport & Conference Center. BBCC's committee members are Trustees Stephen McFadden and Jon Lane. Please let Melinda know if you plan to attend.

Prepared by the President's Office.

RECOMMENDATION:

None.

ASK YOURSELF: AM I STUDENT READY?



Campus Safety Preparedness Training Friday, Nov. 6, 2015 8:30 a.m. - Noon Wallenstien Performing Arts Center

FOR ALL EMPLOYEES AND STUDENT LEADERS

ON BEHALF OF THE CLASSIFIED STAFF STAR COMMITTEE, PLEASE JOIN US FOR AN ENGAGING AND EDUCATIONAL CAMPUS SAFETY PREPAREDNESS TRAINING. THIS TRAINING WILL GIVE YOU THE OPPORTUNITY TO ANSWER THE QUESTION, "AM I PREPARED AND STUDENT READY?"

PREPARE, PLAN, AND STAY INFORMED IS PART OF A NATIONAL AWARENESS PLAN AND WE AIM TO DO OUR PART. (FOR MORE INFORMATION CHECK OUT WWW.READY.GOV).

WE ENCOURAGE ALL BBCC EMPLOYEES AND FACULTY TO ATTEND. THIS WORKSHOP HAS SOMETHING FOR EVERYONE AND INCLUDES THREE TRAINING COMPONENTS:



1. ACTIVE SHOOTER: DEPUTY RIC CHAR FROM THE GRANT COUNTY SHERIFF'S OFFICE AND SGT. MIKE WILLIAMS FROM THE MOSES LAKE POLICE DEPT.

2. CAMPUS SAFETY & SECURITY: KYLE FOREMAN, DIRECTOR OF CAMPUS SAFETY & SECURITY

3. SELF-DEFENSE MINDSET: JEREMY SEDA, WEB & MULTIMEDIA SPECIALIST; LUIS ALVAREZ, SSS SENIOR ACADEMIC ADVISOR, AND THE BRAZILIAN JIU-JITSU BBCC ASB CLUB

- FULL-TIME FACULTY WILL EARN PDU POINTS
- FULL-TIME EXEMPT EMPLOYEES WILL EARN LEADERSHIP POINTS
- CLASSIFIED STAFF TRAINING RECORD WILL GET PROFESSIONAL DEVELOPMENT HOURS

TO STREAMLINE SIGNING IN AT THE DOOR, HAVE YOUR BBCC ID BADGE WITH YOU. THERE WILL ALSO BE A PAPER SIGN-IN SHEET AVAILABLE AT EVENT. (IF YOU DON'T HAVE A BBCC ID BADGE, YOU CAN HAVE ONE MADE AT THE BBCC LIBRARY.)

SAVE THE DATE: FRIDAY NOV. 6, 2015