



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

**Thursday, October 30, 2014  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

## Fall 2014 Campus Events

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

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

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

October	30	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Halloween Dance 9:00 p.m.-midnight, Masto Conference Center
November	4	Lunchfest: Thanksgivingfest (BBCC VETERANS EAT FOR FREE); 10:30 a.m. – 1:00 p.m ;Masto Conference Center
	5	Pool Tournament – 12:00 p.m. student only
	6	Dodgeball Tournament; 7:00 p.m.; DeVries Activity Center
	7	Volleyball vs. Wenatchee Valley CC; 6:00 p.m.; DeVries Activity Center
	11	Campus Closed for Veterans Day
	12	Inspirational Muslim Speaker Zohra Sarwari; 1:00 p.m.; Masto Conference Center
	20	Thrillin' Third Thursday Event – Singer, Songwriter Nick Hagelin; 7:00 p.m.; Wallenstien Theater
	22	Men's Basketball vs. Columbia Basin All-Stars 7:00 p.m.
	27-28	Campus Closed for Thanksgiving Holiday
December	8	Free Pool – 8:00 a.m. – 5:00 p.m. Game room
		ASB Library Campout – 8:00 p.m. Peterson Gallery
	11	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room



### Thrillin' Third Thursday!

(Students had a great time enjoying the ASB sponsored Matt Corey Concert. He entertained attendees with two turntables and a saxophone.)



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanut Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, October 30, 2014, 1:30 p.m.  
 ATEC- Hardin Community Room

**Governing Board Members:**

*Jon Lane*  
*Chair*

*Stephen McFadden*  
*Vice Chair*

*Anna Franz, J.D.*

*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
I	2. Introductions – Trustee Juanita Richards LDS President Reid Baker, High Councilor Brandon Nelson and Public Affairs Director Marlo Merrell. Samaritan Healthcare CEO Tom Thompson
I/A	3. Consent Agenda a. Regular Meeting August 7, 2014, (A) Board Retreat September 11, 2014 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 Vice President – Jacob Barth b. Classified Staff Representative – Robin Arriaga c. Faculty Association President – Rie Palkovic d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Assoc. VP Candy Lacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton
A	5. Proprietary Budget & Financial Statement – Gail Hamburg
A	6. Transforming Lives Award Nomination – Terry Leas
A	7. President's Evaluation – Board
I	8. Exceptional Faculty Award – Assoc VP Candy Lacher
A	9. AMP Mission Fulfillment Report – Dean Valerie Kirkwood
	<b>-----BREAK-----</b>
	Executive Session
I	10. Board Policies for Discussion– President Leas
A	11. Board Policies for Action – President Leas
A	12. 2015 Board Meeting Schedule – President Leas
A	13. Advisory Committees List – Dean Clyde Rasmussen
A	14. Assessment of Board Activity – Board
A	15. Next Regularly Scheduled Board Meeting – Board
I/A	16. Miscellaneous – Chair Jon Lane, 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 11, 2014**

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: 10/30/14

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting August 7, 2014, and the board retreat September 11, 2014, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting August 7, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Mrs. Delight Morrison Leas, WWII Veteran and mother of President Leas, led the pledge. Mrs. Leas served in the Women's Army Corps, August 1943 to November 1945, and received an honorable discharge at the rank of Sergeant.

Board chair Jon Lane announced that the meeting was being recorded and streamed live on MediaSite. He also stated there may be slight changes to the agenda to accommodate two executive sessions.

### 1. Call to Order

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

### 2. Introductions

VP Gail Hamburg introduced Rick Sparks, recently hired Director of BBT and former the Director of Technology at Clackamas Community College. Financial Aid Director Jille Shankar introduced program assistant Cassandra Fry. Ms. Fry graduated from the BBCC Business Information Management program with honors.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes from June 13, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Capital Project Report (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I).

#### Motion 14-30

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

### 4. Remarks

- a. ASB Advisor Kim Jackson provided the ASB update. Advisor Jackson and the new ASB officers attended their leadership retreat in June. New activities will be added to the ASB calendar: Thrillin' Third Thursday, which is a monthly evening event at the Wallenstien Theater featuring motivational speaker. All of last year's activities, including the Viking Duck Hunt will continue. The Student Handbook/Planner is being printed, along with the Fall ASB Event Calendar. BBCC currently has twelve clubs. This is the largest number of clubs at BBCC since Advisor Jackson became the advisor 14 years ago. Phi Theta Kappa hosted a Regional Conference here on the Big Bend campus this summer.

The Nursing Club is fundraising by participating at the Space Burger Booth at the Fair this year.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Robin Arriaga and Scott Carsey were nominated for STACC (Staff Training for Technical and Community Colleges) Exemplary Staff Awards. This is a statewide competition for nominees "who have consistently demonstrated commitment and excellence in job performance and dedication to the mission and goals of their institution, as well as dedication to the professional development of the classified staff on their campus." Six employees will attend the STAAC conference August 14-15 at Everett Community College.
- c. Faculty Association President Rie Palkovic provided updates from faculty members. Jody Bortz from Developmental Education attended a national CASAS Institute and learned about assessment. CASAS is the computerized math and reading test used to place ABE or ESL students into the proper level and track their progress towards student achievement points.

Instructors Kathleen Duvall, Chris Riley, Online Student Services Developer Jen Deleon, VP Bob Mohrbacher and Dean Kara Garrett attended AVID training. Welding Instructor Shawn McDaniel is working with industry members to perform research projects using students as assistants.

Philosophy Instructor Dennis Knepp attended the Charles S. Peirce Philosophy Conference at UMass Lowell and presented an essay about Right-Wing Hegelianism and the origins of the K-12 system. He will present his information to the board at the next meeting as part of the Exceptional Faculty Award. Instructor Knepp also has an essay about American Indian philosophy in Avatar and Philosophy which is scheduled to be published this month by Wiley-Blackwell. Instructor Knepp also has three more pop culture essays in the works this summer regarding Steve Jobs, Christopher Nolan, and Star Wars. Art Instructor Rie Palkovic attended a class using plants for dye and impressing on paper to create boxes.

French Instructor Jen McCarthy is preparing to sing a new collection of songs this Friday at the MAC art opening which will feature BBCC Librarian Libby Sullivan. Instructor McCarthy's show is entitled "Inspirations, Translations and Interpretations," and she will showcase her year-long project; her own Swedish and French translations and adaptations of songs by Bob Dylan and Tom Waits.

Chair Lane read John Swedburg's thank-you and retirement letter.

- d. VP Gail Hamburg reported that handrails have been installed for assistance climbing the bleachers in the gym. Welding Instructor Shawn McDaniel volunteered his time to do the aluminum welding. She also reported that the LDS Community Project group contacted her to inquire about an improvement project. They recently made improvements to curbing and landscaping at Chief Moses Middle School.

The group, headed by Marlo Merrell and Brandon Nelson, will landscape around the 1400 and 1200 buildings using low-scape, which requires little water and maintenance. The college will purchase supplies and shrubs and Tommer Construction donated the basalt rock. Work will begin Saturday, September 13. Improvements including new HVAC units, black-out blinds and new carpeting are being made in the 1600 building improvements. The interior will also be painted as time permits. New carpeting that matches the new STEM Center is being installed in building 1200.

Board Chair Jon Lane announced an executive session at 1:45 p.m. that will last 25 minutes to discuss to consider the selection of a site or the acquisition of real estate by lease or purchase, per RCW 42.30.110 (b), no action will be taken.

- e. VP Mohrbacher reported that he accompanied seven faculty/staff members to the AVID conference. The enrollment report shows that BBCC is following the statewide trend of decreased enrollment during the summer. BBCC will have an information Booth at the Grant County Fair, and staff will contact students who are admitted but not registered yet. There is also a "Start next quarter workshop" that is advertised on the website. Some of the decrease is a result of the large number of students who graduated.
- f. VP Gail Hamburg provided VP Kim Garza's HR update. BBCC recently submitted a project to the State Auditor's Office to Pilot a Lean Academy and was approved. The BBCC Lean Academy will kick-off August 19 with a six-hour leadership training session. Training for Lean team members will take place August 20-21. The Kaizen event is scheduled for October 13-15, 2014. The purpose of this project is to streamline the current process used to request, generate, and approve quarterly employment contracts. This project will determine inefficiencies in the current process and create a new and improved process. The training and consulting services received through this Lean Academy are provided by the State Auditor's Office at no cost to BBCC. This project also aligns BBCC with the Governor's Lean initiatives. Trustees are welcome to attend the August 19 session.

BBCC student, Aryan Dehbozorgi, will conduct a training session for employees in August titled "Perspectacles." The purpose of the workshop is to educate participants on how their words and actions are perceived by others and how that perception influences the relationship between individuals. Trustees are welcome to attend the workshop.

BBCC and UW graduate Kenneth Shrag accepted the position of JATP Operations Coordinator position, he will begin August 11.

- g. Executive Director LeAnne Parton provided an update for the Foundation. One hundred and sixteen scholarships have been awarded. After the Foundation receives the scholarship recipients' thank-you notes, the money will be disbursed. Scholarships include a new Edward and Joann Davies Nursing scholarship and a Basic American Foods Grant scholarship for \$5,000.

The Frank Shinn Trust money, which totals \$126,000, was moved into the Title V Endowment. The Title V Endowment needs an additional \$45,000 to match. The STEM Endowment totals \$103,000 and needs an additional \$160,000 to match.

## 5. **\$ALT**

Online Student Services Developer Jen DeLeon provided a \$ALT Presentation. \$ALT is the number one financial literacy choice in WA state. This is an online financial aid resource, and it provides assistance with default management. BBCC's three-year default rate is currently 23.2%. If the default rate reaches 30%, BBCC is required to have a default management plan. BBCC is proactively implementing the \$ALT program now. Students can complete online activities and earn certificates.

The \$ALT live co-branded website is [www.saltmoney.org/bigbend](http://www.saltmoney.org/bigbend). It provides interactive activities in English and Spanish. President Leas emphasized the big challenge student debt represents. Offering \$ALT is a good step toward financial literacy and student debt management.

There is no cost to the student for this program. The college cost of \$6,800 decreases with additional users and other colleges registering. The Title V and Working Families Support Network grants will fund this program for the next three years. Trustee Villarreal stated if the program works, it is worth the cost. The Financial Aid department is reviewing how to encourage all students to use \$ALT and trying to integrate it into the enrollment process.

Board Chair Jon Lane announced an executive session that will last 20 minutes to receive and evaluate complaints or charges brought against a public officer or employee, per RCW 42.30.110 (f) with no action taken.

## 6. **Board Policies for Information**

Draft BP 8070 Awarding Diplomas was reviewed. AP 8070 is not authorized by a current BP and needs to be removed from the web page and board policy book. Trustees discussed clarifying the language to differentiate conferring degrees and presenting the diploma folder to the graduate. Disruptions to the ceremony should be kept to a minimum while not denying a familial relationship. The trustees would like to encompass the idea of inclusion in the graduation ceremony. The "community" in Big Bend Community College needs to be respected and honored, therefore this policy should be broad. The trustees would like to see this policy in draft form again at the next meeting.

Revisions to BP 6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct include updated legal wording and references.

VP Kim Garza has worked with AAG Bradbury to revise this policy. This revision contains almost all new language to meet new laws.



**7. Board Policy for Action**

BP 6106 Admission adds language regarding Running Start. The former guidelines for Running Start are being revised into procedures.

Motion 14-31 Trustee Stephen McFadden moved to approve BP 6106. Trustee Mike Blakely seconded, and the motion passed.

**8. Board Resolution 2014-1**

President Leas designates an administrator-in-charge during his absences. When issues arise, they are usually in the area of student services. VP Mohrbacher is the first designee, then VP Hamburg, and then VP Garza. This resolution documents the chain of authority and revises the order of the chain.

Motion 14-32 Trustee Mike Blakely moved to accept Board Resolution 2014-1. Trustee Anna Franz seconded, and the motion passed.

**9. Board Retreat Agenda**

The trustees reviewed the draft retreat agenda.

Trustee Stephen McFadden requested training in policy governance at a future meeting. President Leas will find a facilitator from outside the college to lead a session.

Trustee McFadden stated he would like to see an annual report to the community in an easily digestible “state of the college” format to articulate the board’s evaluation, goal setting, and budget. Outcomes, board self-evaluation, and president’s evaluation could be included in an executive summary and delivered to the general public and college community. His vision is of brag sheet, rather than a book, that shares the goals for the next year, in poster style. This report would serve a different purpose than the annual report prepared by PIO Doug Sly in the past. This new format could be shared widely, posted on the website and local economic development councils and chambers of commerce could share with their constituents.

**10. ESB 5964 Open Public Meeting Act Training**

AAG Mirisa Bradbury presented the Public Records Act, Records Retention and Open Public Meetings Act (OPMA) training required by ESB 5964. The trustees were each given a paper copy of the Powerpoint she presented.

AAG Bradbury emphasized key points: everything is presumed to be open to the public, and importance of responding to public records requestors, and openness and transparency.

BBCC has a good procedure in place, and Kathy Arita does a good job. The OPMA also applies to student associations.

AAG Bradbury stated BBCC does a good job meeting the requirements.

She encouraged staff to check with her or Kathy Arita regarding public records and retention.

#### **11. Assessment of Board**

Trustee Stephen McFadden reported that he attended Graduation.

Trustee Jon Lane reported that he talked with board members individually about any changes they would like to see during meetings. He also said he wants to invite industry partners to provide presentation at board meetings. Trustee Lane will attend his first TACTC board meeting as the TACTC Treasurer later this month.

Trustee Anna Franz reported that she attended graduation.

Trustee Mike Villarreal reported that he attended graduation, and it was exciting to see the graduates and their families. He also attended an AVID conference.

Trustee Mike Blakely reported that he attended all of the graduation activities.

#### **12. Regularly Scheduled Board Meeting Date**

The next regular meeting is scheduled on October 30. The proposed 2015 meeting dates will be shared during the October 30 meeting. The trustees discussed the day and frequency of meetings. They agreed that study sessions for special topics held the morning of the scheduled meetings work well.

#### **13. Miscellaneous**

President Leas announced that the Rotary Club of Moses Lake in partnership with the Kiwanis Club have been working to provide funding for AEDs for the college. The AEDs are expected on campus this fall.

Trustee Mike Blakely was awarded the ACCT Pacific Leadership Award. He will also be eligible for the national award, which will presented during the ACCT conference in October.

President Leas announced his plans to nominate Board Chair Jon Lane for the AACC Outstanding Alumni Award.

The meeting adjourned at 4:25 p.m.

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Jon Lane, Chair

ATTEST:

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Dr. Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its retreat Thursday, September 11, 2014, at the CBTech Facility.

Board Chair Jon Lane led the pledge.

### 1. Call to Order

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

### 2. Introductions

Each person attending introduced themselves: Executive Assistant Melinda Dourte, Dean Tim Fuhrman, Dean Kara Garrett, VP Kim Garza, VP Gail Hamburg, Director Kim Jackson, Dean Valerie Kirkwood, Associate VP Candy Lacher, President Terry Leas, VP Bob Mohrbacher, Faculty Association President Rie Palkovic, Executive Director LeAnne Parton, Dean Clyde Rasmussen, Director Charlene Rios, PIO Doug Sly, and BBT Director Rick Sparks.

### 3. MOUs with Faculty Association

VP Garza introduced the two Memorandums of Understanding (MOU) that were developed the past year since the 2013-15 Negotiated Agreement was approved by all parties. The Faculty Association and BBCC agreed to work together to draft wording describing movement on the Salary Index Matrix (SIM) including a promotional step for tenured faculty and a professional development unit (PDU) process. The MOU regarding SIM movement provides a process for tenured faculty to request a promotion to senior tenured faculty.

The MOU regarding PDUs provides a process for earning PDUs and receiving a PDU stipend.

Faculty Association President Rie Palkovic thanked the team members: VP Kim Garza, Dean Kara Garrett, VP Bob Mohrbacher, Psychology/Criminal Justice Instructor Ryann Leonard, and BIM Instructor/VP Faculty Association President Daneen Berry-Guerin. She said the team worked hard and developed agreements that will benefit BBCC students and faculty. The Faculty Association voted unanimously to accept the MOU regarding PDUs and the MOU regarding SIM Movement.

#### Motion 14-33

Trustee Mike Blakely moved to approve the Memorandums of Understanding regarding PDUs and SIM Movement. Trustee Stephen McFadden seconded, and the motion passed.

#### 4. Academic Master Plan

Dean Valerie Kirkwood introduced the Mission Fulfillment Workbook task. The trustees transferred their comments to the posters.

##### **Student Success**

**Outcome:** BBCC provides access to programs and services that meet the needs of our service district.

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

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

**Are there areas where we are not fully meeting needs? What changes could we make to meet needs for prospective and current students?**

Agriculture Tech, Engineering, Hospitality, Veterans, and maximizing STEM, are areas in which BBCC could expand.

Trustee McFadden said there is a growing focus on added-value agriculture programs. BBCC needs to help entrepreneurs develop ways to put agriculture to work for retail sales. Trustee Blakely encouraged prioritizing a science building to include an agriculture program. Trustee Villarreal advised that there is a teacher shortage. BBCC needs to be innovative and attract 4th-5th graders to agriculture science, and help young students to see BBCC as their first higher education step. VP Mohrbacher stated many BBCC students are education majors. There aren't many agriculture students. There is a fine balance to determining whether hire an instructor before there are students or recruit students and then hire an instructor.

Trustee McFadden asked about student feedback. Dean Kirkwood explained that BBCC staff talk to students at different levels of education throughout their BBCC experience. Trustee McFadden said he would like to hear the students' conversations around successes and challenges in the form of a focus group with students and no more than two trustees in attendance.

President Leas commented on the complexity of information gathering and multiple audiences and asked if the monitoring reports inform the trustees appropriately? Trustee McFadden stated focus group information will be equally valuable to him as the data.

VP Mohrbacher suggested focus groups with people who are not BBCC students may be helpful, he suggested industry employees.

Trustee Jon Lane stated the Carver model discussion will inform this. He is interested in learning about wait lists and class cancellations. Associate VP Candy Lacher said the wait lists are shorter this year.

It will be easier to capture this information once the new statewide computer software system, ctcLink, is in place.

Director of Student Activities Kim Jackson shared that a training to raise awareness of veterans' issues for staff/faculty, "Battle Grind to Campus Mind" will be available on campus in October.

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

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

**What services and resources seem to have the biggest impact on student learning, course success, retention, and completion rates?**

TRiO, and AVID in Higher Ed stress advantages of two- and four- year degrees. I- Best, English lab, new student orientation (NSO), STEM Center, counseling, emporium math, and online textbooks all positively impact student learning, course success, retention, and completion rates.

Trustee Anna Franz suggested holding a focus group of students who have not attended NSO to understand why they aren't participating? Trustees' comments included encouraging more on-campus participation, teaching soft skills, and faculty and staff usage of the advisor tool.

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

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

Trustee Stephen McFadden suggested targeted counseling for students. Even though undecided students are exploring, focused pathway advising will help students seek appropriate classes/credits. What are the characteristics of students who are "wandering aimlessly" through classes that are not on their degree pathway?

VP Mohrbacher reported that a study revealed very few transfer problems with WA state schools. Some students take the wrong classes, which can slow their progress to their certification or degree. Students also need to understand the skills needed for their chosen profession. This insight can be illuminated by job shadowing opportunities which could be arranged by a career services coordinator. Recruiting days for employers would also be beneficial.

Board Chair Jon Lane announced a 10-minute break at 10:09 am.

## **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' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

**Are there best practices that should be expanded or taken to scale at BBCC?**

Trustees asked about recognition of employee creativity and encouragement of future leaders. Employees are nominated for awards. President Leas commented that he could send more personal thank-you notes.

Discussed AVID strategies that are being used campus-wide and expanding AVID workshops. Trustee Mike Villarreal asked about faculty development process. VP Mohrbacher explained that BBCC has several processes that assess both student learning and teaching practice:

The annual assessment process involves departments, and each department develops a plan for student learning assessment for the year. The following fall they produce a report detailing the assessment results, and then use the results to make changes to curriculum, teaching practices, department procedures, etc.

Faculty in the tenure process have classroom observations, student evaluations, and peer feedback as part of their process.

Tenured faculty participate in the Tenured Faculty Evaluation process, which involves classroom observations, student evaluations, and peer feedback as part of their process.

Adjunct faculty have student evaluations and classroom observations on a regular schedule.

**Objective 2.2 BBCC helps students attain high academic standards**

**Trustees' effectiveness rating for this objective: 4.2**

**Trustees' importance rating for this objective: 5**

Trustees discussed continuing to develop student support services and encouraging participation. Trustee Blakely commented that the full-time faculty ratio should be increased. BBCC is implementing more peer mentoring because students listen to their peers. Trustee Lane stated he would like to see professional development education plans for faculty.

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

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

The trustees discussed AVID training and Carver Policy Governance training. VP Garza has developed staff training opportunities. She would like to develop a plan for employees who want to move up in the organization. The new professional development unit (PDU) category for faculty mentorship will be critical with new employees.

Faculty Association President Rie Palkovic stated all faculty members are on committees due to high number of new faculty.

President Leas commented that more professional/technical instructors should attend the AVID training.

The group discussed building relationships between BBCC faculty and school district faculty.

**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**

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 5**

Trustees discussed the importance of networking with industry, legislators and local boards. Trustee McFadden asked about our advertisement strategy with industry sectors.

VP Mohrbacher talked about BBCC's connection with CWU's aviation program. CWU's flight contractor recently dropped services. BBCC is trying to help, but there are some limitations due to FAA regulations. Some of CWU's new students have come to BBCC. CWU also lost its VA certification.

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

**Trustees' effectiveness rating for this objective: 4**

**Trustees' importance rating for this objective: 4.8**

Trustees discussed attracting students from local school districts by connecting with them at a younger age. Trustee McFadden stated Adams County needs more connection with BBCC. He talked about using a graphics wrapped bus or trailer to make an impactful statement in our communities. Students are multi-media focused, and BBCC needs to reach them with social media.

Director of ASB Kim Jackson reported the ASB is sponsoring “Thrillin’ Third Thursdays” featuring an artist on campus and open to the public. She said she could send posters and invites to school districts. Peers attract students, and BBCC’s large pool of alumni could be featured in messages to make them more personal. President Leas visited a high school that had graduates’ photos with their higher education plans; for example, “I went to BBCC!” Trustees agreed BBCC needs to celebrate with students.

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

**Trustees’ effectiveness rating for this objective: 4**

**Trustees’ importance rating for this objective: 4. 5**

Trustees commented about the improved lighting on campus. The PTEC building will help with energy conservation. BBCC needs to establish partnerships with the PUD, REC and wind farms.

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

**Trustees’ effectiveness rating for this objective: 4**

**Trustees’ importance rating for this objective: 5**

Trustee Mike Blakely stated it is important to be visible in the communities. The Transforming Lives Award dinner was a great example of celebrating with students. BBCC needs to build alumni connections and use them to reach new students. Trustees also discussed reaching out to communities with cultural activities and closing the gaps in success rates between white and minority students.

Director of BBT Rick Sparks said he would like to see student competition to create viral videos as a great way to advertise the college.

The board took a break for lunch and a tour of the CBTech facility at 12:15 p.m.

Board Chair Jon Lane opened the afternoon board retreat session at 1:24 p.m.

**5. Board Self-Evaluation**

Dean Valerie Kirkwood facilitated the board’s self-evaluation discussion. This exercise is an opportunity to evaluate the board as a whole, not individually. The new mission, core themes and Ends Statements provide good momentum for moving forward. The board’s policies drive the college focus.

Board Chair Jon Lane asked about Achieving the Dream (AtD) activities. Dean Kirkwood responded that AtD’s focus and requirements for data collection helped guide Institutional Research, and those strategies continue to be used. AtD provides external coaches to provide feedback regarding internal processes and goals.



President Leas stated if BBCC moves forward with AtD, the institution will be an AtD leader college, which will bring national recognition, and more importantly, it raises BBCC's eligibility for grants and continuous improvement.

**E-1 Mission Fulfillment: Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.**

**Strengths:**

Chair Jon Lane stated the board makes data-informed decisions. Trustee Blakely stated the board puts the needs of the students first.

**Challenges:**

Trustee Anna Franz commented that some of the service district's outlying communities are not represented. Trustee Stephen McFadden stated he feels removed from college between board meetings. More time on campus would provide the board a better grasp of the BBCC culture. Meeting the needs of the college and service district population is important. Trustee Blakely stated most public BBCC functions are attended by at least one trustee.

President Leas encouraged the trustees to think of the board collectively, rather than individually. The board represents the service district and provides insight into students' experiences. Trustee Mike Villarreal suggested a strategic approach to cross-geographical community visits. Up to two trustees could accompany President Leas when he visits communities and business/industry leaders. He also encouraged the entire board to meet with other boards. Trustee McFadden stated the local economic development councils and BBCC's workforce résumé are great tools. He invited President Leas to accompany him when visiting with workforce industries (this applies to E-4 Community Engagement) President Leas stated trustee attendance and interaction at community meetings fulfills mission effort. He reminded the board that they inform the "why" for the college.

Regarding E-3 Excellence in Teaching and Learning, Trustee McFadden stated he would like trustee involvement in stakeholder focus groups. BBCC gives outstanding effort to gather data and provides great financial information.

President Leas stated an important role of the board includes adding credibility to requests to business and industry for support and reminding legislators about funding needs.

Trustee McFadden asked about the next capital project, after PTEC. VP Hamburg responded that the Allied Health and Fitness Center, located next to the DeVries Activity Center will be the next capital request. She confirmed that equipment is included in the PTEC budget, and we have plans to provide sponsorship opportunities. PTEC will include the "latest and greatest" technology at the time it is built. Faculty and industry leaders are involved in the planning.

### **E-3 Excellence in Teaching and Learning**

Board Chair Jon Lane stated the data indicate BBCC instructors do a good job teaching. Hispanic students are performing above their counterparts nationally. VP Mohrbacher stated he is working with faculty emphasizing that teaching is about the outcome, not the input; in other words, what students learn, not what instructors teach.

Trustee Villarreal asked how teaching and learning is monitored. VP Mohrbacher stated there are multiple pathways, including master course outlines with outcomes and general education outcomes, which include critical thinking, quantitative reasoning and communication at the institutional level. Random student work and tests are used as evidence for student learning.

President Leas stated E-3 sets the tone and expectation for BBCC as the desired outcome. The monitoring reports are useful for operational staff, are they valuable for informing the board? Do the monitoring reports help the board self-evaluate?

Trustee Blakely stated the monitoring reports shows incremental increases. Board Chair Lane responded that the data and monitoring reports are valuable; they may provide more information than necessary. Trustee Villarreal stated BBCC is headed in the right direction; how do we continually improve?

Challenges: One challenge is the decrease in percentage of full-time instructors; BBCC is down to 55% full-time instructors. Tenured full-time instructors participate in governance and offer more availability to students.

Strength: Trustee McFadden stated reviewing the tenured evaluation information is a good experience for trustees. Seeing the interaction in the reviews, recommendations, self-evaluations, and student surveys is very helpful. Tenured faculty members make the collective culture, and they are the legacy of trustees.

### **E-2 Student Success**

Board Chair Jon Lane and Trustee Anna Franz agreed that BBCC is doing a great job with teaching and learning and that impacts student success. Developing partnerships ensures BBCC's offerings reflect the community. Chair Jon Lane reminded all that BBCC is a Hispanic Serving Institution (HIS).

President Leas encouraged the trustees to set a vision with examples. BBCC's graduation rate of 35% is a challenge even though we are in the 89<sup>th</sup> percentile nationally. What happens to the 65% of students who don't graduate? The board does a good job praising the good work employees do. Trustees asking employees to continually improve for our students helps create a culture of excellence.

Trustee Mike Blakely asked about a mechanism to follow up with students who miss multiple classes.

The Academic Early Warning (AEW) system is labor intensive, but it does have good results when a personal connection is made with the student. In a ten-week quarter, it takes three to four weeks to reach students, which is almost halfway through quarter.

VP Mohrbacher stated many outside issues impact students. The WA Family Support Network (WFSN) grant will target some external issues, support building financial literacy and assets, and career planning. For most students, academic problems stem from family or financial issues. BBCC's service district has a low per capita income.

### **E-5 Integrity and Stewardship**

The trustees agreed that they receive high-quality fiscal information from VP Hamburg and the business services office. The trustees reiterated their role as policy-makers.

### **E-6 Inclusion and Climate**

The trustees agreed that they do a good job setting the tone at the college. Supporting hiring a Director of Campus Security and Safety is an example of this. Trustee Mike Villarreal encouraged the college to continue to embrace diversity and look for more opportunities. He said the board could be more strategic about making industry connections.

### **E-4 Community Engagement**

This was discussed during the Mission Fulfillment conversation. There are opportunities for growth outreach to businesses and segments of population. Trustee McFadden stated the board's overarching role is to continue to challenge and fine-tune what is being done well. He said he has never had a dissatisfied moment as a trustee. BBCC is always advancing, and the family culture is strong and healthy.

## **6. 2013-14 President's Evaluation**

The Board adjourned to an executive session for 20 minutes 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. Chair Jon Lane extended the executive session 10 minutes. The meeting resumed at 3:25 p.m. with no action taken.

## **7. 2014-15 President's Evaluation Process**

The current evaluation process and timeline for the president is in conflict with policy (BSL4 Monitoring Presidential Performance). The board sets the terms of the president's employment. VP Garza asked the board what they want from the evaluation process.

Board Chair Jon Lane stated the June evaluation completion date is poor timing. VP Garza stated that 95% of the community college boards in Washington State

complete their presidents' evaluation in May or June. The review cycle could be revised to align with the fiscal cycle, which would provide access to current financial information and the BBCC's Ends Statement outcomes. Trustee Stephen McFadden stated he prefers that the review cycle be adjusted to begin the evaluation discussion during the fall retreat, which will provide access to current financials and outcome data. Trustee McFadden also suggested the board and president participate in an annual focus group with community stakeholders about the college in general to receive feedback on the college rather than an assessment of the president. Student focus groups would also be helpful for gathering information. Trustee McFadden discussed delivery of a year-end report to the community that is interactive with participants sitting around the table together to give stakeholders a voice in the process.

VP Garza reported the TACTC website contains numerous presidential evaluation processes from community colleges around the state. The boards that request feedback on their president make deliberate requests and some use surveys. Survey feedback could help determine questions for the focus group. Currently, a biennial survey is administered campus wide on the president, vice presidents and deans with a focus on leadership competencies. VP Garza stated assessing how well the college is meeting the communities' needs is within the Institutional Research duties; performance evaluations are within the Human Resource duties.

Trustee Anna Franz suggested changing "June" to "annually" on page 16 of BP1000. She also suggested keeping the BSL4 policy broad and not prescribing a particular method of gathering information. Trustee McFadden emphasized the importance of the focus group. He asked President Leas and VP Kim Garza to present revised wording of BSL4 Monitoring Presidential Performance at the next board meeting.

Board Chair Jon Lane asked the trustees to provide feedback on the day's activities. Trustee Anna Franz said the new Ends Statements require fine-tuning of the information.

President Leas stated the board self-evaluation portion of the retreat was a good opportunity for the trustees to think strategically as a board. Dean Kirkwood facilitating the board's self-evaluation was a new approach.

Trustee Franz stated she would like to talk about aligning the board goals with the Ends at a future meeting.

Trustee McFadden asked who evaluates the board outside of the board's self-evaluation. He is interested in how the board is perceived. Board Chair Jon Lane suggesting holding a community forum formatted similarly to the mission, vision, core themes stakeholder meeting that was facilitated by Ron Baker. President Leas suggested holding forums for Grant and Adams counties separately.

Trustee Mike Blakely thanked his fellow board members for being a good effective group. His term expires September 30, and he will continue to serve until his replacement is appointed by the Governor.

The meeting adjourned at 3:56 p.m.

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Jon Lane Chair

ATTEST:

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Dr. Terrence Leas, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

- b.      President's Activity Update

#### **BACKGROUND:**

Highlights of President Leas' activities from July 25, 2014 through October 10, 2014 are following.

Prepared by the President's Office.

#### **RECOMMENDATION:**

None.

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/29/14	Welcomed NWAC Eastern Region Coaches	Athletic Program Support	BBCC	
7/30/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Personnel Evaluation	Supervision	BBCC	
7/31/14	Personnel Evaluation	Supervision	BBCC	
	Met with Community Member	Partnership Opportunity	BBCC	
8/01/14	Personnel Evaluation	Supervision	BBCC	
8/04/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
8/05/14	Visited Heritage University President Bassett	Higher Education System Support	Heritage University	
8/06/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Rotary Backpack Stuffing Activity	Community Engagement	Moses Lake	
8/07/14	Grant County Economic Development Luncheon	Community Engagement	BBCC	With Trustees
	Board of Trustees Meeting	Guidance	BBCC	
8/08/14	STEM Director Andre Guzman	Program Support	BBCC	
	AMT Equipment	Program Support	BBCC	
8/11/14	Funeral Service	Trustee Support	BBCC	
	Personnel Evaluation	Supervision	BBCC	
8/12/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Phi Theta Kappa Officers and Advisor	College Project	BBCC	
8/13/14	Ritzville/Lind Supt Rob Roettger	K-12 Partnership	Ritzville	
	Odessa Supt Suellen White	K-12 Partnership	Odessa	
8/14/14	Perspectacles By Aryan Dehbozorgi	Professional Development	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/16/14	Retirement Party	Staff Support	BBCC	
8/18/14	WA Family Support Network	Grant Support	Conference Call BBCC	
	Visit Volleyball Practice	Support Athletic Programs	BBCC	
8/19/14	Phase 1 LEAN Academy Leadership Training	Professional Development	BBCC	
8/20/14	Coaches Meeting With Vice Presidents	Information Sharing & Coordination	BBCC	
	Grand Coulee Rotary	Community Engagement	BBCC	
	Grand Coulee Supt Dennis Carlson	K-12 Partnership	Grand Coulee	
	Soap Lake Supt Dan McDonald	K-12 Partnership	Soap Lake	
8/21/14	Warden Supt David LaBounty	K-12 Partnership	Warden	
	Othello Supt George Juarez	K-12 Partnership	Othello	Trustee Villarreal
	Othello Rotary	Community Engagement	Othello	
	Wahluke Supt Aaron Chavez	K-12 Partnership	Mattawa	
8/22/14	STEM Director Andre Guzman	Program Support	BBCC	
8/25/14	Goodbye Lunch	Feedback	Moses Lake	
	Applicant (Employee) Preview	Feedback	BBCC	
	Evergreen Capital Holdings President Bradley Glaves	Opportunity	Conference Call BBCC	
8/26/14	Board Policy Review	Climate	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Wilson Creek Supt Mike Riggs	K-12 Partnership	BBCC	
8/27/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	Trustees
8/28/14	Quincy Supt John Boyd	K-12 Partnership	BBCC	
	Board Policy Review	Stewardship	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	Moses Lake	
9/02/14	Pre-Facilities Master Plan Meeting	Strategic Planning	BBCC	
	North Central WorkForce Development Council Meeting	Community Engagement	Moses Lake	
	Board Agenda Review	Guidance	BBCC	Board Chair Jon Lane
	Cabinet Meeting	Information Sharing & Coordination	BBCC	



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	National Community College Benchmark Project	Discussion	BBCC	
9/04/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Welcome Nursing Students	Nursing Program Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
9/05/14	Port Manager Jeffrey Bishop	Introduction; Community Engagement	BBCC	
	New Faculty Institute	Instructor Support	CWU	
9/08/14	Applicant (Employee) Preview	Feedback	BBCC	
	State Authorization Reciprocity Agreement	System Support	BBCC	
	Paul Lauzier Foundation Executive Director Mike Tabler	Partnership	BBCC	
9/09/14	Board Retreat Planning	Preparation	BBCC	
	Administrative Process Review	Stewardship	BBCC	
	Student Success Ideas	Student Success	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
9/10/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	WSU Seminar Topics	Staff Development	BBCC	
	LDS Landscaping Project	Climate/Community Engagement	BBCC	
9/11/14	Board Retreat	Guidance/Feedback	Moses Lake	
9/13/14	LDS Landscaping Project	Climate/Community Engagement	BBCC	
9/15/14	Fall In-Service	Excellence in Teaching and Learning	BBCC	
	Faculty Visits	Excellence in Teaching and Learning	BBCC	
9/16/14	Dining with Decision Makers (Peer Mentoring Group)	Student Success	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	North Central WorkForce Development Council Board Meeting	Community Engagement	BBCC	
9/17/14	Grant County Economic Development Board of Directors Meeting	Community Engagement	BBCC	
	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Facility Master Planning	Strategic Planning	BBCC	
	New Student Orientation Welcome	Student Success	BBCC	
	Volleyball Game	Athletic Program Support	BBCC	
9/18/14	New Student Orientation Welcome	Student Success	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Samaritan Healthcare Community Forum	Community Engagement	Moses Lake	
9/19/14	Community Work Sites	Community Engagement	BBCC	
	Board Focus Group Discussion	Planning	BBCC	
9/22/14	Work Plan Discussion	Supervision	BBCC	
9/23/14	Work Plan Discussion	Supervision	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Work Plan Discussion	Supervision	BBCC	
9/24/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
9/25-26	WACTC Meetings	System Support/Professional Development	Pierce College Puyallup	
9/27/14	Welcome BBCC Foundation Dollar Da\$h	Community Engagement	BBCC	
	Central WA Health & Wellness Expo	Community Engagement	BBCC	
	Volleyball Game	Athletic Program Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/29/14	College Student Success Class	Share Personal Story; Student Success	BBCC	
	Marketing Strategies	Strategic Planning	BBCC	
9/30/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	WA Campus Compact Executive Director Jennifer	Information Sharing/ Consultation/Grant Support	BBCC	
10/01/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	GSA Meeting	Student Success	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Softball Practice	Athletic Program Support	BBCC	
10/02/14	Capital Budget Committee Chair Eric Murray	Process Complaint	Conference Call BBCC	
	Foundation Report	Preparation	BBCC	
	Battlemind to Campus Grind	Professional Development	BBCC	
10/03/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Title V Cooperative Discussion	Grant Support	BBCC	
10/04/14	Volleyball Game	Athletic Program Support		
10/06/14	Governor's Board Appointment Secretary Molly Keenan	Trusteeship	Conference Call BBCC	Chair Jon Lane
10/07/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
10/08/14	JATP Closing Ceremony	JATP Support	Seattle	
10/09/14	WA Campus Compact Executive Director Jennifer Hines	Program Support	Conference Call BBCC	
	EWU President Mary Cullinan	Introduction; Higher Ed Partnership	BBCC	

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

#### **c. Student Success**

The State Board for Community and Technical Colleges is currently considering a change to the Student Achievement Initiative (SAI) metrics that, if adopted, would be used to award performance funding in October 2015.

Currently, SAI awards are determined using a combination of total points generated per college, points per student at each college, and degree and certificate completions. The proposed change would substitute a “points-per-FTE” calculation for the current “points-per-student” calculation. The motivation for this change is twofold:

- There are difficulties in tracking student coding within our system which make the points per student metric more labor-intensive to calculate.
- Some of the colleges with large part-time student populations perceive a disadvantage in the points per student metric.

While we understand the difficulties in accurate coding within our outdated student management system, we also believe that points per student is a more accurate measure of student performance. Accordingly, we have given feedback to that effect through the Research & Planning Commission. The proposed change will be presented to the State Board for consideration at their meeting October 29 & 30, 2014.

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None.

## **Big Bend Community College report for AVID year one (2013-2014)**

BBCC is grateful to WSU for the opportunity to explore AVID strategies. This year has provided BBCC the ability to explore AVID resources, participate in professional development activities for BBCC staff and faculty, and to scan our resources and our partnerships for student success.

The year began with six BBCC employees participating in Summer Institute 2013 in Dallas, Texas:

- Dr. Terry Leas, BBCC President
- Kara Garrett, Dean of Arts and Sciences
- Chris Riley, History and Political Science Instructor and Social Science Division Chair
- John Peterson, Chemistry Instructor and Math and Science Division Chair
- David Hammond, Developmental English Instructor and Developmental Studies Division Chair
- Jenny Ratigan, Student Success Center Coordinator.

The team participated in five different AVID strands and met multiple times during the Institute and afterwards to plan AVID exploration and implementation for the coming year.

Outcomes of the AVID Summer Institute included the development of a Student Success Team to share strategies, review student success data, and make recommendations for changes to instruction and services at BBCC. The Student Success Team met five times during the year:

- October 23<sup>rd</sup>, 2013 (14 attending),
- November 14<sup>th</sup>, 2013 (15 attending),
- January 24<sup>th</sup>, 2014 (16 attending),
- February 21<sup>st</sup>, 2014 (23 attending)
- April 11, 2014 (13 attending).

Student Success Team subgroups were formed to explore specific areas identified as providing potential to improve student services or instructional strategies. The Student Advising subgroup met throughout the year and reviewed the current system of advising. They examined success and completion rates of students who accessed advising and those who didn't. They also explored potential adaptations to the current system to increase student participation and goal attainment. This work is on-going. The subgroup of College Success Skills course instructors met to review the current class content, evaluate student success of those who completed the class, and generally norm the instruction across all of the instructors. In June this subgroup submitted a modified master course outline to the Instructional Council and it was approved.

The Student Success Team also suggested that faculty be provided an incentive to research AVID strategies, implement a strategy in classes and assess the effectiveness of that strategy. Seventeen faculty representing all but one college division implemented at least one strategy, not all requested stipends for their work.

Those who collected the stipend included faculty from English, Business Information Management, Basic Skills, Nursing, Medical Assisting, History/Political Science and College Success Skills.

In mid-November each of the local AVID school districts was invited to participate in a stakeholders meeting at Big Bend Community College. Each of the local districts utilizing AVID sent representatives to the meeting. In most cases (11 people), the representative was a superintendent or the principal or administrator for the high school. Four of the participants were AVID representatives at their district. All of the districts expressed gratitude to have the chance to talk about AVID and how BBCC could assist their students. During the meeting, they shared what they were doing with AVID and how they felt BBCC could be of best service to their students. Discussion and requests were centered around the need for tutors who were college students (also a problem at BBCC), an AVID club or a way of identifying those who are AVID participants, and a bridge program during summers such as those offered by TRiO programs. BBCC will revise the current tutor training program to include additional AVID strategies for tutor training in the 2014-15 school year. A problem for the college students working in the districts is that they generally need the money, and some of the school districts don't pay their tutors. In addition, the scheduling of the AVID seminar classes at the high schools often makes it difficult for BBCC students to participate, since they often have college classes at the same time.

An AVID library of materials was purchased and is available to staff and faculty in our Professional Development area. The materials include subject-area teaching prompts, and AVID strategy and creative idea generators. Faculty and staff took advantage of the library. Additional copies of two books were purchased when the interest grew in that topic area. In addition to the library, 68 faculty and staff were enrolled in the MYAVID site, which contains professional development materials, lessons, online learning videos and student learning and success research.

BBCC participated in four professional development days and four site visits. The topics and the dates were selected by the faculty and staff through a survey of interest. The following chart includes the dates, AVID topics and participation by staff, full-time faculty and part-time faculty

Activity	Admin/Exempt	FT Faculty	Adjunct Faculty
Dec 6, 7 PD Academic Reading	11*	6	4
Cornell Notes	15*	6	3
Jan 23, 24 High Engagement Strategies	8*	4	4
Collaboration	6*	3	5
Feb 20, 21 Academic Advising*	15*	8	0
Feb 20 -Inquiry	4*	4	0
April 10 and 11 Philosophical Chairs and Socratic Seminars	5*	11	2

\*some staff also teach courses, including College Success classes

## **AVID for 2014-2015**

A satisfaction survey of all faculty or staff members who participated in any AVID activity was completed in May. Most who completed the survey were pleased with the quality of the AVID training and activities. The administration decided to continue the Student Success Initiative through AVID.

BBCC joined AVID for the 2014-15 school year. A survey of all faculty and staff identified professional development topics of interest for the 2014-15 school year. In late July, a team of BBCC administrators (Bob Mohrbacher, Tim Fuhrman, Kara Garrett) faculty (Chris Riley, Kathleen Duvall) and staff (Diana Villafana, Jenn DeLeon) attended the AVID Summer Institute in San Diego.

The goals and outcomes for the 2014-15 year were identified during the Summer Institute and will be shared during the next Student Success Team meeting. Goals include implementation of AVID tutor training at BBCC, continued revision of the College Success Skills course, changes to student academic planning and advising and inclusion of additional AVID strategies in courses.

Professional development topics for this year will include:

Socratic Tutor Training

High Engagement Strategies for professional and technical faculty

High Engagement Strategies for academic faculty

In October, BBCC was informed by WSU that they would not be able to fund AVID for the 2014-15 year. BBCC is committed to the AVID effort and will fund the initiative with college monies.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

#### **d. Accreditation Update**

#### **Accreditation:**

The Academic Master Plan (AMP) Committee met October 21, 2014. As part of their agenda, they reviewed the requirements for the NWCCU Year 3 Mid-Cycle report, due to NWCCU in fall 2015. The AMP Committee will help to identify “two representative examples of how [the college] has operationalized its mission and core themes progressing from objectives to indicators to outcomes to mission fulfillment.” These examples will be one of the three major components of the Year 3 report. The other two components include describing our mission fulfillment process, which is our annual monitoring report cycle and a projection of any additional or ongoing work that will be needed before our next comprehensive Year 7 report.

Prepared by VP Mohrbacher, Dean Kirkwood

**RECOMMENDATION:** none



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

e. Assessment Update

The National Community College Benchmark Project (NCCBP) is the largest benchmarking initiative for two-year colleges in the United States. The study allows colleges to compare their results to other colleges on completions, transfers, retention, persistence, class success rates, student/faculty ratios, and full-time faculty load.

The summary on the following pages demonstrates how Big Bend compares to 260 other colleges nationally.

Prepared by VP Mohrbacher, Dean Kirkwood

### **RECOMMENDATION:**

None.

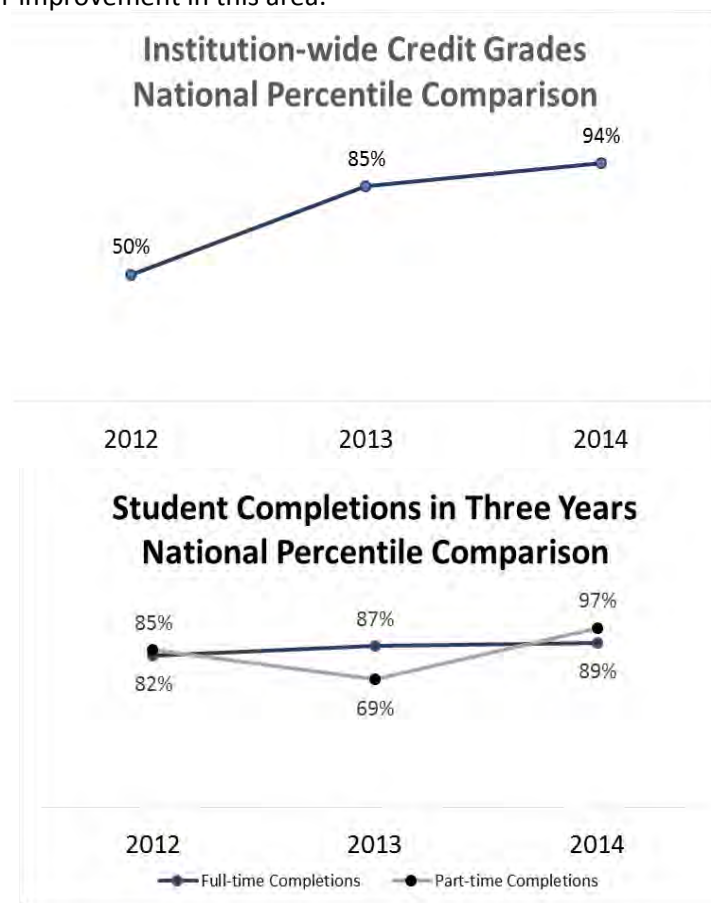
## National Community College Benchmark Project (NCCBP) 2014 Summary

NCCBP is the largest benchmarking initiative for two-year institutions in the United States. The research is conducted by the National Higher Education Benchmarking Institute at Johnson Community College, Kansas. In 2014, over 260 institutions participated in the study.

During the period reported, 82% of BBCC's students were first-generation college students (99th percentile) and 52% were Pell recipients (76th percentile), two primary characteristics linked to decreased student success. Despite this, BBCC performance in various areas of student achievement were considered college strengths by the NCCBP in 2014. The NCCBP defines a college strength as a rank at or above the 85<sup>th</sup> percentile nationally.

### Student Success:

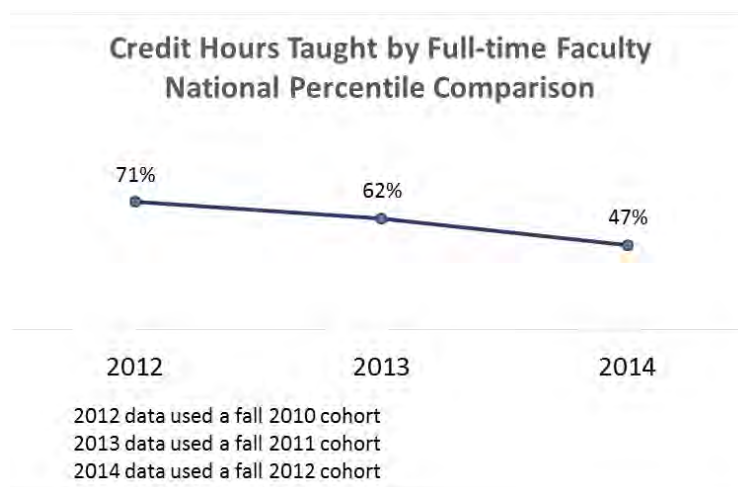
The foundation of student success begins with student learning and success in the classroom. The first chart demonstrates how BBCC students' success in their classes compares to students' success at other community colleges. The second chart demonstrates BBCC's students' three-year completion rates compared to other colleges. While we can be pleased that BBCC's completion rates are significantly better than other community colleges (89<sup>th</sup> percentile of full-time students), the completion rate is 35%, leaving much room for improvement in this area.



BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers and it will not be posted to a public website.

## Faculty Data:

The chart below demonstrates the percentile ranking of credits taught by full-time faculty. The data below reflect full-time faculty rates for fall 2012 at the latest. Although this shows a fairly steep decline, full-time faculty positions have been added in Aviation Maintenance, Nursing, Chemistry, and Computer Science since 2012. The addition of the full-time faculty positions provides students with more access to instructors and office hours and is a component of efforts to increase student success.



## Community Outreach:

The benchmark measuring high school graduates enrolling at Big Bend the following fall has been under the 30<sup>th</sup> percentile over the last three years that BBCC has participated in this study. Although low on this measure, additional data from the Washington State Research & Data Center shows that at some district high schools (Moses Lake, Quincy, Soap Lake, and Warden) over 50% of recent high school graduates who attend college enroll at BBCC. This provides BBCC with insight into outreach efforts at specific schools.

## Comparison Data:

The table on page 3 illustrates BBCC reported values and rankings from 2012, 2013, and 2014 on select measures.

BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers and it will not be posted to a public website.

## BBCC - Highlights

Benchmark	BBCC Value			% Nat'l Rank		
	2012 <sup>a</sup>	2013 <sup>b</sup>	2014 <sup>c</sup>	2012 <sup>a</sup>	2013 <sup>b</sup>	2014 <sup>c</sup>
<b>Student Completion in 3 Years</b> (2012 data uses a fall 2008 cohort; 2013 data uses a fall 2009 cohort; 2014 data uses a fall 2010 cohort)						
Student Completion Full-time, first-time	31%	33%	35%	82%	87%	89%
Student Completion Part-time, first-time	17%	10%	36%	85%	69%	97%
<b>Student Completion &amp; Transfer in 3 Years</b> (2012 data uses a fall 2008 cohort; 2013 data uses a fall 2009 cohort; 2014 data uses a fall 2010 cohort)						
Student Completion or Transfer Full-time, first-time	56%	49%	45%	91%	83%	74%
Student Completion or Transfer Part-time, first-time	41%	31%	39%	95%	82%	92%
<b>Persistence (Reenrollment)</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
Fall-to-fall Persistence Rate	51%	59%	58%	65%	95%	93%
Next-term Persistence Rate	n/a	90%	88%	n/a	100%	98%
<b>Institution-wide Credit Grades</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
Success Rate	73%	79%	82%	50%	85%	94%
<b>Distance Learning Grades</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
% Enrollee Success	73%	71%	72%	89%	75%	80%
% A & B Grades	60%	56%	56%	90%	69%	70%
<b>Dev Ed Success</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
Dev Math Enrollee Success Rate	70%	67%	73%	92%	85%	95%
Dev English Enrollee Success Rate	87%	85%	84%	100%	99%	98%
<b>Dev Ed Stu, Success in 1st Col Level</b> (2012 data uses a fall 2009 cohort; 2013 data uses a fall 2010 cohort; 2014 data uses a fall 2011 cohort)						
Dev Math Enrollee, Success in 1st College Math	86%	83%	87%	97%	93%	98%
Dev English Enrollee, Success in 1st College English	80%	80%	100%	85%	84%	100%
<b>Core Academic Success</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
Comp I Enrollee Success Rate	77%	80%	87%	83%	93%	98%
Comp II Enrollee Success Rate	82%	89%	78%	98%	99%	89%
Algebra Enrollee Success Rate	77%	59%	59%	90%	42%	37%
Speech Enrollee Success Rate	87%	85%	87%	90%	89%	90%
<b>Instructional Faculty Load</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
% Credit Hours by Full-time Faculty	59%	56%	52%	71%	62%	47%
% Sections by Full-time Faculty	64%	59%	51%	84%	75%	50%
<b>High School Graduates Enrolling the Following Fall</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort)						
District Public High Schools	18%	16%	15%	29%	23%	23%

<sup>a</sup>In 2012, 272 colleges participated in the project.

<sup>b</sup>In 2013, 270 colleges participated in the project.

<sup>c</sup>In 2014, 261 colleges participated in the project.

BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers and it will not be posted to a public website.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

#### **f. Capital Project Update**

### **BACKGROUND:**

#### **Facilities Master Planning:**

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.

#### **History:**

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

**6/13/14:** Work continues on the Facilities Master Plan.

**5/22/14:** Our capital proposal to State Board for PTEC was submitted by the February 28 due date. On April 21, we received an email with the prioritized list, and we were #1 on the list! We had a great team working on the proposal and a special “thank you” goes out to everyone involved.

We met with the architects on April 10 and have a plan for spending the Minor Improvement funds based on the current Facilities Master Plan. We are also working on standards for building finishes, HVAC systems, landscaping and so forth to incorporate into the Facilities Master Plan. The Academic Master Plan Committee met and is finalizing the update to the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

**4/14/2014:** The architects were on campus on April 10 to review the Facilities Condition Report further. The purpose of this exercise is to address needed repairs and improvements that could be funded from Minor Improvement funds. This information will be included in the Facilities Master Plan. The Academic Master Plan Committee met on April 14. They are in the final stages of updating the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

**3/06/2014:** The Facilities Master Plan is in the process of being finalized. The Master Plan identifies a new interactive Professional Technical Education Center (PTEC) as its number one priority. It further distinguishes five primary goals: promote student success; offer state-of-the-art teaching and learning opportunities; provide a safe, accessible, and sustainable campus; create a sense of campus identity; and expand

and enhance partnerships and collaboration. This Master Plan has been guiding our capital proposal to the State Board for a PTEC proposal. The proposal is due February 28, and then all of the proposals will be scored in March and April. We expect to hear where our proposal ranks in early May.

**1/16/2014:** The Facilities Master Planning Committee met again on January 10, 2014 to discuss Master Plan goals and objectives, including both short-term and long-term facility needs.

The architects have been meeting with personnel from the Grant County Economic Development Council and the Moses Lake School District. They have also reviewed information from the Facility Condition Report with mechanical, electrical and structural engineers.

Surveys were administered to students, faculty, staff, and business & industry; survey responses were analyzed.

**12/12/2013:** The Facilities Master Planning Committee was formed and met on December 6 to start the process of updating the Facilities Master Plan. Three different facility assessment surveys were distributed to business and industry, students, and faculty and staff. Input from these surveys help us better understand the current and future needs of all programs. One of the committee's goals is to align the Facilities Master Plan with the Academic Master Plan.

Prepared by VP Hamburg.

**RECOMMENDATION:**

None.

# BIG BEND COMMUNITY COLLEGE

Date: 10/30/14

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

### g. Safety & Security Update

<b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>	731
<b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b>	1
<b>SAFETY INCIDENTS INVESTIGATED</b>	0
<b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>	0
<b>EMERGENCY NOTIFICATIONS ISSUED</b>	1

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. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	June 2014	July 2014	Aug. 2014	Sept. 2014	YTD
<b>Arrests and Violations</b>										
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Violations	0	0	0	0	0	0	0	0	0	0
[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	1	0	1
<b>Criminal Offenses</b>										
(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	1	0	1	0	2
(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	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-l, 8j) [200] Arson	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>										
<b>(2a) Forcible</b>										
[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	2	0	0	0	0	0	0	0	0	2
<b>(2b) Non-Forcible</b>										
[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
<b>Hate Crimes</b>										
<b>Larceny or theft</b>										
Race bias	1	0	0	0	0	0	0	0	0	1
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
<b>Simple Assault</b>										
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
<b>Intimidation</b>										
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
<b>Destruction, damage or vandalism of property</b>										
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
<b>Criminal Offenses</b>										
[510] Bribery	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	1	0	0	0	0	0	1
[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	0	0	0	0	0
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	0	0	0	0	0
[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	1	2
(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
<b>NIBRS Group B Offenses</b>										
[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	0	0	0	0	0
[90D] Driving Under the Influence	0	0	0	0	0	0	0	0	0	0
[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	1	0	0	0	0	0	1
<b>Vehicle Collisions</b>										
Non-injury	0	0	0	0	2	0	0	0	0	2
Injury	0	0	0	0	0	0	0	0	0	0
<b>Other Type Incident (Not categorized)</b>										
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
<b>Fires</b>										
All incidents	0	1	0	0	0	0	0	0	0	1

Total Combined Incidents

15

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

h. Human Resources

### **BACKGROUND:**

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

Kenneth Schrag accepted the position of JATP Operations Coordinator. This position replaces Asher Ramras. Kenneth started work at BBCC on August 11.

Bonnie Jeffrey accepted the position of Career Services Coordinator. This is a new, grant-funded position. Bonnie previously worked for BBCC as the Outreach Coordinator. Bonnie's first day of work at BBCC was October 16, 2014.

Tyler Wallace accepted a promotion to the position of Director of Adult Education. This position was previously held by Sandy Cheek, who retired in August. Tyler transitioned to his new position in October.

Elsa Pruneda accepted the position of Academic Advisor for TRiO Upward Bound. Elsa replaces Yekaterina Kozlova, who resigned in early 2014. Elsa's first day of work was September 15.

Amber Bravo accepted the position of Nursing Instructor. This is a non-tenure track position made possible through funding from Samaritan Healthcare and Confluence Health. Amber's first day of work was September 15.

The position of CBIS Coordinator has been posted. This is a full-time, admin/exempt position. This position replaces Jaxon Riley, who resigned in September to accept another position.

The position of STEM Math Specialist has been posted. This is a full-time, grant-funded, admin/exempt position. This position replaces Tyler Wallace, who accepted the Director of Adult Education position.

The position of IT Tech 2 has been posted. This is a full-time, grant-funded, classified position support the STEM grant. This position replaces Robert Barksdale, who left BBCC in early 2014.

The position of Systems Engineer has been posted. This is a full-time, admin/exempt position within the BBT Department. This position has been added to provide additional support for our network servers and network security.

**LEAN:**

Earlier this year, BBCC submitted a project to the Local Government Performance Center through the State Auditor's Office. The purpose for the project was to improve our contract generation and approval process. A copy of the charter document is included in your packet. The project was approved by the State Auditor's Office with a start date of August 19.

The LEAN Academy is a three-phase process.

Phase 1 is a leadership day. This consists of 5-6 hours of meeting/training time with the leadership team within a department/agency/institution. Leadership day was conducted on August 19.

Phase 2 is team training day. Two six-hour training sessions for members of the Kaizen team were conducted on August 20 and 21. Members of the Kaizen Team include: Robin Arriaga, Traci Bartleson, Annemarie Cadle, Linda Chadwick, Barbara Collins, Julia Gamboa, and Amber Jacobs.

Phase 3 is the actual Kaizen event. BBCC's event was conducted on October 13-15. The team made five recommendations to Executive Council. Each recommendation supported changes to streamline the process, reduce waste, and save time and money. Feedback from the Kaizen Team as well as members of Executive Council was very positive. Implementation of the recommendations will occur over the next 3-6 months.

**Training:**

LEAN Leadership Training was conducted on August 19. The session was conducted by Debra Hentz from the State Auditor's Office. The purpose of the training was to prepare BBCC Leadership for the upcoming LEAN Kaizen event scheduled for October. Seventeen individuals attended the session. LEAN Team Training was also conducted by Debra. This was a 2-day training session specifically for the Kaizen team members. This training was held on August 20 and 21 with seven participants.

Mirisa Bradbury, AAG, conducted Public Records Training for faculty and staff on September 15.

BBCC student, Aryan Dehbozorgi graciously agreed to conduct two training sessions for admin/exempt and classified staff on August 14. The topic of Aryan's session was, "Perspectives: How we are perceived by others." Forty-three individuals attended the sessions.

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

**Loralyn Allen-**

Introduction to the ADA and Accommodation on the Web/Sloan Training Online on July 11-18 at BBCC.

Jody Bortz-

Rendezvous for State Board SBCTC-HS21 (high school diploma) on July 28-31 in Yakima. Be the Change: Ending the Cycle of Poverty on September 23 in Wenatchee

Annemarie Cadle-

VAN and BUS LOG Training on July 30 at BBCC.

Anita DeLeon-

Fall Counselor Workshop (Washington Council for High School-College Readiness) on September 23 at WSU-Tri-Cities.

Jennifer DeLeon-

AVID Summer Institute on July 30-August 1 in San Diego.

Melinda Dourte-

PACTC Leadership Training on September 25 at Pierce College in Puyallup.

Kim Garza-

CUPA Conference on July 24 at CWU in Ellensburg.

HRMC Meeting on August 6-7<sup>th</sup> at Peninsula College.

Gail Hamburg-

BAC Capital Meeting on August 20-21 at Pierce College in Lakewood

Kim Jackson-

APCA Student Life Advisors Institute on July 25-27 in New York City.

Regional Area Coordinator Training for the Association for the Promotion of Campus Activities on September 22 in New Orleans.

Valerie Kirkwood-

Data & Decisions Academy, Foundational Statistics for Decisions Support, Online Course sponsored by Association for Institutional Research on July 1-28

Pave the Way, Completion Strategies for Under Represented Students on August 12 in Tacoma.

Leading with Authenticity, Summer Association Conference on August 14-15 at CBC in Pasco.

Terry Leas-

WACTC Financial Statement Training on September 25 at Pierce College in Puyallup.

Panel Discussion-Demystifying the Tenure Process, New Faculty Institute on September 5 at CWU in Ellensburg.

Monica Medrano-

Basic Food and Employment Training Conference on August 10-12 in Vancouver, WA.

Bob Mohrbacher-

Legal Issues in Student Services: AAG Update on July 23 at Peninsula College.  
AVID for Higher Education, Summer Institute on July 30-August 1 in San Diego.  
Institutional Review Board, Oregon State University, Human Subjects Research Review Conference call on August 4 at BBCC.  
Pave The Way, Retention Conference on August 12 at Clover Park Technical College.  
Working Families Success Network, Logic Model Workshop on August 13 in Olympia.  
WACTC Orientation Conference call on August 29 at BBCC.  
Panel Discussion-Demystifying the Tenure Process, New Faculty Institute on September 5 at CWU in Ellensburg.  
Innovating New Financial Products and Services to Support Community College.  
Student Success Webinar on September 23 at BBCC.

Jenny Nighswonger-

Starting Strong Conference on August 4-5 in Tri-Cities.

Raffaella Pixton-

SALT Financial Literacy on June 24 at BBCC.

Char Rios-

ctcLink Webinar on July 10, 24 at BBCC.  
ctcLink Webinar on August 7, 21 at BBCC.  
BAR (Budget, Accounting and Reporting) Steering Meeting on August 12 at Bellevue College.  
“Financials” Workshop on August 13 at YVCC.  
ctcLink Webinar on September 4 at BBCC.

Jille Shankar-

Default Management – BBCC’s role – SALT Webinar on August 21 at BBCC.

Rick Sparks-

Leading with Authenticity on August 14-15 at CBC in Pasco.

Rafael Villalobos-

Achieving the Dream Conference hosted by WSAC on August 12 in Tacoma.

Zach Welhouse-

Panopto Lecture Capture Software Training-online on July 7 at BBCC  
How to use WordPress to update the campus website on September 5 at BBCC  
AVID For Higher Education on September 15 at BBCC.

Prepared by VP Kim Garza.

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 10/30/14

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

#### i. Classified Staff Report

#### BACKGROUND:

On August 14-15, 2014, six classified staff members attended the STTAAC (Staff Training for Technical and Community Colleges) Conference at Everett Community College. Attendees were: Cheryl Brischle (TRiO-SSS), Carla Louise Christian (STEM), Barbara Collins (Title V), Kristen Krcma (Math/Science), Yvonne Ponce (Business Office), and Alicia Wallace (Opportunity Center). This statewide conference featured Keynote Speaker Cisco Morris and offered workshops on Emergency Preparedness & Wellness, Professional Development, Sustainability, and Technology. Kristen Krcma (Math/Science), publicist for the STAR Committee, was elected as Communication Coordinator on the statewide STTACC Board.

In addition to the training listed below (August and September, 2014), the STAR Committee hosted two training events in October:

- On October 10, 2014, the STAR Committee sponsored a 2.5-hour workshop on **Active Shooter Response and Basic Self-Defense** on the BBCC campus. Sheriff's Deputy Ric Char and MLPD Sargent Mike Williams presented a 30-minute video on personal response in an active shooter situation, followed by a 30-minute discussion and Q&A session. The second half of the workshop was presented by Jeremy Seda (BBCC Webmaster) and focused on basic self-defense information. Jeremy provided attendees with an informative visual handout and personally demonstrated (with the help of his wife and assistant, Christian) basic self-defense moves that can be used in a variety of personal safety situations. Twenty-five classified staff members attended, and 98% rated the training as *excellent* overall.
- STAR Committee also sponsored two one-hour training sessions on **Travel Paperwork and Procedures** on October 16<sup>th</sup>, presented by Hope Strnad (BBCC Business Office) to inform staff of updated travel information. Some admin/exempt staff attended this training as well.

### **STAR-Sponsored Training** (August & September)

<b>Training</b>	<b>Trainer(s)</b>	<b>Date(s)</b>	<b># Classified Attendees</b>
Perspectacles	Aryan Dehbozorgi (BBCC student)	Aug. 14	27
Navigating the Department of Retirement Website Maze	Robin Arriaga (BBCC HR)	Sept. 18	23

### **Additional Classified Staff Training** (August & September)

<b>Name</b>	<b>Department</b>	<b>Training</b>	<b>Location</b>	<b>Date(s)</b>
Jonie Walker	Financial Aid	CSO Interfase Online Employment Software	BBCC	July 1 & 8
		CSO Interfase Viking Careers	BBCC	Aug. 12
		CSO Interfase Viking Careers	BBCC	Sept. 2
Taisa Timofeyev	Opportunity Center	BFET Training Forum	Vancouver, WA	Aug. 11-12
Alicia Wallace	Opportunity Center	BFET Training Forum	Vancouver, WA	Aug. 11-12
		Worker Retraining Conference	Bellevue College (Bellevue, WA)	Sept. 3-4
Starr Bernhardt	Institutional Research	Leading with Authenticity	Columbia Basin College (Pasco, WA)	Aug. 14-15
Rita Jordan	Financial Aid	VA Education Service	Webinar	Aug. 20
Robin Arriaga	Human Resources	Lean Academy Team Training	BBCC	Aug. 20-21
Julia Gamboa	Industrial Technology	Lean Academy Team Training	BBCC	Aug. 20-21
Cassandra Fry	Financial Aid & Counseling	My WC Online	BBCC	Aug. 21
Karen Okerlund	Human Resources	ctcLink – Workstudy & Time Reporting Codes	WebEx	Aug. 21
		FMLA Update	Webinar	Sept. 12
Kamela Farmer	Big Bend Technology	Engineering with Solid Works	BBCC	Sept. 22 & 24

Prepared by Starr Bernhardt.

### **RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 10/30/14

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

#### j. Enrollment Report

### BACKGROUND:

Summer 2014 headcount enrollment was stable from summer 2013. State-funded FTE was down 7% over the previous summer. Total FTE for summer 2014 was 10% lower than summer 2013. This summer also had a decrease in the percentage of students enrolled full-time over last summer.

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The tuition amount budgeted for 2014-2015 is \$4,400,000. As of September 30, 2014 we have collected \$1,588,972 or 36.1% of the budgeted amount. As of September 30, 2013 we had collected \$1,646,134 or 38.6%.

### TUITION COLLECTION REPORT

As of Sept 30, 2014 and Sept 30, 2013

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of Sept 30	\$1,588,972	\$1,646,134
As a % of annual budget	36.1%	38.6%
Left to collect to meet budget target	\$ 2,811,028	\$ 2,618,150

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

### RECOMMENDATION:

None



The fall 2014 enrollment report as of the tenth day of the quarter shows a decrease of 1.8% in state-funded FTE compared to fall 2013; however, there is an 8.8% increase in headcount. Last year at this time, our Running Start headcount had gone over 200 for the first time; this year's headcount of 355 is an increase of 66.7% over last fall as of the October report. We currently have 288 Running Start students taking classes on the BBCC campus and 67 taking classes only at their high school (8 in Warden and 59 in Ephrata).

#### Enrollment in Running Start

High School	October 2013	October 2014	Change
Almira Coulee Hartline	3	5	+2
Columbia Basin Secondary	4	0	-4
Ephrata	37	105	+68
Moses Lake	127	165	+38
Othello	4	7	+3
Quincy	12	21	+9
Royal City	11	15	+4
Soap Lake	6	7	+1
Warden	7	27	+20
Westside	0	1	+1
Wilson Creek	2	2	0
<b>Total</b>	<b>213</b>	<b>355</b>	<b>+142</b>

	<b>HEADCOUNTS</b>						
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<b><u>ETHNIC ORIGIN</u></b>							
Amer. Indian/Alaska Ntv	9	12	8	10	8	21	16
Asian/Pacific Islander	14	19	9	6	8	13	10
Black	8	12	16	17	19	13	11
Hispanic	202	198	199	222	280	241	287
White	381	407	353	426	495	472	414
Other/Unknown	37	7	40	23	38	55	77
<b><u>SEX</u></b>							
Female	362	393	397	445	562	549	523
Male	289	257	228	259	286	258	271
Not Coded	0	5	0	0	0	8	21
<b><u>STUDENT STATUS</u></b>							
Full-time (12 or more crs)	111	151	129	174	168	139	138
Part-time (less than 12 crs)	540	504	496	530	680	676	677
Percent full-time	17.1	23.1	20.1	24.7	19.8	17.1	16.9
<b><u>BY FUNDING SOURCE</u></b>							
State	620	622	599	620	769	648	736
Shared Funding							
Grant/Contract	11	30	26	45	32	84	37
Community Service	20	3	0	39	47	83	42
<b><u>BY TIME/LOCATION</u></b>							
On-Campus Day	453	444	471	506	585	574	498
On-Campus Evening	28	59	29	32	36	38	29
Off-Campus Day/Online	150	152	125	149	183	158	170
Off-Campus Evening	20	0	0	17	44	45	118
<b>TOTAL HEADCOUNT</b>	<b>651</b>	<b>655</b>	<b>625</b>	<b>704</b>	<b>848</b>	<b>815</b>	<b>815</b>
Running Start	0	0	0	0	0	0	0
International	4	4	1	3	2	1	1
<b><u>SUMMER FTES</u></b>							
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<b><u>STATE FUNDED</u></b>							
ABE/ESL	11.8	28.1	21.4	24.9	50.5	50.4	68.9
Academic	195.1	192.2	172.0	182.9	230.8	166.4	151.1
Occupational	107.1	117.0	121.8	124.5	125.4	130.7	125.6
<b>TOTAL STATE FTES</b>	<b>314.0</b>	<b>337.3</b>	<b>315.2</b>	<b>332.3</b>	<b>406.7</b>	<b>347.5</b>	<b>345.6</b>
<b><u>OTHER FTES</u></b>							
Community Service	0.3	0	0	11.9	10.2	4.8	2.8
Contract Funded	0.3	10.1	9.5	39.8	22.7	43.2	22.9
Other (Employ., Sr. Cit.)	3.5	3.0	3.5	1.7	3.7	1.0	2.5
<b>GRAND TOTAL FTES</b>	<b>318.1</b>	<b>350.4</b>	<b>328.2</b>	<b>385.7</b>	<b>443.3</b>	<b>396.5</b>	<b>373.8</b>

# FALL 10TH DAY ENROLLMENT REPORT

## HEADCOUNTS

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	23	27	29	26	17	38	39
Asian/Pacific Islander	38	38	28	25	31	39	27
Black	45	28	38	38	39	46	23
Hispanic	732	638	619	706	746	664	522
White	1,224	1,211	1,140	1,146	1,358	1,367	1,195
Other/Unknown	146	87	109	118	166	178	205

## SEX

Female	1,169	1,171	1,102	1,192	1,349	1,324	1,108
Male	1,032	853	831	867	1,007	936	824
Not Coded	7	5	30	0	1	72	79

## STUDENT STATUS

Full-time (12 or more crs)	1,470	1,480	1,368	1,467	1,644	1,479	1,282
Part-time (less than 12 crs)	738	549	595	592	713	853	729
Percent full-time	66.6	72.9	69.7	71.2	69.7	63.4	63.7

<b>TOTAL HEADCOUNT</b>	<b>2,208</b>	<b>2,029</b>	<b>1,963</b>	<b>2,059</b>	<b>2,357</b>	<b>2,332</b>	<b>2,011</b>
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Running Start	355	213	165	168	151	145	158
International	9	4	2	7	5	3	4

## STATE FUNDED FTES

ABE/ESL	73.3	25.5	71.8	78.8	84.2	89.2	60.0
Academic	907.4	957.8	869.6	930.2	1,035.2	967.2	779.1
Professional/Technical	532.8	557.1	561.3	562.6	621.9	586.5	549.6

<b>TOTAL STATE FTES</b>	<b>1513.5</b>	<b>1540.4</b>	<b>1502.7</b>	<b>1,571.6</b>	<b>1,741.3</b>	<b>1642.9</b>	<b>1388.7</b>
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# F.T.E. REPORT

10/3/2014

	<b><u>QTRLY FTEs</u></b>	<b><u>ANNUAL FTEs</u></b>
<b>1st year (13-14)</b>		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
<b>2nd year (14-15)</b>		
SUMMER	309.9	103.3
FALL	1513.5	504.5
WINTER		0.0
SPRING		0.0
<b>TOTAL</b>	<b><u>7020.0</u></b>	<b><u>2340.0</u></b>
1st year annual FTE Target	5049	1683
2nd year annual FTE Target	5055	1685
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2340.0
Past year + current year allocation		3368.0
% of allocation target attained to date		69.5%
Add'l FTEs to meet minimum 96%	2679.8	893.3
Add'l FTEs to meet target 100%	3084	1028.0
FTEs over funding level - 1st year	147.6	49.2
FTEs over funding level - 2nd year	-3231.6	-1077.2

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

k. Quarterly Budget Report

### **BACKGROUND:**

The Budget Status Summary as of September 30, 2014, is attached for Board review. There was 81.50% 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 SEPTEMBER 30, 2014**

PROGRAM	CATEGORY	BUDGET As of 7/1/14	ADJUSTMENT	BUDGET As of 9/30/14	SPENT Includes Enc	BALANCE	% REMAINING
<b>010 INSTRUCTION</b>	SALARIES	4,830,253	0	4,830,253	527,937	4,302,316	89.07%
	BENEFITS	1,427,100	0	1,427,100	218,689	1,208,411	84.68%
	GOODS&SVC	375,371	125,465	500,836	79,391	421,445	84.15%
	TRAVEL	53,120	0	53,120	3,896	49,224	92.67%
	EQUIP	55,398	0	55,398	3,567	51,831	93.56%
	<b>TOTAL</b>	<b>6,741,242</b>	<b>125,465</b>	<b>6,866,707</b>	<b>833,480</b>	<b>6,033,227</b>	<b>87.86%</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	602,106	0	602,106	139,715	462,391	76.80%
	BENEFITS	177,334	0	177,334	41,708	135,626	76.48%
	GOODS&SVC	34,358	0	34,358	16,465	17,893	52.08%
	TRAVEL	6,750	0	6,750	2,330	4,420	65.48%
	EQUIP	6,500	0	6,500	303	6,197	95.34%
	<b>TOTAL</b>	<b>827,048</b>	<b>0</b>	<b>827,048</b>	<b>200,520</b>	<b>626,528</b>	<b>75.75%</b>
<b>050 LIBRARY</b>	SALARIES	345,213	0	345,213	70,842	274,371	79.48%
	BENEFITS	114,049	0	114,049	25,508	88,541	77.63%
	GOODS&SVC	63,656	0	63,656	44,712	18,944	29.76%
	TRAVEL	1,750	0	1,750	746	1,004	57.40%
	EQUIP	20,000	0	20,000	14,856	5,144	25.72%
	<b>TOTAL</b>	<b>544,668</b>	<b>0</b>	<b>544,668</b>	<b>156,663</b>	<b>388,005</b>	<b>71.24%</b>
<b>060 STUDENT SERVICES</b>	SALARIES	1,069,902	0	1,069,902	210,862	859,040	80.29%
	BENEFITS	329,731	0	329,731	70,256	259,475	78.69%
	GOODS&SVC	68,402	0	68,402	14,227	54,175	79.20%
	TRAVEL	9,400	0	9,400	1,794	7,606	80.91%
	EQUIP	0	0	0	1,365	(1,365)	0.00%
	GRANTS	438,316	0	438,316	149,081	289,235	65.99%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	<b>TOTAL</b>	<b>1,931,232</b>	<b>0</b>	<b>1,931,232</b>	<b>447,585</b>	<b>1,483,647</b>	<b>76.82%</b>
<b>080 ADMIN.</b>	SALARIES	1,536,678	0	1,536,678	360,770	1,175,908	76.52%
	BENEFITS	458,297	0	458,297	111,784	346,513	75.61%
	GOODS&SVC	626,745	0	626,745	138,135	488,610	77.96%
	TRAVEL	28,075	0	28,075	5,748	22,327	79.53%
	EQUIP	20,250	0	20,250	6,010	14,240	70.32%
	<b>TOTAL</b>	<b>2,670,045</b>	<b>0</b>	<b>2,670,045</b>	<b>622,447</b>	<b>2,047,598</b>	<b>76.69%</b>
<b>090 M&amp;O</b>	SALARIES	1,121,490	0	1,121,490	274,667	846,823	75.51%
	BENEFITS	390,068	0	390,068	97,358	292,710	75.04%
	GOODS&SVC	857,109	0	857,109	216,409	640,700	74.75%
	TRAVEL	5,025	0	5,025	146	4,879	97.10%
	EQUIPMENT	36,537	0	36,537	8,459	28,078	76.85%
	DEBT SERV.	200,841	0	200,841	0	200,841	100.00%
	<b>TOTAL</b>	<b>2,611,070</b>	<b>0</b>	<b>2,611,070</b>	<b>597,039</b>	<b>2,014,031</b>	<b>77.13%</b>
<b>TOTAL BUDGET</b>		<b>15,325,305</b>	<b>125,465</b>	<b>15,450,770</b>	<b>2,857,735</b>	<b>12,593,035</b>	<b>81.50%</b>

ALLOCATION #2	LEAN Reduction	-34,035
ALLOCATION #2	Aerospace Enrollments	159,500
ALLOCATION #		

TOTAL ADJUSTMENTS TO ALLOCATION	<u>125,465</u>
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## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #5:** 2014-15 Proprietary Funds Budget & Financial Statements (for action)

### **BACKGROUND:**

The 2014-15 Proprietary Funds Budget & Financial Statements were presented to the Board during the Study Session this morning.

### **RECOMMENDATION:**

President Leas and VP Hamburg recommend approval of the 2014-15 Proprietary Funds Budget & Financial Statements.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #6:** TACTC Transforming Lives Award (for information)

### **BACKGROUND:**

TACTC is hosting the Transforming Lives awards again this year.

TimeLine:

- TACTC deadline for receiving nominations, student essays, board letters of support and student photos – Monday, November 17, 2014.
- Five student awardees from around the state will be notified in early December.
- Awards dinner – January 28, 2015 (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: 10/30/14

**ITEM #7:** President's Evaluation (for information)

### **BACKGROUND:**

The trustees will discuss President Leas' annual evaluation.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #8:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the March 6, 2014, board meeting Philosophy Instructor Dr. Dennis Knepp was awarded a \$2,000 Exceptional Faculty Award. He will provide his verbal report during the board meeting.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

Exceptional Faculty Award summary of activities  
Dennis Knepp, Philosophy and Religious Studies Instructor, August 2014

On Wednesday, July 16<sup>th</sup>, I presented the essay "On Being and Education: Harris and Peirce on Obedience versus Cooperative Investigation," at The 2014 Charles S. Peirce International Centennial Congress, at the University of Massachusetts Lowell.

I wrote my dissertation on C.S. Peirce: America's greatest unknown philosopher, founder of the Pragmatist movement, and creator of semiotics (the study of signs). Peirce died in 1914. This 2014 conference was in commemoration of the 100<sup>th</sup> anniversary of his death. Peirce is a fairly obscure philosopher and so these conferences are rare. The last Peirce conference was 25 years ago. Attending this conference was a once in a lifetime experience for me.

My essay was about a series of essays Peirce published in the Journal of Speculative Philosophy in 1868. The JSP was edited by William Torrey Harris and the mouthpiece of the St. Louis Hegelians. Peirce disagreed with Harris about the nature of Being and in my essay I show how this disagreement is a microcosm of the difference between our K-12 education that emphasizes obedience and our graduate school education that emphasizes cooperative investigation. William Torrey Harris was the superintendent of schools in St. Louis at that time, and he went on to be the U.S. Secretary of Education for 17 years where he created our K-12 educational system using Hegelian philosophy. Harris writes that Being is Nothing and must be Negated to become Something. Regarding education, this means that the individual student (Being) must be self-estranged (Negated) and will find true freedom through obedience and *internalizing the rules of the institution*. In contrast, Peirce wrote that Being is a sign which is publically accessible. We can all investigate Being. Peirce used this philosophy to create the first U.S. graduate program at Johns Hopkins University.

I don't think that anyone knows about the Hegelian origins of our K-12 educational system. I believe that I've uncovered something interesting and this conference was an opportunity to discuss this issue with other philosophers. There is certainly enough content here for a book.

I represented Big Bend Community College at the conference and even explained the concept of a community college to many international attendees. I was able to discuss the latest ideas in philosophy that I can then bring back to my own classroom.



The Charles S. Peirce Society & The Charles S. Peirce Foundation  
Present

The 2014 Charles S. Peirce  
International Centennial Congress

# Peirce 2014

Invigorating Philosophy  
for the 21<sup>st</sup> Century



University of Massachusetts Lowell  
July 16-19

In Commemoration of the 100th Anniversary  
of the death of Charles S. Peirce



*Learning with Purpose*



## Charles S. Peirce International Centennial Congress Conference Schedule

### Wednesday, July 16

9 a.m.–6 p.m.	Registration ( <i>Foyer, Grand Ballroom</i> ) Book and Poster Exhibit ( <i>Foyer, Grand Ballroom</i> )
11 a.m.–12 p.m.	Open Forum on the Role of the Charles S. Peirce Society within Peirce Scholarship ( <i>Lower Lock 1</i> )
12–1 p.m.	Charles S. Peirce Society Executive Committee Meeting ( <i>Tsongas Boardroom</i> )
12–1 p.m.	Lunch on your own
1–2:30 p.m.	Concurrent Sessions A
2:30–2:45 p.m.	Break
2:45–4:15 p.m.	Concurrent Sessions B
4:15–4:35 p.m.	Refreshment Break
4:35–4:45 p.m.	Words of Welcome ( <i>Grand Ballroom</i> ) Chancellor Marty Meehan, University of Massachusetts Lowell
4:45–6:15 p.m.	Plenary 1 ( <i>Grand Ballroom</i> ) Susan Haack (University of Miami), “Do Not Block the Way of Inquiry” <i>Chair:</i> Demetra Sfendoni-Mentzou (Aristotle University of Thessaloniki)
6:15–6:30 p.m.	Break
6:30–7:30 p.m.	Plenary 2 ( <i>Grand Ballroom</i> ) Douglas Anderson (Southern Illinois University Carbondale), “The Past, Present and Future of Peirce Scholarship” <i>Chair:</i> John Kaag (University of Massachusetts Lowell)
7:30–8:30 p.m.	Wine and Cheese Reception ( <i>Junior Ballroom</i> )



## Thursday, July 17

7:30–8:30 a.m.	Continental Breakfast ( <i>Foyer, Grand Ballroom</i> )
8 a.m.–6 p.m.	Registration ( <i>Foyer, Grand Ballroom</i> ) Book and Poster Exhibit ( <i>Foyer, Grand Ballroom</i> )
8:30–10 a.m.	Concurrent Sessions C
10–10:30 a.m.	Break
10:30 a.m.–12 p.m.	Concurrent Sessions D
12–1:30 p.m.	Lunch ( <i>Student Dining Room; Patio, weather permitting</i> )
1:30–3 p.m.	Plenary 3 ( <i>Grand Ballroom</i> ) Christopher J. Hookway (University of Sheffield), “Community, Inquiry and the Good” <i>Chair:</i> Vincent Colapietro (The Pennsylvania State University)
3–3:30 p.m.	Break
3:30–5 p.m.	Plenary 4 ( <i>Grand Ballroom</i> ) Ivo Ibrí (Pontifical Catholic University of São Paulo), “The Esthetic Basis of Peirce’s Pragmaticism” <i>Chair:</i> Robert E. Innis (University of Massachusetts Lowell) <i>Commentator:</i> Douglas Anderson (Southern Illinois University Carbondale)
5–6 p.m.	Break
6–7 p.m.	Plenary 5 ( <i>Memorial Meeting, St. Anne’s Episcopal Church</i> ) Nathan Houser (Indiana University-Purdue University Indianapolis), “Peirce’s Tragic Struggle with Destiny” <i>Chair:</i> John Kaag (University of Massachusetts Lowell)

## Friday, July 18

7:30–8:30 a.m.	Continental Breakfast ( <i>Foyer, Grand Ballroom</i> )
8 a.m.–6 p.m.	Registration ( <i>Foyer, Grand Ballroom</i> ) Book and Poster Exhibit ( <i>Foyer, Grand Ballroom</i> )
8:30–10 a.m.	Concurrent Sessions E
10–10:30 a.m.	Break
10:30 a.m.–12 p.m.	Concurrent Sessions F
12–1:30 p.m.	Lunch ( <i>Student Dining Room; Junior Ballroom</i> )
1:30–3 p.m.	Concurrent Sessions G
3–3:30 p.m.	Break
3:30–5 p.m.	Plenary 6 ( <i>Grand Ballroom</i> ) Cheryl Misak (University of Toronto), “Peirce and Ramsey on Truth” <i>Chair:</i> Catherine Legg (University of Waikato) <i>Commentator:</i> Robert Sinclair (Brooklyn College)
5–5:30 p.m.	Break
5:30–7 p.m.	Plenary 7 ( <i>Grand Ballroom</i> ) Nicholas Rescher (University of Pittsburgh), “Peirce’s Epistemological Eschatology” <i>Chair:</i> Shannon Dea (University of Waterloo)

## Saturday, July 19

7:30–8:30 a.m.	Continental Breakfast ( <i>Foyer, Grand Ballroom</i> )
8 a.m.–4 p.m.	Registration ( <i>Foyer, Grand Ballroom</i> ) Book and Poster Exhibit ( <i>Foyer, Grand Ballroom</i> )
8:30–10 a.m.	Concurrent Sessions H
10–10:15 a.m.	Break
10:15–11:45 a.m.	Plenary 8 ( <i>Grand Ballroom</i> ) Claudine Tiercelin (Collège de France), “C.S. Peirce and the Possibility of Metaphysical Knowledge” <i>Chair:</i> Rosa Maria Mayorga (Miami Dade College)
11:45 a.m.–1 p.m.	Lunch ( <i>Student Dining Room; Junior Ballroom</i> )
1–2:30 p.m.	Concurrent Sessions I
2:30–2:45 p.m.	Break
2:45–4:15 p.m.	Plenary 9 ( <i>Grand Ballroom</i> ) Fernando Zalamea (Universidad Nacional de Colombia), “Peirce’s Continuity: Mathematical and Logical, Then and Now” <i>Chair:</i> Matthew E. Moore (Brooklyn College) <i>Commentator:</i> Giovanni Maddalena (Università del Molise)
4:15–4:30 p.m.	Break
4:30–6 p.m.	Concurrent Sessions J
6–6:30 p.m.	Break
6:30–9 p.m.	Plenary 10 ( <i>Banquet, Grand Ballroom</i> ) Vincent Colapietro (The Pennsylvania State University), “Experimental Intelligence, Dramatic Narrative, and Philosophical Self-Understanding” <i>Chair:</i> Jaime Nubiola (University of Navarra)



**A-9. Contributed Paper Session 5 (*Hamilton 2*)**

*Sponsored by the Peirce Edition Project*

*Session Chair:* Daniel J. Brunson (Morgan State University)

*Speakers:* Ignacio Redondo (International University of La Rioja)  
 “Finding One’s Place in the Work of Creation”  
 Alessandro Topa (American University in Cairo)  
 “‘A Transition to the World of Spirit’: Categoriality, Normativity and Processuality, a Schillerian Matrix of Peircean Themes”

**A-10. Short Contribution Session 1 (*Merrimack 3*)**

*Session Chair:* Greg Moses (Texas State University)

*Speakers:* Maria de Lourdes Bacha (Universidade Presbiteriana Mackenzie)  
 “Peirce on the History of Science: ‘The Epistle of Petrus Peregrinus on the Lodestone’ ”  
 Victor R. Baker (University of Arizona)  
 “Charles S. Peirce and the Slaty Cleavage Controversy”  
 Paul Eduardo Femenia (Universidad Nacional de San Juan (Argentina))  
 “Peirce, Secondness and Teaching by Example of Kuhn in Teaching Engineering”  
 Dennis Knepp (Big Bend Community College)  
 “On Being and Education: Harris and Peirce on Obedience versus Cooperative Investigation”  
 Edison Torres (Universidad del Rosario, Bogotá; Universidad Militar Nueva Granada, Campus Cajicá; Centro de Sistemática Peirceana)  
 “L465: Charles Peirce’s Unrealized Visit to the Glenmore Summer School of the Cultural Sciences”

This is to Certify that

*Dennis Knepp*

contributed the paper

*On Being and Education: Harris and Peirce on Obedience  
versus Cooperative Investigation*

to the

Charles S. Peirce Centennial Congress

University of Massachusetts Lowell

July 16-19, 2014

## On Being and Education

Harris and Peirce on Obedience versus Cooperative Investigation

Dennis Knepp, Big Bend Community College

Wednesday, July 16<sup>th</sup>, 1:00 to 2:30

A-10. Short Contribution Session 1 (Merrimack 3)

### **79 word Abstract:**

The 1868 debate between Harris and Peirce is a microcosm of our two educational systems. Harris believed that Being is a contradiction and so in K-12 education the student finds freedom through the negation of obedience. Peirce believed that Being is a sign and so the graduate school ideal is cooperative investigation of the publically accessible real. This can explain our difficulty in teaching Introduction to Philosophy to freshmen who just want to know the answers on the test.

**keywords:** Peirce, William Torrey Harris, Hegel, Right Wing Hegelianism, Old Hegelians, Center Hegelians, *Journal of Speculative Philosophy*, Being, Dialectic, K-12 education, graduate school.

**Word Count:** 1152 words



My thesis is that the 1868 debate between Peirce and Harris on the nature of being is a microcosm of the difference between K-12 education that encourages obedience and graduate school education that encourages cooperative investigation. It may help explain why it is difficult to teach Introduction to Philosophy given that we want our students to struggle with the issues with us and all they want is to know what will be on the test.

William Torrey Harris (1835 – 1909) is the primary philosopher of K-12 education.<sup>1</sup> You may know him as an editor of *The Journal of Speculative Philosophy*. Harris was a founding member of the St. Louis Hegelians which was a group dedicated to spreading the gospel of Hegelianism and believed that St. Louis was the next stage of Absolute World History. They've been called Right Wing Hegelians, Old Hegelians, and even Center Hegelians because they accepted Hegel's philosophy as the truth and worked to spread the gospel in books, lectures and schools.<sup>2</sup> They saw Hegelianism everywhere and even called the first iron bridge across the Mississippi the "concrete universal" because Eads' Bridge was, quoting Denton Snider, "God's thought creating the world...Hegel's *Logic* with its intricate fine-spun web of Pure Essences realizing itself in yonder structure with all its turns, nodes, iron rods and braces..."<sup>3</sup>

In the 1868 *JSP* Harris published a debate with Peirce about Being.<sup>4</sup> Harris claims that "all things in the Universe are determined beings."<sup>5</sup> Being is the positive while determined is the negative. Determined is distinguishing one from another. Pure Being is without determination. But nothing can be without determination; and so Pure Being cannot be. Pure Being is Nothingness.<sup>6</sup> The positive Being must be negated (or determined) dialectically to create the existing world of Becoming. Being by itself is nothing and must be negated to become something. In an 1867 *JSP* essay Harris emphasized the importance of the negative: "The soul of this method lies in the comprehension of the negative."<sup>7</sup>

Harris used speculative philosophy in creating our compulsory K-12 education system. As superintendant of schools in St. Louis, Harris oversaw the creation of the first publically funded Kindergarten in 1873 by the Hegelian Susan E. Blow.<sup>8</sup> Harris was appointed U.S.

Commissioner of Education in 1889 and held that position for 17 years where he helped nationalize Kindergarten (that's the K), he introduced high school education (that's the 12), and helped to make public education compulsory. The three stages of K-12 education unfold dialectically: elementary school is the positive Being, middle school is the negative determination, and high school is the unification.<sup>9</sup> The positive being of the individual student is nothing. The student must become self-estranged by being limited by institutions. That's the important negative. The student finds true freedom by then freely adopting those limitations.<sup>10</sup> Harris believed Hegel's claim that the educated act from universal principles at first imposed and then freely adopted. We should all become good Kantians freely willing the same universal principles. In *The Elements of Right* Hegel even says that the uneducated are offensive because they act from particular characteristics whereas the educated know how to do what everyone else does.<sup>11</sup> And so K-12 education is universal and compulsory so that everyone will realize their true self by adopting the same universal limitations of institutional rules. Individual students learn true freedom through universal obedience.

In January of 1893, U.S. Commissioner of Education William T. Harris gave a series of five lectures on the philosophy of education at The Johns Hopkins University. The second lecture was entitled "Problems Peculiar to American Education," and in it Harris claims that there are two kinds of education. The first is "substantial education – the education by means of the memory" and is based on accepting "the authority of the teacher." His example is accepting that the sum of the interior angles of a triangle is equal to the sum of two right angles because the authority figure has said it is so. Learning how to work it out for yourself is the second kind of education: "individual or scientific education; it is the education of insight as opposed to that of authority" and it "frees the individual from the authority of the other." Harris states:

But there is this danger in the system of education by insight, if begun too early, that the individual tends to become so self-conceited with what he considers knowledge gotten by his own personal thought and research, that he drifts



toward empty agnosticism with the casting overboard of all authority. It is, therefore, necessary that this excessive conceit of the self which this modern scientific method of education fosters be lessened by building on the safe foundations of what has been described as the education of authority.<sup>12</sup>

In summary, compulsory K-12 education was designed as a place where students would learn to obey authority and find their own realization of freedom through obedience. This is why our college students just want to know what to write on the test: they have been through thirteen years of finding success by appeasing authority figures.

Of course, Charles Peirce was one of the new-fangled moderns advocating a scientific education of insight; and the seeds of this can be found in the 1868 *JSP* series. Peirce rejects Harris' self-contradictory concept of being as, well, contradictory.<sup>13</sup> Instead, Peirce states that we get the concept of being...

...by reflecting upon signs – words or thoughts; – we observe that different predicates may be attached to the same subject; then we imagine that a subject has something true of it merely because a predicate (no matter what) is attached to it, – and that we call Being. The conception of being is, therefore, a conception about a sign....<sup>14</sup>

Signs are public events, accessible by the community of investigators, who will find the real “in the long run” through cooperative investigation.<sup>15</sup> Peirce brought his theory of communally accessible public signs to the development of graduate education in the United States resulting in the publication in 1883 of *Studies in Logic by Members of the Johns Hopkins University* – a collection of essays by Professor Peirce and his students. Joseph Brent writes: “For Peirce, the book was the embodiment of his ideal and ethic of a community of inquirers after truth.”<sup>16</sup> The graduate school ideal is the cooperative communal investigation of publically accessible signs. Summarizing Peirce: “The conception of being is a conception about a sign.”

Metaphysics matters. Compulsory K-12 education was built with a self-contradictory metaphysics of being and so students are caught in this Orwellian world where freedom is slavery and ignorance is knowledge. By contrast, graduate education has an ideal of being as communally accessible public signs and so students are encouraged to be part of a cooperative effort to investigate the real. This is why we want our Introduction to Philosophy students to think like Socrates but all they want to know is what will be on the test.

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<sup>1</sup> "For at least 35 years, from 1870 until 1906, Dr. William Torrey Harris was the most influential man in American education," John S. Roberts, LL.B., Ph.D., District Superintendent of Schools, New York, N.Y., *William T. Harris: A Critical Study of His Educational and Related Philosophical Views*, (Washington, D.C.: National Educational Association of the United States, 1924), page 1.

<sup>2</sup> An excellent biography of the group is the Introduction by Michael H. DeArmey and James A. Good, *The St. Louis Hegelians*, (Bristol, England: Thoemmes Press, 2001). DeArmey and Good describe them as Center Hegelians. Those who "preserved" Hegel's philosophy through the nineteenth century are described as Old Hegelians by Karl Löwith, translated by David E. Green, *From Hegel to Nietzsche: the Revolution in Nineteenth-Century Thought*, (New York, Chicago, San Francisco: Holt, Rinehart and Winston, 1964), page 84.

<sup>3</sup> Denton J. Snider, *The St. Louis Movement in Philosophy, Literature, Education, Psychology, with Chapters of Autobiography* (St. Louis: Sigma Publ. Co., 1920), page 108; quoted in *The American Hegelians: An Intellectual Episode in the History of Western America*, edited by William H. Goetzmann (New York: Alfred A. Knopf, 1973), page 8. Goetzmann describes them as Right Wing Hegelians.

<sup>4</sup> "Nominalism versus Realism," republished in *Writings of Charles S. Peirce: A Chronological Edition: Volume 2: 1867 – 1871*, edited by Edward C. Moore, et al, (Bloomington: Indiana University Press, 1984), pages 144 to 154.

<sup>5</sup> "Nominalism versus Realism," page 146.

<sup>6</sup> "The proposition that Being and Nothing is the same seems so paradoxical to the imagination or understanding, that it is perhaps taken for a joke," G. W. F. Hegel, translated by Willam Wallace, *Hegel's Logic*, (Oxford: Oxford University Press, 1873, 1975), § 88, page 128.

<sup>7</sup> W.T. Harris, "The Speculative," *Journal of Speculative Philosophy* 1 (1867), reprinted in *The American Hegelians*, page 18.

<sup>8</sup> In the editor's introduction to Susan E. Blow's "Kindergarten Chats," William H. Goetzmann writes: "An independent-minded person, Susan Blow did not slavishly follow Froebel in his mystical approach to learning. Instead, she infused his outlook with the systematics of Hegelian philosophy. The result was that, from her own writings on kindergarten education, one could gain a profound insight into Hegelian philosophy from a fresh point of view," *The American Hegelians*, page 290.

<sup>9</sup> "The first, or elementary education, then, is but superficial, a mere inventory; the secondary insists on some reflection on what has been learned; and the third, or higher education, is the unity and comparison of all that has been learned, so that each is explained by the whole. Give the child possession of the embryology of civilization, and his insight into the evolution of civilization is insured," William Torrey Harris, Lecture V, February 4<sup>th</sup>, 1893, "Herbert Spencer and What Knowledge is of Most Worth," *The American Hegelians*, page 309.

<sup>10</sup> "The individual is surrounded by the social order as a sort of fate; he must harmonize with it or be crushed by it. Education must estrange the individual from his natural self; must overcome his isolation; must lead him to adopt social customs and to realize his true self," John S. Roberts, *William T. Harris*, pages 40 and 41.

<sup>11</sup> G. W. F. Hegel, edited by Allen W. Wood, translated by H. B. Nisbet, *Elements of the Philosophy of Right*, (Cambridge: Cambridge University Press, 1991, 1995), § 187, pages 224 to 226.

<sup>12</sup> *American Hegelians*, page 302.

<sup>13</sup> *Writings*, page 150.



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<sup>14</sup> Writings, page 231.

<sup>15</sup> Writings, page 239.

<sup>16</sup> Joseph Brent, *Charles Sanders Peirce: A Life, Revised and Enlarged Edition*, (Bloomington and Indianapolis: Indiana University Press, 1993, 1998), page 128.



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #9:** Mission Fulfillment Report (for information)

### **BACKGROUND:**

Prepared by VP Bob Mohrbacher and Dean Valerie Kirkwood.

### **RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

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

### **BACKGROUND:**

The following board policy drafts are included for your consideration and subsequent action at the next meeting.

#### **New BP, Personnel Administration**

This is a new policy for the Board to consider. Its purpose is to provide an over-arching policy that allows for the creation of a number of administrative processes to manage a variety of employment circumstances.

We suggest that BP 4150 Classified Leaves be deleted because it provides direction on operationalizing BP 3000 Categories of Authorized Leave, which would be properly addressed in an Administrative Policy.

#### **BP1000, Section BSL-4**

This section of the policy was revised to reflect changes in the evaluation process for the president.

#### **BP 2070, Reasonable Accommodations**

The draft policy was updated to reflect current language.

#### **BP7700 Safety, Security and Emergency Management**

The draft policy includes updated references and language.

#### **BP 8001 Smoking/Tobacco Policy**

The draft policy changes reflect the inclusion of electronic cigarettes and complies with Grant County Ordinance 2014-2.

#### **BP 8021 Gifts, Grants, and Donations**

The draft policy changes remove the operational elements from the BP, which are more appropriate in the AP.

### **RECOMMENDATION:**

None.

BP \_\_\_\_\_ **PERSONNEL ADMINISTRATION**

Big Bend Community College, aware of its obligations as an institution of higher education and steward of the public trust, will ensure that personnel administration procedures and practices comply with federal, state, and local laws and statutes, are based upon sound human resource management principles, satisfy the standards of regional and national accrediting organizations, and promote a work environment of collegiality, respect, and professionalism.

**4150.1 GENERAL INFORMATION**

Leave Request Form BBC 14-18 must be completed for all leaves prior to taking the leave, except sick leave or leave to cover child care emergencies. The leave form must be approved by the employee's supervisor and should be filed with the Human Resource Office prior to taking leave. The leave is considered approved when the supervisor has approved and signed the leave request form. Unauthorized absences shall be treated as absence without pay.

Leave granted to classified employees will be consistent with current Department of Personnel rules on Holidays - Leaves in WAC 251-22-040 through 251-22-300.

(See also BP3000)

The Board of Trustees authorizes the following categories of leave from employment duties. Applicability to the different employee groups of the college is noted.

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Sick Leave                    | Admin/Exempt, Faculty, Classified |
| • Bereavement Leave             | Admin/Exempt, Faculty, Classified |
| • Family & Medical Leave        | Admin/Exempt, Faculty, Classified |
| • Family Care Leave             | Admin/Exempt, Faculty, Classified |
| • Vacation Leave                | Admin/Exempt, Faculty, Classified |
| • Personal Leave                | Admin/Exempt, Faculty, Classified |
| • Military Leave                | Admin/Exempt, Faculty, Classified |
| • Domestic Violence Leave       | Admin/Exempt, Faculty, Classified |
| • LOA - Leave without Pay       | Admin/Exempt, Faculty, Classified |
| • Civil/Jury Duty               | Admin/Exempt, Faculty, Classified |
| • Sabbatical/Professional Leave | Admin/Exempt, Faculty             |
| • Retraining Leave              | Faculty                           |
| • Conditional Leave             | Faculty                           |
| • Faculty Assoc. Leave          | Faculty                           |

**BP2070    REASONABLE ACCOMMODATIONS POLICY**

Big Bend Community College policy is to reasonably accommodate qualified faculty, staff, appointees, and job applicants with disabilities. A disabled individual has the right to request and receive reasonable accommodation in all aspects of employment. The need for reasonable accommodation does not adversely affect an individual's consideration for employment, training, promotion, or opportunity to enjoy equal terms, benefits, privileges, or conditions of employment.

This policy is in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended; the Washington State Law Against Discrimination, RCW 49.60; and Section 504 of the Rehabilitation Act of 1973.

**BP2070    REASONABLE ACCOMMODATIONS -POLICY FOR DISABLED-EMPLOYEES**

Big Bend Community College policy is to reasonably accommodate qualified faculty, staff, appointees, and job applicants with disabilities. A disabled individual has the right to request and receive reasonable accommodation in all aspects of employment. The need for reasonable accommodation does not adversely affect an individual's consideration for employment, training, promotion, or opportunity to enjoy equal terms, benefits, privileges, or conditions of employment.

This policy is in accordance with the American with Disabilities Act (ADA) of 1990 as amended; tThe Washington State Law Against Discrimination, RCW 49.60; and, together with federal law, Section 504 of the Rehabilitation Act of 1973, prohibits discrimination in employment on the basis of mental, physical or sensory handicap. In its program of equal employment opportunity, Big Bend Community College is committed to providing reasonable accommodation for disabled employees. Disability includes any physical, mental, or sensory impairment that affects the performance of major work activities and therefore may impede an individual in obtaining or maintaining permanent employment and promotional opportunities.

But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.

4. Only decisions of the board acting as a body are binding upon the President.
  - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
  - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

### **BSL – 3 President's Job Description**

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

### **BSL – 4 Evaluating Presidential Performance**

Evaluation of the President will be performed on an annual basis. Components of the evaluation include the President's Self-Evaluation form, annual work plan, feedback from stakeholder groups, monitoring reports, and financial reports.

At the beginning of each academic year, the President will outline yearly individual performance goals and suggested specific performance indicators reflective of the long-term strategic goals for the college. These goals will be reviewed with the Board of Trustees at their annual retreat.

At the end of the academic year, the President will document to what extent the goals and indicators were met in the previous year.

Upon completion of the annual evaluation, the Board of Trustees will prepare a written summary of the President's performance. The summary will be read in an open board meeting with any subsequent action to be taken at that open meeting.



A copy of the written summary will be filed and maintained in the President's personnel file.

Current

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### **BSL – 3 President's Job Description**

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Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

### **BSL – 4 Monitoring-Evaluating Presidential Performance**

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*. Evaluation of the President will be performed on an annual basis. Components of the evaluation include the President's Self-Evaluation form, annual work plan, feedback from stakeholder groups, monitoring reports, and financial reports.

At the beginning of each academic year, the President will outline yearly individual performance goals and suggested specific performance indicators reflective of the long-term strategic goals for the college. These goals will be reviewed with the Board of Trustees at their annual retreat.

At the end of the academic year, the President will document to what extent the goals and indicators were met in the previous year.

Upon completion of the annual evaluation, the Board of Trustees will prepare a written summary of the President's performance. The summary will be read in an open board meeting with any subsequent action to be taken at that open meeting.

A copy of the written summary will be filed and maintained in the President's personnel file.

1. ~~The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.~~

2. ~~A given policy may be monitored in one or more of three ways:~~

~~\_\_\_\_\_ A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.~~

~~\_\_\_\_\_ B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.~~

~~\_\_\_\_\_ C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.~~

3. ~~Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.~~

~~\_\_\_\_\_ A. Annual Internal Reports for policies on:~~

~~\_\_\_\_\_ EL-2 Respect for Students~~

~~\_\_\_\_\_ EL-3 Respect for Community Members~~

~~\_\_\_\_\_ EL-4 Respect for Employees~~

~~\_\_\_\_\_ EL-7 Financial Planning~~

~~\_\_\_\_\_ EL-9 Communication and Support to the Board~~

~~\_\_\_\_\_ EL-10 Emergency Executive Succession~~

~~\_\_\_\_\_ B. Annual External Reports or direct Board inspection for policies on:~~

~~\_\_\_\_\_ EL-1 General Executive Constraint~~

~~\_\_\_\_\_ EL-6 Asset Protection~~

~~\_\_\_\_\_ EL-8 Financial Condition and Activity~~

~~\_\_\_\_\_ C. Quarterly Internal Reports on Actual Budget~~

~~\_\_\_\_\_ D. Annual Internal Reports for all *Ends* policies contained in:~~

~~\_\_\_\_\_ Academic Master Plan Reports~~

~~\_\_\_\_\_ Mission Fulfillment~~

- ~~— Excellence in Teaching & Learning~~
- ~~— Community Engagement~~
- ~~— Budget Presentations~~

4. ~~Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.~~
  - A. ~~A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.~~
  - B. ~~The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.~~
  - C. ~~The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.~~

Big Bend Community College District endorses the standards for safety as set forth in the "Safety and Health Committee Plan" (WAC 296.24.045). The safety of students and staff in all college activities, both on and off college property is of paramount importance. All college employees will work safely, in a safe environment. All college sponsored activities will be planned with proper attention to safety. Students and staff will be made aware of necessary safety precautions essential to their activity or location. Refer to Administrative Process Manual, AP7700.

Big Bend Community College will adopt, develop and implement a campus-specific Emergency Response Plan which is based on and conforms to the Incident Command System (ICS) and the National Incident Management System (NIMS) (Adopted by BBCC Board of Trustees 9/11/07).

*New text to completely replace old text.*

The Big Bend Community College District is committed to providing a safe and secure environment for its students, faculty, staff and visitors, and abides by all applicable federal, state and local laws, and regulations relating to a safe and secure working and learning environment.

The College shall establish and support reasonable practices that:

- Support a safe and secure environment in all ~~buildings~~ facilities and grounds owned, leased, and operated by the College;
- Advance safety, security, and emergency preparedness through policy development, programming, processes, and training;
- Provide appropriate types and levels of security at college activities; and
- Safeguard the college's facilities, property, and physical assets.

#### References

##### 1) Environmental Safety

###### a) RCW 49.17 "Washington Industrial Safety and Health Act"

- i) WAC 296-800-110 "Employer responsibilities: Safe workplace"
- ii) WAC 296-800-11030 "Establish, supervise, and enforce rules that lead to a safe and healthy work environment" that are effective in practice
- iii) WAC 296-155-110 "Accident Prevention Program – construction"
- iv) WAC 296-155-140 "Accident Prevention Program – all industries"
- v) WAC 296-155-246 "Fall Protection"
- vi) WAC 296-800-300 "Portable Fire Extinguishers"
- vii) WAC 296-800-130 "Safety Committees and Safety Meetings"
- viii) WAC 296-800-160 "Personal Protective Equipment (PPE)"
- ix) WAC 296-800-140 "Accident Prevention Program (General Industry)"
- x) WAC 296-800-150 "First-Aid (General Industry)"
- xi) WAC 296-800-310 "Exit Routes and Employee Alarm Systems"
- xii) WAC 296-806-400 "Additional Requirements for Machines/Operations"
- xiii) WAC 296-62-095 "Outdoor Heat Exposure Rule"
- xiv) WAC 296-823 "Occupational Exposure to Bloodborne Pathogens"

###### b) RCW 49.70 "Worker and Community Right to Know Act"

- i) WAC 296-800-170 "Chemical Hazard Communication"

##### 2) Security

- 20 USC 1092(f) “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”
- a) Drug Free Schools and Communities Act Amendment of 1989; 20 U.S. Code Sections 1101i; 1091(r); 1092(f)(1)(H); 1092(k); 1145g; 34 Code of Federal Regulations 86.1 et seq.; Federal Drug-Free Workplace Act of 1988;
- “Drug Free Schools and Communities Act (DFSCA)”, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86
- 3) Emergency Management
- a) RCW 38.52 regarding the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions
- b) Homeland Security Presidential Directive 5 (HSPD-5) – National Incident Management System
- c) 20 USC 1092(f) “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

8001.1 In accordance with RCW 70.160 and Governor Gardner's Executive Order EO88-06 establishing policy on smoking in state facilities:

A. Effective January 1, 1989, no smoking is allowed in Big Bend Community College facilities, vehicles, and buildings in order to provide a smoke-free, healthful environment.

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

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

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



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# GRANT COUNTY

County Courthouse  
P.O. Box 37  
Ephrata, WA 98823  
(509) 754-6060



# HEALTH DISTRICT

1038 W. Ivy Avenue  
Moses Lake, WA 98837  
(509) 766-7960

## Ordinance 2014-2

Rules and Regulations of the Grant County Health District Restricting the Sale, Marketing, Use, and Availability of Electronic Vapor Devices and E-Liquid.

### Section 1. Authority and Purpose

- (1) Pursuant to the authority of RCW 70.05.060 (Powers and duties of local board of health) and under the general authority of Article 11, §11 of the Washington Constitution, these regulations are hereby established restricting the sale, marketing, use, and availability of electronic vapor devices and e-liquid.
- (2) The purpose of these regulations is to provide for and promote the health, safety, and welfare of the general public, and not to create or otherwise establish or designate any particular class or group of person who will or should be especially protected or benefited by this Ordinance. The provisions of this Ordinance shall be liberally construed for the accomplishment of its purposes.
- (3) Nothing contained in this Ordinance is intended to be nor shall be construed to create or form the basis for any liability on the part of the Board of Health, the Health District, or any of its officers or employees, for any injury or damage resulting from the failure of any person subject to this chapter to comply with this Ordinance, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter of the part of the Board of Health, the Health District, or its officers or employees.
- (4) Per RCW 26.28.080 (1), every person who sells or gives, or permits to be sold or given, to any person under the age of eighteen years a vapor product is guilty of a gross misdemeanor.

### Section 2. Administration

Where the provisions of any local, State, or federal regulation shall conflict with this Ordinance, the more strict regulation shall apply, with the order of enforcement proceeding from federal, State, and then Health District.

### Section 3. Definitions

- (1) "Board of Health" means the Grant County Board of Health.
- (2) "E-Liquid" also known as e-juice means nicotine or non-nicotine containing liquid, often flavored, used in an electronic vapor device.
- (3) "Electronic vapor device" means an electronic or battery-operated device, the use of which resembles smoking, which can be used to deliver nicotine or other substances to the person inhaling from the device. "Electronic vapor device" includes, but is not limited to, a vapor product, a personal vaporizer, an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, and an electronic hookah. "Electronic vapor device" does not include a cigarette, as defined in RCW 82.24.010, tobacco products, as defined in RCW 82.26.010, or a product approved for sale by the U.S. Food and Drug Administration as a Drug, Device, or Combination Product, as those terms are defined in the Federal Food, Drug and Cosmetic Act."
- (4) "Health District" means the Grant County Health District.
- (5) "Health Officer" means the Grant County Health Officer.
- (6) "Minor" means any person younger than eighteen years old.
- (7) "Person" means any natural person, individual, corporation, unincorporated association, proprietorship, firm partnership, joint venture, joint stock association, or other entity of business of any kind.
- (8) "Seller" means any person who sells or distributes with an economic or a business purpose, or offers to exchange for any form of consideration, electronic vapor devices or e-liquid.
- (9) "Vending Machine" means a machine or other mechanical device that accepts payment and dispenses electronic vapor devices or e-liquid as defined by this Ordinance.

#### **Section 4. Findings**

The Grant County Board of Health finds that the emergence of new, unregulated electronic vapor devices and unregulated nicotine delivery products presents a threat to public health.

Electronic vapor devices, commonly referred to as electronic cigarettes or e-cigarettes, are battery operated devices, some of which closely resemble cigarettes. They do not contain tobacco, although the nicotine may have been extracted or derived from tobacco. People who use electronic vapor devices inhale vaporized or aerosolized liquid nicotine, or other liquids, created by heat through an electronic ignition system and exhale the vapor in a way that mimics smoking.



Electronic vapor devices have not to date been successfully tested as a method to quit smoking and the United States Food and Drug Administration has not approved these devices for smoking cessation.

There are multiple recipes and manufacturers of e-liquid used in electronic smoking devices and there are no standards, no testing, and no labeling requirements. It is unknown what chemicals have been added to the unknown nicotine concentration. Nicotine is a highly addictive, fast acting, and potentially harmful drug known to negatively affect the arteries, heart, and brain.

Electronic vapor devices have a strong appeal to youth due to their high technology design and availability in child-friendly flavors. They also present a substantial risk of nicotine addiction and resultant harm to public health and safety. In addition, there are concerns that the use of electronic vapor devices in public places and places of employment could increase social acceptance of smoking, provide models for unhealthy behavior, expose bystanders to potentially unhealthy second hand vapors, and complicate enforcement of the state and local laws governing the smoking of tobacco products in public places. Lastly, electronic vapor devices represent a renormalization of publicly inhaling nicotine which is contrary to public health efforts of the past 50 years.

#### **Section 5. Sale or Distribution to Minors Prohibited**

- (1) Each seller shall verify by means of photographic identification listed in RCW 70.155.090 that no person purchasing electronic vapor devices or e-liquid is younger than eighteen years old.
- (2) No person shall sell, give, or furnish, or cause or allow to be sold, given, or furnished, electronic vapor devices or e-liquid to a minor.
- (3) All electronic vapor devices and e-liquids offered for over the counter sale must be stored behind the counter in an area accessible only to the seller or under lock and key.

#### **Section 6. Purchasing or Possession by a Minor Prohibited**

It is prohibited for a minor to purchase, possess, or obtain electronic vapor devices or e-liquid.

#### **Section 7. Marketing Requirements**

No electronic vapor device and e-liquid advertising in Grant County may contain any statement, picture, or illustration that:

- (1) Is false or misleading;

#### **Section 8. Sales from Mechanical Equipment Restricted**

No person shall sell or permit to be sold electronic vapor devices or e-liquid

### Section 9. Use in Public Places

It shall be prohibited to use an electronic vapor device in any place where smoking is prohibited per RCW 70.160 (Smoking in Public Places) except establishments where the only retail activity is the sale, distribution, or sampling of electronic vapor devices and e-liquids, and access by minors is prohibited.

### Section 10. Required Signage

Sellers shall display a printed sign, posted so that it is clearly visible to anyone purchasing electronic vapor devices or e-liquid. The sign must be in contrasting colors and at least 20-point type, and must read substantially as follows:

“THE SALE AND USE OF ELECTRONIC VAPOR DEVICES AND E-LIQUID IS PROHIBITED TO PERSONS UNDER AGE 18.”

### Section 11. Administrative Appeals

#### (1) Right to an administrative appeal hearing.

- a. Any aggrieved person may appeal any order, notice of violation, administrative civil penalty assessment, requirement, permit, decision, or determination made by the Health Officer or an administrative official in the administration or enforcement of this ordinance.
- b. An aggrieved person is a person whose interests are, or will likely be, specifically and perceptibly harmed by a requirement, permit, decision determination or order made by the Health Officer or his/her designee, and where a decision in favor of that person would substantially eliminate the harm caused, or likely to be caused, by the requirement, permit, decision or determination or order.
- c. A request for an administrative appeal hearing shall be filed in writing with the Health District and any applicable fee shall be paid within fifteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. The hearing request shall operate as a stay of the required action or decision, except in the case of an emergency order issued by the Health District. The hearing shall be conducted within thirty calendar days of the filing of the request for hearing, unless alternative scheduling is mutually agreed to in writing by the parties.
- d. Notice of an administrative appeal hearing shall be given to the person requesting the hearing, the applicant, and property owner as applicable.

#### (2) Administrative appeal hearing procedures.

- a. The administrative appeal hearing shall be an open record hearing presided over by the Health Officer and shall be either tape recorded or video recorded at the discretion of the Health Officer. Evidence shall not be accepted after the hearing is closed unless expressly permitted by the presiding officer or by written agreement of the parties.



- b. The persons to whom notice of the administrative appeal hearing was given and the Health District staff may offer such evidence as they deem necessary and shall produce such evidence as the health officer may deem necessary to obtain an understanding and determination of the issues.
- c. The burden of establishing a violation shall be on the Health District; and shall be established by a preponderance of the evidence.
- d. The Health Officer shall determine the relevancy and materiality of the evidence offered. Conformance to legal rules of evidence shall not be required. All evidence shall be taken in the presence of all parties recorded as present, exhibits, affidavits, and documents may be considered as evidence but shall be given only such weight as the Health Officer deems appropriate.
- e. Testimony of witnesses may be presented. The Health Officer shall determine from the evidence presented at the administrative appeal hearing whether or not the notice, decision, or determination that is being appealed should be affirmed, modified or reversed.
- f. The hearing may be continued from time to time without further mailed or delivered notice.
- g. The Health Officer shall maintain a record of documents presented.

If any party who requests an administrative appeal hearing fails to attend or participate in a hearing, the Health Officer may enter a decision denying the party's request, or may conduct the hearing without the participation of that party, having due regard for the interests of justice and the orderly and prompt conduct of the proceedings.

The Health Officer shall issue a written decision concerning the disposition of the administrative hearing within ten business days of the hearing date, and may require additional actions as part of the decision.

All decisions of the Health Officer shall be final unless review is sought by the filing of an appeal with the Board of Health in accordance with section 12 within ten days from the date of the decision.

#### **Section 12. Appeals to Board of Health**

(1) An appeal to the Board of Health may be filed by any aggrieved party who participated in an administrative appeal hearing to the Health Officer pursuant to Section 11. The appeal shall be commenced by filing a written request on forms prescribed by the Health District and must be filed with the health officer within ten days of the date of the decision or order which is the subject of the appeal.

(2) The appeal must cite with particularity the order or decision being appealed from and the reasons for the appeal. A copy of the order or decision appealed from shall be attached to the appeal. The appeal filing shall be accompanied by any applicable filing fee.

(3) The Board of Health shall have the authority to determine initially whether any such appellant has standing to challenge a decision or final order of the Health Officer and whether such appeal was timely filed.

(4) The Board of Health may join appeals that present substantially similar issues that reasonably should be joined.

(5) The proper filing of an appeal to the Board of Health shall stay the Health Officer's decision during the pendency of the appeal, except in the case of an emergency order.

(6) The appeal to the Board of Health shall be scheduled for the next regularly scheduled Board of Health meeting. At the hearing, the Board of Health shall provide each party an opportunity to be heard, to present evidence, and to show why the Health Officer's order or decision should be sustained, modified or reversed. The Board of Health shall be bound by the regular rules of evidence pertaining to superior court trials. Within this framework, the Board of Health shall make such rulings on evidence and procedure as it deems appropriate and may develop guidelines for the conduct of such hearings.

(7) The record made at such hearing shall be capable of being transcribed at the request of the parties or the Board of Health.

(8) The Board of Health shall decide the matter under appeal by a majority vote of the Board of Health, and shall enter a written decision together with findings of fact and conclusions of law and an appropriate order sustaining, modifying, or reversing the order or decision of the Health Officer and shall serve them on all parties within thirty five days of the close of the hearing.

(9) All decisions of the Board of Health shall be final unless an aggrieved person files an appeal with the Superior court for Grant County within thirty days from the date of the decision. Such appeals to Superior Court shall be on the record and neither new testimony nor evidence shall be taken. Such appeals shall not operate as a stay of any required action or approval contained in the decision of the Board of Health.

(10) An aggrieved party must exhaust the administrative remedies provided for in these sections 11 and 12 before seeking other or additional relief in a court of law. An aggrieved party who fails to exhaust the remedies provided by these sections waives its challenge and has failed to exhaust all administrative remedies thereby precluding any appeal of the Health Officer's or Board of Health's decision(s) to a court of law.

### **Section 13. Penalties**

Anyone failing to comply with any of the terms of this Ordinance shall be in violation of this Ordinance. The Health District may proceed to commence a civil action to recover a penalty of



\$100.00 for each violation of this Ordinance. Each day a continuing violation exists shall be considered a separate violation.

**Section 14. Applicability**

This Ordinance applies to the sale and distribution of all electronic vapor devices and e-liquid to the extent not preempted by federal and State law, including, but not limited to, the regulation of those products by the United States Food and Drug Administration

**Section 15. Severability**

The provisions of this Ordinance are hereby declared to be separate and severable. If any section, sentence, clause or phrase of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 16. Effective Date**

Passed by the Grant County Board of Health and signed by the Chair on September 10, 2014 with the Ordinance going into effect on January 1, 2015.

Attest:

\_\_\_\_\_  
Pattie Anderson, Clerk

\_\_\_\_\_  
Tony Massa, Chair

\_\_\_\_\_  
Katherine Kenison  
Health District Attorney

\_\_\_\_\_  
Date



**8021.1 GENERAL**

A. Gifts, Grants and Donations. All gifts, grants and donations are to be approved by the college President, or his/her designee prior to its acceptance by the Board of Trustees to insure that the terms of the gift, grant or donation are consistent with the institution's and the community college's systems programs as specified by state law. All gifts, grants and donations must be accepted by action of the Board of Trustees. Since each gift, grant and donation has different terms, the conditions set forth in the gift, grant or donation should be considered as to the following:

1. Is it compatible with the institution's current fiscal practices and requirements?
2. Under the conditions of the gift, grant or donation, is it permissible to make reasonable overhead charges for the costs incurred in the management of the funds?
3. All gifts and donations should be approved by the college President or his/her designee prior to being utilized by any member of the college community.
4. The Vice President for Administrative Services will be responsible for the coordination of all gifts, grants and donations at each institution to insure that the terms of the gift, grant or donation are complied with at the outset and during the entire term of the agreement.

NEW TEXT

**8021.1 GENERAL****A. Grants**

All grants are to be approved by the college President, or his/her designee to ensure that the terms of all grants are consistent with the institution's and the community college system's programs as specified by state law.

**B. Cash Gifts and Donations**

All cash gifts and donations will be coordinated with and routed through the BBCC Foundation. If the donor wishes to donate directly to the college the regulations for management of state monies will be followed.

**C. Non-cash Gifts and Donations**

All non-cash gifts and donations will be coordinated with and routed through the BBCC Foundation after approval by the President. If the donation is complex in nature the President may ask the board of trustees to approve the donation.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

### **ITEM #11:** Board Policies (for action)

#### **BACKGROUND:**

The following board policy drafts are included for your consideration and subsequent action at the next meeting.

BP 6115 Policy Prohibiting Discrimination, Harassment and Sexual Harassment

BP 8070 Diploma Presentation

Prepared by the President's office.

#### **RECOMMENDATION:**

President Leas recommends the board of trustees approves the proposed board policies as presented.

Big Bend Community College is committed to providing an environment conducive to individual development and learning within a discrimination-free atmosphere. This nondiscriminatory environment is founded in free inquiry and expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to reaffirm the value of all people. Our goals are based on the institution's commitment to the following:

1. to develop a community in which all students, staff, and faculty are accepted and treated as individuals, independent of ancestry, social background, physical characteristics, or personal beliefs.
2. to provide an atmosphere where students, staff, and faculty may freely engage in academic expression and debate in the classrooms and public halls, while pursuing their social and private lives in our community unthreatened by discrimination, disruption, or harassment of any form.
3. to work with a diverse community to understand and eliminate the barriers to full participation in society by every person.
4. to promote a heightened awareness of racism and other forms of discrimination and the commitment to publicly confront acts of racism.

## **BP6115 POLICY PROHIBITING DISCRIMINATION, HARASSMENT SEXUAL HARASSMENT AND SEXUAL MISCONDUCT**

### **6115.1 PURPOSE**

The goal of Big Bend Community College is to provide a work and academic environment free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, and sexual misconduct. Discrimination, harassment, sexual harassment, and sexual misconduct destroy mutual respect and a trusting environment.

This policy applies to all students, faculty, staff, trustees, or others having an association with the College while on campus, on properties leased or used by BBCC for any college activities, and/or while conducting BBCC business off-campus such as business trips, field trips, athletic events, student activities, and internships.

This policy will be interpreted in the context of academic freedom in the educational environment. The culture of BBCC is founded in the principles of free inquiry and free expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to ensure freedom of speech and the free exchange of ideas by reaffirming the value of all people.

### **6115.2 PROHIBITED PRACTICES**

This policy prohibits discrimination on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit. Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or status as a veteran. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, domestic violence, sexual assault, stalking, and dating violence. Sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

The Vice President of Human Resources and Labor shall develop and implement an internal complaint procedure for filing a complaint of discrimination or harassment. BBCC will implement a supporting educational program that makes the policy and complaint procedure generally known. Complaints will be investigated in a timely

manner and appropriate action will be taken when violations of policy are confirmed.

Refer to AP 6115 for the process to report discrimination, harassment, and sexual harassment.

This policy is based on: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 & 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, 29 CFR Part 1635, Regulations under the Genetic Information Nondiscrimination Act of 2008, Vietnam Era Veteran's Readjustment Assistance Act, American with Disabilities Act, The Civil Rights Act of 1991, Washington State Laws on Discrimination, Chapter 49.60 RCW, Collective Bargaining Agreements, Violence Against Women Act, and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including the Campus Sexual Violence Elimination (SAVE) Act amending the Jeanne Clery Act.

DRAFT

RCW 28B.50.140(12) authorizes the Big Bend Community College Board of Trustees to “grant to every student, upon graduation or completion of a course of study, a suitable diploma, degree, or certificate under the rules of the state board for community and technical colleges that are appropriate to their mission.”

~~Degrees~~ Diploma covers, representing conferred diplomas, degrees, and certificates, are conferred distributed to students at commencement following or pending successful completion of academic requirements as described in the *BBCC Catalog* by a member of the Big Bend Community College Board of Trustees, by the President of Big Bend, or by the president’s designee in accordance with RCW 28B.50.140.

The BBCC trustees value the concept of inclusion in the graduation ceremony as a strategy for respecting and honoring “community” in the name Big Bend Community College. Accordingly, the trustees authorize the college president to establish administrative procedures by which members of the college community may participate in the distribution of diploma covers to graduates at commencement. Disruptions to the official ceremony should be kept to a minimum while not denying a familial relationship.

~~Degrees are conferred following successful completion of academic requirements as described in the *BBCC Catalog*.~~

~~All diplomas are issued with the name of Big Bend Community College and are signed by the Chair of the Board of Trustees and the President of BBCC. Diplomas are ordered and issued by the Associate VP of Student Services.~~

Legal Reference: BP 1000 Policy Governance–By Laws  
BP 1004 Delegation of Appointing Authority  
AP 3500 Position Description: President  
BP 6400 Honorary Degree  
AP 8070 Presentation of Diplomas

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #12:** 2015 Regular Board Meeting Schedule (for action)

### **BACKGROUND:**

Proposed 2015 Regular Board Meeting dates:

January 15, 2015, 1:30 p.m.

March 5, 2015, 1:30 p.m.

April 9, 2015, 1:30 p.m.

May 21, 2015, 1:30 p.m.

June 12, 2015, 3:00 p.m. (commencement date)

August 6, 2015, 1:30 p.m. (in the past, this meeting was cancelled for the Board Retreat)

August 27, 2015 Board/Admin Retreat

September 10, 2015 1:30 p.m.

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

December 3, 2015, 1:30 p.m.

### **RECOMMENDATION:**

President Leas recommends the Board accept the Regular Board Meeting dates as listed above.





## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #13:** Advisory Committee List (for action)

### **BACKGROUND:**

The 2014-15 Advisory Committee List for the Professional Technical programs at Big Bend Community College are attached for the board's approval.

### **RECOMMENDATION:**

President Leas and Dean Clyde Rasmussen recommend the board of trustees approve the 2014-15 Advisory Committees List for Professional/Technical Programs at BBCC as presented.

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda	3131 W. Wapato Dr.#5	Moses Lake WA 98837	F	Hispanic
Accounting Technology	Central Washington Concrete	Vicki	Heaps	427 Sharon Ave	Moses Lake WA 98837	F	Caucasian
Accounting Technology	Ephrata High School	Maggie	Killinger	333 4th Ave NW	Ephrata WA 98823	F	Caucasian
Accounting Technology	Lakeside Optical	Cheryl	Aguilar	114 Bristlecone court	Moses Lake WA 98837	F	Caucasian
Accounting Technology	CliftonLarsonAllen	Donna	Goude	1350 S Pioneer Way	Moses Lake WA 98837	F	Caucasian
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock	P.O. Box 457	Quincy, WA	F	Caucasian
Agriculture Technology	NW Farm Credit Services	George	Bagwell	1501 E Yonezawa Blvd NE	Moses Lake WA 98837	M	Caucasian
Agriculture Technology	Sackmann Farms	Jamie	Sackmann	3987 Road R.5 SE	Warden WA 98857	F	Caucasian
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling	13184 Wheeler Rd. Ste. 2	Moses Lake WA 98837	M	Caucasian
Agriculture Technology	Cenex	Ron	Kozinsky	PO Box 608	Quincy, WA 98848	M	
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer	PO Box 46	Wilson Creek WA 98860	M	Caucasian
Agriculture Technology		Robert	Andrews	81 Loen Dr	Mesa WA 99343	M	Caucasian
Automotive Technology	Cascade Diesel	Gus	Smith	3234 Rd L NE	Moses Lake WA 98837	M	Caucasian
Automotive Technology	Central Machinery Sales	Wayne	Chandler	1201 E. Yonzawa Blvd.	Moses Lake WA 98837	M	Caucasian
Automotive Technology	Moses Lake School District	Richard	Archer	12056 N Frontage Rd	Moses Lake WA 98837	M	Caucasian
Automotive Technology	Lake Auto Parts	Art	Schimke	4297 Sun Drive	Moses Lake WA 98837	M	Caucasian

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Automotive Technology	Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake WA 98837	F	Caucasian
Automotive Technology	Moses Lake High School	John	Heflin	c/o BBCC 7662 Chanute NE	Moses Lake WA 98837	M	Caucasian
Automotive Technology	Moses Lake School District	Mike	Friedbauer	9541 Stone Rd	Moses Lake WA 98837	M	Caucasian
Automotive Technology	Scotty's Repair	Jeanette	Myers	1625 Wheeler Rd	Moses Lake WA 98837	F	Caucasian
Automotive Technology	Scotty's Repair	Scott	Myers	1625 Wheeler Rd	Moses Lake WA 98837	M	Caucasian
Automotive Technology	O'Reilly's Auto Parts	Steve	Vela		Moses Lake WA 98837	M	Hispanic
Aviation Commercial Pilot	Executive Flight	Bob	Clarke	440 Lowe St.	Wenatchee WA 98801	M	Caucasian
Aviation Commercial Pilot		Dale	Devereaux	237 23rd ST NW	E Wenatchee WA 98802	M	Caucasian
Aviation Commercial Pilot	Port of Moses Lake	Pat	Jones	7810 Andrews Street NE	Moses Lake WA 98837	M	Caucasian
Aviation Commercial Pilot	Grant County Tower (Manager)	Joe	Carrigan		Moses Lake WA 98837	M	Caucasian
Aviation Commercial Pilot	Millionaire	Larry	Godden	Grant Co. International Airport	Moses Lake WA 98837	M	Caucasian
Aviation Commercial Pilot	Retired Pilot (*)	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake WA 98837	M	Caucasian
Aviation Commercial Pilot	The Crop Duster	Fred	Meise	11905 Rd 4 NE Bldg #2	Moses Lake WA 98837	M	Caucasian
Aviation Commercial Pilot	Alaska Airlines Pilot	Bobby	Schwab			M	Caucasian
Aviation Commercial Pilot	Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake WA 98837	M	Hispanic
Aviation Maintenance Technology	Fairweather Flyers	Bill	Musselman	219 Nunn Rd.	Prosser WA 99350	M	Caucasian

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Aviation Maintenance Technology	Aircraft Technical Services	Ron	Tisdale		Moses Lake WA 98837	M	African American
Aviation Maintenance Technology	Aerospace Joint Apprenticeship Committee	Gus	Musante	6770 E. Marginal Way S. Building A-106	Seattle, WA 98108	M	Caucasian
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton	6001 186th Ave	Bonney Lake W 98391	M	Caucasian
Commercial Driving	LTI Inc	Vance	Jansen	120 S Wiser Lane	Moses Lake WA 98837	M	Caucasian
Commercial Driving		April	Stewart	11302 Bobwhite Dr.	Moses Lake WA 98837	F	American Indian
Commercial Driving	Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston ID 83501	M	Caucasian
Computer Science	Yahoo Inc. NW Site Ops	Michael	Allbee			M	
Computer Science	Backusmarketing.com	Jason	Backus			M	
Computer Science	EKA Chemicals, Inc.	Jim	Burnside			M	
Computer Science	Grant County PUD	Mike	Conway			M	
Computer Science	REC Group	Jeremy	Davis			M	Caucasian
Computer Science	Intuit Data Center	Bruce	Eisele			M	
Computer Science	Columbia Basin Job Corps	Noe	Guzman			M	
Computer Science	Genie Industries	Matt	Johnson			M	
Computer Science	Atos	Gigi	Lowry			F	
Computer Science	Ifiber	Bobby	McCurdy			M	

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Computer Science	JR Simplot, Moses Lake	Willie	Quasne			M	
Computer Science	Big Bend CC	Clyde	Rasmussen			M	
Computer Science	Grant County PUD	Chris	Roseburg			M	
Computer Science	ConAgra Foods-Lamb Weston	Aaron	Scott			M	
Computer Science	Monzilla Media Web & Graphic Design	Jeff	Starr			M	
Early Childhood Education	Inspire-Warden	Helen	Alvarado	118 W. 2nd St.	Warden WA 98857	F	Hispanic
Early Childhood Education	Heritage University	John	Bartkowski	Branch Campus Director located @ BBCC		M	Caucasian
Early Childhood Education	DEL	Judy	Bunkelman	805 Mission St.	Wenatchee WA 98801	F	Caucasian
Early Childhood Education	MLSD-High School	Vikki	Cadby	803 E. Sharon Ave	Moses Lake WA 98837	F	Caucasian
Early Childhood Education	MLSD B-3	Jamie	Camp	920 W. Ivy St.	Moses Lake WA 98837	F	Caucasian
Early Childhood Education	Child Care Aware	Jennifer	Tapia	1235 E. Wheeler Rd.	Moses Lake, WA 98837	F	Hispanic
Early Childhood Education	Inspire-Moses Lake	Maribel	Martinez	403 S. Washington Way	Moses Lake WA 98837	F	Hispanic
Early Childhood Education	Licensed Family Home Provider	Susan	Key	18533 Division 5 NE	Soap Lake, WA 98851	F	Caucasian
Early Childhood Education	MLSD B-3	Sharon	Lange	920 W. Ivy St.	Moses Lake WA 98837	F	Caucasian
Early Childhood Education	Child Care Aware	Lisa	Melvin	640 S. Mission	Wenatchee, WA 98801	F	Caucasian
Early Childhood Education	FSGC (Head Start)	Vernell	Whitney	1402 E. Craig St.	Moses Lake WA 98837	F	Caucasian

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Industrial Systems Technology	Lamb-Weston	Rod	Arbuckle	PO Box 368	Quincy WA 98848	M	Caucasian
Industrial Systems Technology	Lee Technologies	James	Ayers	501 Port Industrial Pkwy	Quincy WA 98848	M	Caucasian
Industrial Systems Technology	GCPUD	David	Beech		Ephrata WA 98823	M	Caucasian
Industrial Systems Technology	JR Simplot	Mark	Blazer	4112 Dunn St	Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology	Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology	MLCH	Jim	Craighead	605 Coolidge Street	Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology	McCain Foods	Daniel	Gallagher	100 Lee Street	Othello, WA 99344	M	Caucasian
Industrial Systems Technology	REC	Matthew	Goude		Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology		Halden	Keen	1128 E. Wheeler Road	Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology	IBEW LU 191	Sean	Osborne	27 N Chelan	Wenatchee WA 98801	M	Caucasian
Industrial Systems Technology	MLHS	Rick	Rosenow	803 E Sharon Ave	Moses Lake WA 98837	M	Hispanic
Industrial Systems Technology	D&L Foundry	Mark	Ross	12907 Rd 3 NE	Moses Lake WA 98837	M	Caucasian
Industrial Systems Technology	Columbia Electric	Dwight	Summers	2114 West Broadway	Moses Lake WA 98837	M	Caucasian
Medical Assistant	SkillSource	Emily	Anderson	309 East Fifth Avenue	Moses Lake WA 98837	F	Caucasian
Medical Assistant	Sageview Family Care	Anieca	Ashley	908 10th Ave. SW	Quincy, WA 98848	F	
Medical Assistant	Moses Lake Community Health Center	Marjorie	Hancock	605 Collidge Street	Moses Lake, WA 98837	F	

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Medical Assistant	Columbia Basin Health Association	Jennifer	Harris	140 E. Main Strret	Othello, WA 99344	F	
Medical Assistant	Columbia Basin Hospital	Christina	Harvill	220 Nat Washington Way	Ephrata WA 98823	F	
Medical Assistant	Association of Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake WA 98837	F	
Medical Assistant	Moses Lake Clinic	Kimberly	Molendyk	840 E Hill	Moses Lake WA 98837	F	
Medical Assistant	Moses Lake Clinic	Charee	Wagner	840 E. Hill	Moses Lake WA 98837	F	
Nursing	SkillSource	Emily	Anderson	309 E. 5th Ave	Moses Lake WA 98837	F	Caucasian
Nursing	Othello Community Hospital	Tina	Bernsen	315 N. 14th Ave.	Othello, WA 99344	F	
Nursing	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue SW	Quincy WA 98848	F	Caucasian
Nursing	Columbia Basin Hospital	Heidi	Cline	200 Nat Washington Way	Ephrata WA 98823	F	Caucasian
Nursing	Othello Community Hospital	Rhonda	Golladay	315 N. 14th Ave.	Othello, WA 99344		
Nursing	Assured Hospice	Tina	Gross	1417 S. Pioneer Way	Moses Lake, WA 98837		
Nursing	Moses Lake Community Health Center	Marjorie	Hancock	606 Coolidge Suite 101	Moses Lake, WA 98837	F	
Nursing	Columbia Crest Care & Rehabilitation	Karl	Hernandez	1100 E Nelson Rd	Moses Lake WA 98837	M	Hispanic
Nursing	Office and Professional Employees International Union	Allan	Jacobson	2602 N Proctor St Ste 203	Tacoma WA 98407-5250	M	Caucasian
Nursing	Columbia Crest Care & Rehabilitation	Brooks	Kling	1100 E Nelson Rd	Moses Lake, WA 98837		



Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Nursing	Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake WA 98837	F	Caucasian
Nursing	Grant County Health District	Shawta	Sackett	P.O. Box 37	Ephrata WA 98823	F	Caucasian
Nursing	Grant County Health District	Carol	Schimke	PO Box 37	Ephrata WA 98823	F	Caucasian
Nursing	Quincy Valley Medical Center	Alicia	Shields	908 10th Ave. SW	Quincy, WA 98848	F	
Nursing	Samaritan Healthcare	Kathryn	Trumbull	801 E Wheeler Rd	Moses Lake WA 98837	F	Caucasian
Nursing	Moses Lake Clinic	Jeanette	Wood	840 E. Hill	Moses Lake WA 98837	F	Caucasian
Nursing	Central WA. Hospital	Mary	Zontek	1201 S. Miller	Wenatchee, WA 98801	F	
Business Information Management	Horizon Credit Union	Juanita	Richards	1704 S Clover	Moses Lake WA 98837	F	
Business Information Management	Samaritan Healthcare	Chandra	Rodriguez	801 E Wheeler Rd	Moses Lake WA 98837	F	
Business Information Management	SkillSource	Emily	Anderson	PO Box 1517	Moses Lake WA 98837	F	
Business Information Management	BBCC	Tom	Willingham	7662 Chanute St. NE	Moses Lake WA 98837	M	
Business Information Management	Canfield & Associates	Paula	Gray	451 Diamond Drive	Ephrata WA 98823	F	
Business Information Management	Million Air Moses Lake	Tammy	Johnson	10570 Park Dr. NE	Moses Lake WA 98837	F	
Welding Technology	JR Simplot	Bob	Hunter	14124 Wheeler Rd NE	Moses Lake WA 98837	M	Caucasian
Welding Technology	Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake WA 98837	M	Caucasian
Welding Technology	Columbia Basin Job Corps	Gina	Cutts	6739 24th St Bld 2402	Moses Lake WA 98837	F	Caucasian

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Welding Technology	Genie Industries	Rick	Volk	8987 Graham Rd NE	Moses Lake WA 98837	M	Caucasian
Welding Technology	Pacific Norhtwest Ironworkers	Andrew	Phillipson	16610 E Euclid	Spokane WA	M	Caucasian
Welding Technology	Laserfab	Tom	Neil	2000 E Wheeler Rd	Moses Lake WA 98837	M	Caucasian
Welding Technology	Moses Lake High School	Chad	Utter	803 E Sharon	Moses Lake WA 98837	M	Caucasian
Welding Technology	Energy Solutions	Jim	Berkey	4375 Norris	Richland WA 99352	M	Caucasian
Welding Technology	Energy Northwest	John	Sisk		Richland	M	Caucasian
Welding Technology	JR Simplot	Mark	Blazer	14124 Wheeler Rd NE	Moses Lake WA 98837	M	Caucasian
Welding Technology	A-L Compressed Gasses	Ryan	Porter	323 E 3rd Ave	Moses Lake WA 98837	M	Caucasian
Welding Technology	Oxarc	Robert	Weedmark	1500 E Wheeler	Moses Lake WA 98837	M	Caucasian
Welding Technology	Genie Industries	Jennifer	Hill		Moses Lake WA 98837	F	Caucasian
Welding Technology	Hanson Worldwide	Clark	Thomas		Spokane WA	M	Caucasian
Welding Technology	REC Silicon	Gary	Koeppel	3322 Road N NE	Moses Lake WA 98837	M	Caucasian
Welding Technology	Bechtel National, Inc	David	Koch			M	Caucasian
Welding Technology	Norco, Inc	Joey	Vail	820 E Broadway	Moses Lake WA 98837	M	Caucasian
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Marty	Gregg	1328 Rd 28	Pasco WA 99301	M	Caucasian

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Gender	Ethnicity
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Pete	Nacacio	1328 Rd 28	Moses Lake WA 98837	M	Caucasian
Worker Retraining	SkillSource	Emily	Anderson		Moses Lake WA 98837	F	Caucasian
Worker Retraining	Columbia Colstor	Mike	Bolander		Moses Lake WA 98837	M	
Worker Retraining	WorkSource	Eileen	Boylston		Moses Lake WA 98837	F	Caucasian
Worker Retraining	Grant County EDC	Emily	Braunwart		Moses Lake WA 98837	F	Caucasian
Worker Retraining	Quincy Foods	Susan	Derting		Quincy WA	F	Caucasian
Worker Retraining	ConAgra Foods-Lamb Weston	Kellie	Haney			F	
Worker Retraining	SVZ-USA, Inc	Tad	Hildebrand		Othello WA	M	Caucasian
Worker Retraining	SGL ACF	Andrea	Schmaus		Moses Lake WA 98837	F	
Worker Retraining	Quincy Foods	Chris	Scott		Quincy, WA	M	
Worker Retraining	Grant County EDC	Jonathan	Smith		Moses Lake WA 98837	M	Caucasian
Worker Retraining	WorkSource	Kassandra	Watson		Moses Lake WA 98837	F	Caucasian
Worker Retraining	LambWeston/BSW	Patricia	Wold			F	Caucasian

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

### **ITEM #14:** 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 Mohrbacher and Dean Kirkwood.

#### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/30/14

**ITEM #15:** Regularly Scheduled Board Meeting Date (for action)

### **BACKGROUND:**

The next regular board meeting is scheduled on Thursday, December 11, at 1:30 p.m. The meeting date conflicts with a statewide WACTC meeting for President Leas. The board may consider rescheduling the next board meeting to Thursday December 4, 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: 10/30/14

**ITEM #16:** Miscellaneous (for information)

### **BACKGROUND:**

President Leas and Trustees Jon Lane, Stephen McFadden and former Trustee Mike Blakely attended the ACCT Leadership Conference in Chicago. Mike Blakely was honored with the Trustee Leadership Award for the Pacific Regional.

Prepared by the President's office.

### **RECOMMENDATION:**

None.