

# *Big Bend Community College*

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



**Thursday, November 1, 2012  
1:30 p.m.**

ATEC  
Hardin Community Room

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

## Fall 2012 Campus Events

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

November		
<b>November</b>	1	Board of Trustees Study Session & Meeting; Hardin Room 10:30 a.m. ASB Dodgeball; DeVries Activity Ctr; 7:00 p.m.
	2	Volleyball vs. Wenatchee Valley College; DeVries Activity Ctr; 6:00 p.m.
	6	ASB Nutrition Speaker Diana Latson; Masto Conf Ctr; Noon; free of charge
	7	Volleyball vs. Columbia Basin College; DeVries Activity Ctr; 6:00 p.m.
	8	ASB Bowling Night Free @ Lakebowl; 10-midnight; BBCC students
	10	Allied Arts: John Steinbeck's Of Mice & Men; Wallenstien Theater; 7:00 p.m.
	12	Campus Closed for Veterans' Day
	13	ASB Thanksgivingfest; Masto Conf Ctr; 10:30 – 1:00 p.m. \$5 student/staff
	16	Women's Basketball vs. Columbia Basin All Stars; DeVries Activity Ctr; 7:00 p.m.
	17	Men's Basketball vs. Alumni; DeVries Activity Ctr; 1:00 p.m. Women's Basketball vs. Alumni; DeVries Activity Ctr; 3:00 p.m.
	22-23	Campus Closed for Thanksgiving
	26	Early Registration begins for Winter Quarter
<b>December</b>	1	Allied Arts: Geoffrey Castle's Celtic Christmas Show; Wallenstien Theater; 7:00 p.m.
	4	ASB Appetizerfest; Masto Conf Ctr; 10:30-1:00 p.m. \$5 student/staff
	7-8	Big Bend Classic Basketball Tournament; DeVries Activity Ctr 12/7 Floch Memorial Game 7:00 p.m. 12/8 Men vs. Gonzaga Club 2:00 p.m. 12/8 Women vs Quest University 4:00 p.m.
	11	ASB Free Pool 8-5:00 p.m. & Library Campout; Peterson Gallery; 8:00 p.m.
	13	Board of Trustees Meeting; Hardin Room 1:30 p.m.
	17	Quarter Break Begins (12/17-1/1/13)



**Title V Transfer Tailgate Party  
BBCC's Thor and CWU's Wellington Wildcat  
October 10, 2012**



COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Thursday, November 1, 2012, 1:30 p.m.  
ATEC- Hardin Community Room

Governing Board Members:

Mike Wren  
Chair

Mike Blakely  
Vice Chair

Jon Lane

Anna Franz

Stephen McFadden

Dr. Terry Leas,  
President

Serving the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including courses and training for university and college transfer, occupational and technical programs, basic skills and developmental education, community and continuing education, pre-employment and customized training for local business and industry, and support services for students to help promote student access, success and retention.

Innovation/Partnerships  
Access  
Student Achievement  
College Climate  
Resources

- |        |     |   |
|--------|-----|---|
| Action |     |   |
| A      | 1.  | Call to Order/Roll Call<br>Pledge of Allegiance   |
| I      | 2.  | Introductions- BBCC Volleyball Team<br>WA Ag Educators  |
| I/A    | 3.  | Consent Agenda<br>a. Regular Meeting & Study Session Minutes<br>Sept 20, Special Meeting Minutes Oct 1, (A)<br>b. President's Activity Update (I)<br>c. Student Success (I)<br>Student Achievement Initiative<br>Academic Master Plan<br>d. Accreditation Update (I)<br>e. Assessment Update (I)<br>f. Capital Project Report (I)<br>g. Safety & Security Update (I)<br>h. Human Resources Report (I)<br>i. Enrollment Report (I)<br>j. Legislative Update (no information) (I)<br>k. Quarterly Budget Status (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)<br>a. ASB Representative ASB President-Jazlyn Nielsen<br>b. Classified Staff Representative –Tana Richins<br>c. Faculty Assn. President – Mike O'Konek,<br>d. VP Financial & Administrative Services – Gail Hamburg<br>e. VP Instruction/Student Services – Assoc VP Candy Lacher<br>f. VP Human Resources & Labor – Kim Garza |
| I      | 5.  | Exceptional Faculty Award –Jennifer Brooks  |
| I      | 6.  | Adult Literacy Week- Director Sandy Cheek   |
| A      | 7.  | 2009-14 AMP Outcomes Report- Dean Kirkwood  |
| A      | 8.  | Advisory Committee Lists- Dean Rasmussen  |
| A      | 9.  | Board Policy Updates-BP 1004, BP 3000, BP 6400- President Leas  |
|        |     | -----BREAK-----   |
|        |     | Executive Session   |
| A      | 10. | 2013 Board Meeting Schedule- President Leas   |
| I/A    | 11. | TACTC Transforming Lives Award Information-Trustee Blakely  |
| I/A    | 12. | Board Self-Evaluation, Board Goals- Board   |
| A      | 13. | Assessment of Board Activity- Board   |
| A      | 14. | Regularly Scheduled Board Meeting– Board  |
| I      | 15. | Miscellaneous- President Leas   |
| A      | 16. | Adjournment   |

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

**NEXT MEETING REMINDER – Regular Meeting December 13, 2012, 1:30 p.m.**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

- a. Regular Meeting Minutes September 20, 2012  
Study Session Meeting Minutes September 20, 2012  
Special Meeting Minutes October 1, 2012

**BACKGROUND:**

The minutes of the Regular Meeting Minutes September 20, 2012, Study Session Meeting Minutes September 20, 2012, and Special Meeting Minutes October 1, 2012 are included for review.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Board Study Session Thursday, September 20, 2012, at 10:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

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

VP of Finance and Administrative Services Gail Hamburg presented the Proprietary Funds Budget and Financial Statements presentation. Page two of the budget packet is the budget status summary for the 2011-12 fiscal year budget and details the remaining balances as of June 30, 2012. BBCC had a budget of \$14,449,377 and spent \$13,263,931 leaving \$1,185,446 or 8.2%. Last year's balance was \$1,200,000; however, it was a smaller percentage of a larger budget.

VP Hamburg listed the remaining balance from each program; Instruction had \$389,985 left of its budget or 6.03%, which includes half of the 2.5% Board reserve of \$171,865. None of the reserve was spent. Primary Support to Instruction had \$13,203 or 2.99% remaining. Library left \$14,741 or 3.06%. Student Services left \$92,475 or 5.12%. Administration left \$217,310 or 7.72%. The other half of the 2.5% Board reserve is included here at \$171,865. M&O left \$457,732 or 18.77%.

Allocations are detailed at the bottom of the page totaling \$356,000. Allocations included Basic Skills Enhancement, Aerospace Training (not Air WA grant), Workforce Development Projects, Workers Comp Changes, Hospital Education and Training, Student Achievement Pool (2011-12 points), Revolving Fund Charges, SBCTC Bellevue IT Cost, OFM Risk Management, Unrestricted One-Time Reserves (this is part of the carryover; it comes to BBCC late in the year).

The 2011-12 closing went very well, and the carryover is due to efforts across campus to conserve.

Trustee Stephen McFadden asked for clarification of the grants in the Student Services budget (-\$22,369). VP Hamburg explained that some of the grants were overspent a little and because the efforts were accomplishing goals, the overages were paid out of state money.

Page 3 details the reserve balances as of June 30, 2012. The top box lists the reserve funds which started at \$3,998,240 and ended the year at \$4,114,891. None of this money is dedicated to the budget this year.

The middle box is the European Fund. This fund started at \$2,379,334 and ended at \$2,283,008. The annual \$100,000 COP payment is made from this fund.

The bottom box on page three lists the local dedicated funds. The Running Start balance is \$645,184 at year-end; \$400,000 is dedicated to the 2012-13 budget, leaving an uncommitted balance of \$245,184. The Interest Earnings ending budget is \$222,396 of which none is committed to the 2012-13 Operating Budget. The result of 88 FTEs is \$329,654 added to the excess enrollment fund, leaving a balance of \$1,689,767 and none of that is dedicated to the 2012-13 budget. The tuition ending balance is \$2,080,347 and \$1,524,352 is committed to the 2012-13 Operating Budget, leaving a balance of \$555,995 unobligated.

VP Gail Hamburg reviewed the Board policies (BP1000.2 EL 8 and BP6000), which require 2.5% reserves and two months of operating reserves (\$2,343,000). There is also a debt reserve for COP of \$3,710,000 and two reserves required with no dollar amount specified: unplanned capital repair and future operations. BBCC is in compliance with the reserve requirements; if state funding went away, BBCC could operate for nine months. It is standard practice not to use the funding noted in the top box of reserve funds on page 3.

Trustee Stephen McFadden asked about the tuition balance and the amount of \$1,524,000 dedicated to the 2012-13 budget. VP Hamburg said this is standard. We spend our state allocated budget first and then go to the dedicated tuition fund.

VP Bob Mohrbacher commented on the tuition balance, explaining there have been statewide budget conversations between two-year and four-year institutions about raising tuition and the use of local funds.

Trustee Mike Blakely asked if the reserve withdrawals have been replenished. VP Hamburg responded affirmatively.

President Leas commented that Minnesota State did shut down and the community colleges petitioned to be exempt from the shutdown. With our reserves we could continue a full academic year, and that's an important strategic position.

The operating budget was presented in August. The next seven pages detail the remaining institutional funds. First the proprietary funds, including the bookstore, athletic, ASB, and housing and food budgets, were discussed.

The bookstore budget information details three years of actual income, expenses, and net income and the projection for next year. The gross profit percentage last year was 31.7%; this is within the industry standard range. Total bookstore net income from operations last year was \$52,217. The bookstore pays \$30,000 toward the COP for the ATEC building; \$7,000 from the operating fees and \$23,000 from the net income. This year the bookstore had a \$29,217 increase in the fund balance, and it is projected to increase another \$25,200 in 2012-13.

Director of the Bookstore, Caren Courtright, anticipates future equipment needs like new cash registers within five years as noted on page 5. Director Courtright shared with the Board how the Bookstore is accommodating students financially by renting some of the books. Last fall six titles were rented, this fall 15 titles are available for renting. Psychology Instructor Dr. Ryann Leonard has discovered a new kind of text; a downloadable.pdf, that includes audio and an online reader. Students can also order the book from Flat World Knowledge. Students were surveyed, and they liked the downloadable.pdf. The downloadable.pdf combination costs \$34.95; the last textbook for that class cost approximately \$65. Some e-books are available for rent, but this is a text students can buy and keep forever. Director Courtright announced there are great BBCC t-shirts on sale for \$6.99 at the bookstore.

Trustee Mike Blakely asked about the average price students pay for textbooks. Director Courtright stated nursing students' textbooks cost over \$1,000 the first two quarters, and they continue to use them throughout the other quarters so the cost is spread out. The new emporium math book is \$23 for math 95, 96, 98. Faculty try to choose texts that cost less and in some cases can be used multiple years, which sometimes allows the opportunity to rent the texts. Trustee Blakely commented the students appreciate how the bookstore accommodates them.

The athletic budget is listed on page 6. The Services & Activities (S&A) account is funded by 9.7% of the tuition paid. The S&A account is divided between athletics and activities. It is projected that the athletic budget will receive \$236,500 from S&A and \$60,271 from fund raisers and camps for 2012-13. Expenditures are projected at \$310,000, resulting in a net loss of \$13,229. This is mostly due to a new state law forbidding state money funding athletics. BBCC athletics were funded by less than 2% of state funds last year.

Athletic Director Preston Wilks shared news from athletics. Athletics are a critical part of the BBCC campus and mission. There are three new coaches in volleyball, baseball, and softball. Financially, athletics have taken the biggest hit. Publicity around some of the four-year institutions coaching salaries influenced the approval of the state budget along with a bill mandating no more state money to athletics. BBCC has 85-90 athletes, and they must be full-time students to play. Each athlete is a student worth \$4,500 in FTE funding. Some big colleges have revenue generating sports programs, BBCC sports are not self-supporting.

AD Wilks explained that more information has been received, and the athletic budget projected shortfall is \$80,000. When tuition goes up, the S&A account also increases. VP Hamburg and VP Mohrbacher have talked about this, and they are working on a new funding model for athletics. Athletics also have reserves. If the funding model does not change, there will be drastic changes in the BBCC athletics programs. Every team fundraises; however, it is difficult to ask the community to give to BBCC rather than their youth and high school sports teams. AD Wilks stated VP Mohrbacher and VP Hamburg are both great supporters of athletics.

Trustee Mike Blakely asked about students paying for ASB cards. The S&A fees paid by the students pay for the ASB card.

Trustees Stephen McFadden asked about the sale of season passes for the team sports. VP Hamburg stated BBCC receives very little revenue from ticket sales. All students and employees attend sports events at no charge to encourage attendance.

AD Wilks asked the Trustees to share the plight of the athletic budget with legislators. He opined that athletes do not receive the full benefits of paying their tuition. VP Mohrbacher clarified that the student athletes do receive their education.

Trustee Mike Blakely stated student athletes are important on campus, and coaches are good for students.

AD Wilks announced that Coach Doumit's son, Ryan Doumit, professional baseball player from the Minnesota Twins and BJ Garbe will participate in the BBCC Booster Clubs Golf Tournament October 5.

The ASB budget is detailed on pages 7-8. When a student pays tuition, 9.7% goes to S&A fees, 3.5% goes to a financial aid fund, 9.5% goes to a statewide capital building fund, and BBCC keeps 77.3% for operations. The projected total ASB budget for 2012-13 is \$247,100.

ASB Advisor Kim Jackson reviewed the breakdown of S&A fees for the clubs. She explained that the ASB lunchfests are great for bringing students together and for the past ten years, they have steadily increased in popularity. Usually a live performer is featured. Due to rising costs, the lunchfest price will increase from \$3 to \$5. This is not to make a profit, however it is important to cover costs. The Back-to-School BBQ and Spring Fling Student Awards are the two largest ASB activities. Students are encouraged to bring family members to plant seeds for future students.

The ASB budget pays for the announcer at athletic events and publishing the student handbooks, which includes a planner with all events noted. ASB also fills welcome bags for the dorm students, including Sodexo, bookstore, and Lake Bowl coupons.

ASB's fundraising events include holiday bazaar, couch potato during basketball games, Killian Korn sales, and water sales during graduation. From the Foundation account, ASB donated money for the Eagle Scout Memorial BBCC sign account, picnic tables, and firework igniter system for outdoor ball games and the national anthem.

Next year ASB hopes to purchase used spinning cycles for the triathlon club. There are also 500 chairs for upcoming graduations and a solar-powered spotlight for the Eagle Scout Memorial project.

ASB surveyed students and based on the results, the couch TV room was remodeled into a club resource room.



This will foster good communication between club members. Two motivational speakers will be sponsored by ASB. ASB will fund \$400 for faculty members to bring speakers on campus. ASB officers are attending educational conferences. All clubs funded by ASB are making good money choices.

Trustee Mike Blakely asked for student club representatives to present information at future Board meetings. He also commended Advisor Kim Jackson for her dedication. VP Hamburg stated M&O staff remodeled the club room in 1400, and it is really nice.

The Housing and Food budget is detailed on page 9. The contract with the Fairchild Air Force Base allowed for some buildup of reserves in the food budget. We hope to break even with the food budget; if Sodexo does not break even, BBCC pays the difference. Fairchild also funded dorm improvements such as new AC, painting, fixtures, and appliances. This fall about 100 students will reside in the dorms. Capacity is 175. We are allowing students to have single rooms and saving rooms for special groups.

The spreadsheet on Page 10 shows the grants, contracts, internal service, and proprietary funds budgets for 2012-13. These totals have been fine-tuned since the Operating Budget presentation. In June the 2012-13 Grants, Contracts, and Proprietary funds were 55% of the total institutional funds; now they are 54%.

BBCC Grant activities were listed on pages 12-14. Sixty-two (62%) of the grants are for financial aid. Dean Clyde Rasmussen talked about the Department of Labor Aerospace grant. This is funding for training students to become employed in the aerospace industry. An additional instructor was hired to increase the enrollment in the AMT class. Rebecca Milligan shared more details about this grant. Spokane Community College is the fiscal agent for all community colleges involved in the grant. A lab assistant was hired for .75 time to free up instructors. A part-time navigator was hired to help with recruiting and retention. Resources were needed to keep students in the program. Computers were purchased, and FAA manuals will be loaded in to the computer rather than stacked on shelves. Six hangar computers and six lobby computers will be upgraded. A three-week pre-AMT class is starting soon to give students an idea of what it is like to work in the aerospace industry. The students will experience 18 hours of hands-on work with aerospace projects.

Ms. Milligan reported she is working on attracting students to the Aerospace field. Aviation Technical Services will be present for the fall hiring event. She also reached out to the Port of Moses Lake to gather information on bridging the gaps. The Aviation website is being reworked. Students' relocating is an issue, and BBCC's dorms are a good resource. Ms. Milligan attended the "Stand Down" at McCosh Park and an Air Show at McChord Air Force Base. She hopes to increase AMT enrollment from the current 16 students to 25 and an additional 20 for winter quarter.

Trustee Mike Wren said he recently toured the AMT program. The other Board members indicated interest in touring the AMT program.

Trustee Mike Blakely asked about adding fire suppression and control tower training to the curriculum. VP Mohrbacher reported Spokane Community College offers a fire/science program. Dean Rasmussen reported Green River Community College offers an air traffic controller program. He is working with the Washington State Patrol at their North Bend facility to expand the BBCC program.

Director of WorkFirst, Heidi Summers, talked about the Basic Food Employment and Training (BFET) program. BFET provides financial assistance and support services to recipients of Basic Food, also known as food stamps or food benefits. The goal of the program is to provide short-term education and training—professional-technical programs—in order to help recipients obtain higher wage jobs and more sustainable employment to lessen reliance on food benefits. This program started at Big Bend in July 2011.

In addition to receiving food benefits, students can get childcare assistance through this program—both of these benefits are not normally provided to full-time students, but they are to students in the BFET program. Funding is also available for tuition, textbooks, bus passes, emergency assistance with rent and childcare, and interview clothes. During the 2011-12 academic year, this program served more than 170 students. The BFET program provides a 50% reimbursement to the college on non-federal dollars spent on tuition and books. This means we co-enroll students in the BFET program along with Opportunity Grant, Worker Retraining, students receiving BBCC Foundation Scholarships, and students receiving State Need Grant. By the end of Federal fiscal year 12, this program will have returned more than \$218,000 in reimbursement to the college. The plans for this revenue include adding funds to State Work Study, additional tuition and emergency support dollars, textbooks added to the collection in the Student Success Center, additional innovation funds, one-time upgrades, and possibly funding a portion of an advising position for professional-technical students. The grants total \$11,169,568. There is also an additional \$962,179 in grants that are included in the State Operating Budget (ABE, ESL, Opportunity Grant and Worker Retraining).

The balance sheet on page 16 shows a snapshot as of June 30, 2012. All cash, except petty cash, and undeposited cash is pooled. The investment pool has had dismal performance. BBCC assets total \$ 69,064,071. The ATEC COP started at over \$5 million and is now down to \$3.7 million with a 4.1% interest rate. BBCC liabilities total \$26,149,136. The balance sheet reflects that BBCC is in a good financial place with a total fund balance of \$42,914,935.

The Business office is staying current on accounts receivable with only \$2,089 past due over 90 days.

VP Hamburg explained that page 19 provides detail on cash balances by fund by month, and page 22 shows the sources and applications of funds.

Trustee Mike Wren commended VP Hamburg on her budget presentation. He said the health in the budget has a lot to do with initiative and wise decision making over the past few years.

Board Chair Mike Wren announced a ten-minute break. The meeting reconvened 11:40 a.m. with no action taken.

Trustee Wren referred to the Board self-evaluation. Melinda will send the policy governance evaluation sheets for Trustees to complete, and the results will be discussed at the next meeting.

Trustee Jon Lane stated it is difficult to complete the evaluation sheets as there is always room for improvement; however he noted the value in discussing the evaluation sheets. Trustee Mike Wren commented each Trustee may rate the accomplishments differently, but there are trends that will emerge from the summary of the evaluation sheets. Trustee Lane also stated completing the evaluation is a good reminder of the Trustees' role in policy governance.

Trustee Lane asked about the Student Achievement Ends Statement. He indicated "new interventions" and "innovative" teaching and learning techniques could be added. He understands the Trustees' role in policy governance is to encourage the college in the right direction. VP Mohrbacher indicated the Academic Master Plan is more specific and addresses Trustee Lane's comments. BCC wants to be state of the art in learning styles and innovation and learning techniques. Where is this written in the Board goals? Trustee McFadden talked about funding the goals that are set. Trustee Mike Blakely stated being more prescriptive is not policy. He indicated the data gathering has been very helpful.

Trustee Lane discussed the goal of good learning and good teaching. He would like to explore new methods of teaching. Student achievement is the goal and innovative teaching is a subset of that goal.

President Leas suggested a policy statement to encourage instructors to employ innovative, creative strategies to enhance learning is appropriate. Trustee Wren and Trustee McFadden added staff should be authorized and encouraged but not mandated to explore innovative teach strategies. Trustee Lane commented a criticism of tenure is that once tenure is granted, instructors do not have to work to become better. Trustee Lane wants to encourage instructors to continually strive to employ new ways of teaching.

President Leas stated he had reviewed a few instructors' tenured portfolio binders, and the instructors were committed to professional development. The three-year tenure review is the mechanism by which the instructors are evaluated. Trustee Blakely stated he noticed a tremendous improvement trend among instructors in the probationary tenure review process as a result of feedback by their students and peers.

Trustee Mike Wren asked the Trustees to return the policy governance evaluation sheets to Melinda in the next week. He also asked the Trustees to share their 2011-12 self-evaluation comments at the next meeting to derive a combined Board statement. There may also be discussion regarding revising Board Ends Statements.

The meeting adjourned at 12:00 p.m.

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Mike Wren Chair

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, September 20, 2012, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

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

### 2. Introductions.

There were no introductions.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes June 11, 2012, June 14, 2012, August 9, 2012; Special Board Meeting Minutes June 14, 2012, August 9, 2012; August 23, 2012(A); b) President's Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I);

Motion 12-36 Trustee Mike Blakely moved to approve the consent agenda, and Trustee Stephen McFadden seconded it.

### Remarks

- a. ASB President Jazlyn Nielsen reported on the ASB activities. ASB helped with New Student Orientation yesterday and today. The officers attended a retreat in June in Leavenworth and learned some great team building skills, white water rafting, as well as workshops. They planned some exciting events for the upcoming year. Several of the ASB officers also attended a state-wide leadership training sponsored by the Council of Unions and Student Programs at the beginning of this month.

The ASB-sponsored Back to School Western BBQ for \$5 will feature all-you-can-eat BBQ, sno-cones, cotton candy, a bag of freshly made kettle korn, a chance to get your picture in the big green chair, an airbrush t-shirt, the bungee trampoline, sandy candy, bungee run, a balloon artist and a bounce house. The band Foolish Fortune is back by high demand. Families are invited to share Big Bend fun.

ASB is sponsoring a kickball tournament the first Thursday evening of October at the Softball field. October 9, ASB will sponsor a Hawaiian Haystack Lunchfest and the next day a singles pool tournament.

Some of the clubs have already made plans for fundraising. Phi Theta Kappa will be holding a car wash this Friday in the 1400 bldg. parking lot from 8:00 a.m. – 2:00 p.m.

The brand new Triathlon Club will be holding a 5k and 10k race/fundraiser on Saturday, October 13 here around the campus. They also recently approached ASB to purchase nine used spin cycles for the gym. They are hoping to hold club spin classes to help them train during the winter months.

The new club resource room, formerly the old ASB TV room, is close to completion. The space will serve as an office for all club officers to work and store club supplies. There are handmade cubbies for each of the clubs as well as two computers and a printer, which will be installed within the next few weeks. This location, across the hall from the ASB office, will be a great opportunity for the clubs and ASB to work close together and develop stronger working relationships.

- b. Classified Staff Representative Tana Richins gave the Classified Staff report along with training opportunities. June 1, Jessica Aloysius and Robin Arriaga attended a training titled “Leading from the Middle” in the Masto Conference Center. June 1, Randy Fish received Trash Compacter Operation training taught by Joe Russell and Rick Tincani in the 1800 Building. June 13-14, and July 3, 6, Gale Haley took an online course through Flinn Scientific on Science Lab Safety. Teresa Curran-Sweeny received 5 credits for taking an online Cataloging 2 Course from Highline Community College Spring Quarter. July 5 31, Kamela Mattson participated in an online Canvas Training. Rita Jordan attended the Western Association of Veteran’s Education Specialists (WAVES) Conference on July 8 – 11, in Oklahoma City, OK. July 9, Jessica Aloysius participated in an ITV Conference call with Ramona Munsell & Associates regarding Time and Effort Reporting. August 8-9, Darci Alamos, Kathy Aldrich, Barb Collins and Tana Richins traveled to Aberdeen, WA to attend the Annual Staff Training for Technical and Community Colleges (STTACC) Conference at Grays Harbor Community College. Ana Bolivar participated in an online eTests Proctor Certification August 24. August 29, Gale Haley participated in an Aplia Training - online learning system.

The Classified Staff Training and Recognition Committee are planning three fundraisers this year to help raise money for registration scholarships to the Annual STTACC Conference that BCC will host next August. Donations of slightly used books of all types are being accepted for a used book sale October 25. There are several drop boxes around campus at the Library, Aviation Dept., Business Office and Upward Bound Office in the 1400 Building.

A canned food drive is planned for the week of November 5 – 9 with drop boxes at the same locations.

- c. Faculty Association President Mike O’Konek reported faculty activities. Criminal Justice and Psychology Instructor Dr. Ryann Leonard accompanied Safety and Security Director Kyle Foreman and VP Bob Mohrbacher attended the Safety and Security Emergency Management Conference to help set up the statewide Safety Council.

AMT Instructor Dan Moore is working with the FAA on its project for performance-based instruction. Opposition is waning, and Instructor Moore has been working on this project for 15 years and remains hopeful it will continue to move forward. This will result in more students progressing through the curriculum more quickly.

Automotive Instructor Mike O’Konek attended a 40-hour hybrid battery rebuilding and maintenance on hybrid training. The Instructor is Mark Quarto retired from the automotive industry in Detroit (Saturn’s EV1 vehicle) and resides in WA; he may be a resource in the future. The hybrid reconditioning battery process was very interesting; a new battery pack is \$3000, reconditioning a battery pack costs about \$1000.

- d. VP Gail Hamburg reported that she received the September revenue forecast late yesterday. She said the uncertainty in the baseline remains high, due mostly to factors outside the state such as continued concerns about Europe and China. Revenues since the June forecast are \$20.8 million (0.6%) above expectations. Revenue growth has been positive for motor vehicles and most retail sectors but has been declining in the manufacturing sector. This forecast increases general fund state revenues by \$29 million in the current biennium and \$23 million in the 2013-2015 biennium. The forecast is encouraging, given what we have been seeing over the last few years.

VP Hamburg provided a construction update on the projects in building 1200 and 1400, which are progressing on schedule. A capital proposal training is scheduled April 19, 2013. Nineteen community colleges will apply for 3-6 projects; they are limiting the number of eligible colleges who have had a project recently, to provide opportunities for those colleges that have not had a recent capital project. VP Hamburg said BBCC’s improved Facility Master Plan will really help through the selection process

- e. VP Bob Mohrbacher reported the Northwest Commission on Colleges and Universities evaluation team will be on campus October 1-3. He thanked the Trustees for agreeing to meet with the evaluation team. Board engagement is an important part of accreditation. The accreditation evaluators will be meeting with faculty and staff across the campus. VP Mohrbacher reminded the Board that they have reviewed the core themes poster and the core and mission area poster. Trustees can expect questions regarding climate, quality and maybe the

presidential search. The exit conference will be held Wednesday (10/3) morning. The Trustees are welcome to attend if they are available.

Following the aviation program review, an RFP was issued for a consultant to review the aviation business model twice. There has been very little response to the RFP. Someone from the Computer Technology Center of Excellence has expressed interest; and staff are coordinating a meeting mid-October. The goal of the meeting is agreement about scope of the work and fact finding.

Trustee Stephen McFadden asked about the credentials of the interested person. VP Mohrbacher stated she has experience with educational programs and business models.

Fall enrollment is down from last year. This is consistent statewide with most community colleges reporting a 3-6% enrollment decline. June 2012, BBCC graduated the second highest number of students ever.

VP Mohrbacher reported that in the past students have qualified for tutoring in different ways; now all students qualify. The funding source is determined behind the scenes. Online tutoring is also available.

Long time TRiO Director, Jerry Workman, retired and will teach CSS courses. TRiO staff member Custodio Valencia was hired as the new TRiO Director pending approval from the Department of Education. Custodio was a BBCC student, Upward Bound student, ASB officer, and has worked in TRiO a long time.

Directing students to the temporary TRiO program location in building 1000 has been challenging. TRiO staff are using space in 1400 to complete intake assessments and greet and direct students to their temporary location. There are many temporary relocations around campus for the fall quarter due to construction projects.

- f. VP Kim Garza reported that there were four retirements over the summer and new grant funded positions have been established. Hiring has been fast and furious with good pools of candidates. Jan Elliston was hired to a tenured nursing faculty position from a non-tenured position. VP Garza trained 126 employees on discrimination and sexual harassment Monday during the Back to School Breakfast. She thanked Trustee Blakely for attending the event.

#### 6. **Exceptional Faculty Award**

Dr. Jim Hamm is a Physics Instructor and STEM employee and an accomplished musician. He attended several Chautauquas during the summer, and he invited the Moses Lake and Ephrata physics teachers along. Ephrata Physics Instructor Joe Wolfe attended a Chautauqua, and they had good networking opportunities.



Dr. Hamm also travelled to Socorro, New Mexico for a course about radio astronomy.

He shared photos of his colleagues walking around on the radio telescope. He also said the lab tour was very informative; the engineers design and maintain their own equipment. It was a very valuable opportunity to network with peers and share creative ideas.

**7. Board Policy Updates**

VP Kim Garza has been reviewing and updating policies and procedures. The Board Policies (BP) are very broad and the Administrative Processes (AP) provide more detail to implement the BPs. BPs 8054, 2050, 1015 and 6115 were updated to bring the policies in alignment with RCWs. The child abuse policy is brand new due to a new state law. There will be more policy updates in the future. President Leas recommended the Board approve the Board Policies. A process has been developed to ensure the policies continue to be reviewed and updated regularly.

Motion 12-37 Trustee Mike Blakely moved to approve the Board Policies as presented, and Trustee Jon Lane seconded the motion. The motion passed.

**8. Annual Campus Security and Fire Report**

VP Hamburg introduced Director of Safety & Security Kyle Foreman, who explained that the annual campus report is mandated and includes crime statistics, timely warning, and related procedures. The report is required to receive federal financial aid. There were no reportable activities in 2011. The offender in the kidnapping incident last July will serve a 25-to-life sentence as a result of a plea bargain. Director Foreman is working with VP Garza regarding updating policies.

President Leas said there are penalties if this report is not published. With Director Foreman's leadership and the administrative team there is a commitment to do the right thing for the right reason.

**9. Board Resolution 2012-2**

This resolution reflects changes to Kim Garza's title and delegates the authority to declare an emergency to the President. President Leas recommended the Board approve the resolution.

Motion 12-38 Trustee Mike Blakely moved to approve Board Resolution 2012-2 as presented and Trustee Anna Franz seconded the motion. The motion passed.

**10. Proprietary Funds Budget and Financial Statement**

The Proprietary Funds Budget and Financial Statement were presented during the Study Session earlier this morning.

Motion 12-39 Trustee Stephen McFadden moved to approve the Proprietary Funds Budget and Financial Statement as presented, and Trustee Mike Blakely seconded the motion. The motion passed.

Board Chair Mike Wren announced a ten-minute break at 2:30. The meeting reconvened at 2:40 p.m. with no action taken.

#### 11. **Honorary Degrees**

President Leas Terry brought this topic up during a previous meeting. In Minnesota, institutions could offer honorary degrees of any kind. The RCW provides authority for community colleges to confer only AA honorary degrees. Mike Blakely stated we have bestowed Emeritus status to college-affiliated folks.

#### 12. **Facility Naming**

During the August 9 Regular Board meeting Trustee Mike Blakely shared his desire to name the Fine Arts building to honor Paul and Ginny Hirai. Board Chair Mike Wren stated there are many very dedicated supporters of this college and when singling one or two out for an honor, there is risk that other very deserving supporters may feel left out or unappreciated. Also, these considerations must occur in open public meetings and if after the discussion, the Board decided not to name the facility to honor individuals they may not feel appreciated or honored.

Board Chair Wren went on to state, "I believe naming opportunities should be considered very carefully and only given out when absolutely appropriate. It should be a very rare occurrence. I have read the submittal that describes the Hirai's association with the college and I am struck by the story of 46 years. A life time of dedication and support to this college and individual students alike. Paul being recognized by the Emperor of Japan for his work in our region (which included JATP) really helps to clarify the significance of his contributions. In my opinion, the Hiraies have exemplified what it means to "invest" into the lives of others. Their legacy is written into the many lives they have impacted, which in my mind, is ultimately what this institution is all about and why each staff and board member does what we do! Because of that, I believe Trustee Blakely's recommendation deserves further consideration and discussion by this board."

Trustee Mike Blakely appreciated his remarks and said that PIO Doug Sly provided good background material (enclosed in the Board agenda) and Trustee Blakely.

Trustee Jon Lane appreciated the thoughtful comments and agreed the Hiraies have been supportive of BBCC for many years. He stated naming the Fine Arts building in their honor is very appropriate.

Motion 12-40 Trustee Jon Lane moved to name the Fine Arts Building in honor of Paul and Ginny Hirai; the Paul Hirai Fine Arts Building. Trustee Mike Wren seconded the motion. The motion passed.

President Leas stated his office will work with the Foundation and PIO Doug Sly to make arrangements for a naming celebration. This honor will also be celebrated during Cellarbration!

**13. Board Retreat Items**

This item will be postponed to the next meeting.

**14. Assessment of Board Activity**

Trustee Mike Blakely reported Guillermo Garza was a great emissary for BBCC during Quincy Farmer Consumer Awareness Days. He drove the CDL truck in the Quincy parade.

Trustee Jon Lane attended the Grant County EDC Board meeting, and there is a lot of interest regarding industrial growth. He also serves as a Retail Task Force member and the opening of the Ross store is a good step forward for Moses Lake. Grant County currently has about 90,000 residents. The larger commercial retailers, like Target, are interested in areas with 100,000+ residents. Recently, Boeing managers toured Takata and Genie and looked at their LEAN manufacturing and expansions.

Trustee Stephen McFadden reported he is participating in an ongoing discussion in Adams County to arrange a coffee roundtable for legislators and community leaders to meet President Leas. Some WA state legislators are touring Tapai to keep the trade doors open. The Director General of Economic Development of Tapai toured all of Eastern WA in October for wine buying and they attended the EDC luncheon.

Trustee Anna Franz attended the Board/Administrative Retreat.

Trustee Mike Wren attended the Board/Administrative Retreat and the Grant County EDC luncheon. He also met with President Leas to discuss the agenda and future BBCC Board members. Trustee Wren anticipates he will continue on the Board until April 2013.

**15. Next Meeting**

The Regular Board meeting is scheduled on Thursday, November , at 1:30 p.m. with a Study Session beginning at 10:30 a.m.

Motion 12-41 Trustee Jon Lane moved to set the next Regular meeting on November 1, with a Study Session beginning at 10:30 a.m.

Trustee Stephen McFadden seconded the motion. The motion passed.

**16. Miscellaneous**

President Leas announced the BBCC Volleyball team plays Walla Walla tomorrow night. The Foundation Dollar Da\$h is Saturday (9/22). President Leas will moderate a political debate between the candidates vying for the 13<sup>th</sup> District State Representative seat on October 4. The Joint Advisory Committee dinner and meetings are scheduled on October 11. The Advisory members help keep BBCC relevant and up-to-date with industry standards.

JATP would like to hold its 50<sup>th</sup> anniversary celebration at BBCC in July of 2015. More details will be forthcoming on this important event.

Trustee Mike Blakely presented a special plaque to VP Gail Hamburg. He commended her for her valuable work as both the Interim President and Vice-President through the summer.

“In assuming the role of Interim President during the spring of 2012. Your hard work, professionalism and long hours spent completing two jobs at the same time was commendable. You have definitely made BBCC a better institution.”

The meeting adjourned at 3:00 p.m.

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Mike Wren Chair

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special Board meeting Monday, October 1, 2012 at 8:00 a.m. in the Masto Conference Center in Building 1800 on the Big Bend Community College campus.

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

The Trustees shared a social breakfast with NWCCU Accreditation Evaluators Dr. Sonya Christian, Mrs. Susie Burch, Mrs. Suzanne Bolyard, Mr. Dan Lange, Mr. Mark Williams, Ms. Natalie Beach and BBCC Cabinet members, Division Chairs and ASB Officers.

The Trustees and NWCCU Accreditation Evaluator Chair, Dr. Sonya Christian, moved to the Executive Dining Room at 9:30. The Trustees discussed BBCC with Dr. Sonya Christian.

The meeting adjourned at 10:00 a.m.

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Mike Wren Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from September 12 through October 19, 2012.

Prepared by the President's Office.

**RECOMMENDATION:**

None

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/12/12	Learning Network	Orientation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
9/13/12	Yakima Valley CC Basketball Court Dedication	Networking	Yakima Valley CC	
9/17/12	Back-to-School Breakfast In-Service	College Support	BBCC	
	Jennifer Hines WA Campus Compact	College Support	Phone Conference	
	Professional Technical Dean Clyde Rasmussen Faculty Walk About	Orientation	BBCC	
9/18/12	Math Instructor Barbara Whitney, Phi Theta Kappa Advisor	Orientation	BBCC	
	Art & Sciences Dean Kara Garrett Faculty Walk About	Orientation	BBCC	
	Welcome BBQ	Meet n Greet	BBCC	
9/19/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	M&O Meeting VP Gail Hamburg	Orientation	BBCC	
	Social Sciences Faculty	Networking	BBCC	
	Executive Council Meeting	College Administration	BBCC	
	Solar Energy Opportunities	College Administration	BBCC	
	New Student Orientation	Welcome	BBCC	
9/20/12	New Student Orientation	Welcome	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/20/12	IFiber Reporter Ryan Lancaster	Public Relations	BBCC	
	New Student Orientation	Welcome	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
	Campus Tour with Trustees	Networking	BBCC	
9/21/12	Learning Network	Orientation	BBCC	
9/22/12	Foundation Dollar Da\$h	College Support	BBCC	
9/25/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Learning Network	Orientation	BBCC	
	Welcome Back Athletes Dinner	College Support	BBCC	
9/26/12	WACTC New Presidents' Orientation	Professional Development	SBCTC Olympia	
9/27/12	WACTC Meetings	System Support	SBCTC Olympia	
9/28/12	WACTC Meeting	System Support	SBCTC Olympia	Rep Larry Seaquist Presented
	Aerospace Meeting	Program Support	SBCTC Olympia	
10/1/12	NWCCU Evaluators Meetings	College Accreditation	BBCC	
	Sodexo Regional Manager Rick Waldt	College Support	BBCC	
10/2/12	Paul Hirai Fine Arts Naming Meeting	College Administration	BBCC	
10/3/12	NWCCU Evaluators Meetings	College Accreditation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
10/4/12	Moderate Political Debate 13 <sup>th</sup> District Matthew	BBCC		



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Manweller & Kaj Sellman	Education Opportunity	BBCC	
	Professional Technical Dean Clyde Rasmussen Faculty Walk About	Faculty Support	BBCC	
10/5/12	Foundation Trusteeship Mtg	College Support	BBCC	
	Learning Network	Orientation	BBCC	
	C-17 Tour	Program Support	BBCC	
10/8/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Grant Co Commissioners	College Support	Ephrata	PIO Doug Sly
	Quincy Leadership Roundtable	Community Collaboration	Quincy	
10/9/12	Classified Staff Meeting	Staff Support	BBCC	
	SBCTC Executive Director Marty Brown	System Support		
	GWATA Event	Community Collaboration	Quincy	Foundation Dtr LeAnne Parton
	Ephrata Business After Hours	Community Collaboration	Hot Rod Garage/Ephrata	PIO Doug Sly Foundation Dtr LeAnne Parton
10/10/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Title V Transfer Tailgate Party	College Collaboration	BBCC	
	Moses Lake Rotary Speaker	Community Collaboration	Moses Lake	
	Learning Network	Orientation	BBCC	
10/11/12	Learning Network	Orientation	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Title V Meeting	Program Support	BBCC	
10/11/12	Director of Governor's WA Aerospace Partnership Alex Pietsch	Introductions	Conference Call	
	Intervention Scholarships Mtg	Guidance	BBCC	
	Learning Network	Orientation	BBCC	
	Computer Science Open House Ribbon Cutting	Program Support	BBCC	
	BBCC Foundation Mtg	Guidance	BBCC	
	Joint Advisory Committee Dinner Speaker	Community Collaboration	BBCC	
10/12/12	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
10/15/12	Learning Network	Orientation	BBCC	
10/16/12	CWU Wildcat Caravan	Higher Education Collaboration	BBCC	
	Moses Lake Chamber Banquet Speaker	Community Collaboration	BBCC	
10/17-19	GISS/TACTC Conference	Higher Ed Collaboration	SeaTac Hilton	Trustee Mike Blakely

## BIG BEND COMMUNITY COLLEGE

Date: 11/1/12

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

- c. Student Success Initiatives Update
  - 1. Student Achievement Initiative
  - 2. Academic Master Plan

Big Bend is gaining attention for its student retention and success. As a result, the following BBCC staff are sharing our strategies with other colleges:

1. Terry Kinzel has been asked to present our retention data and strategies at the national Achieving the Dream Conference, in Anaheim, California.
2. Tyler Wallace and Sarah Adams are sharing the success of the Emporium Math Model with other colleges at the state Achieving the Dream Meeting on October 29.
3. BBCC math faculty will host a visit from Wenatchee Valley College math faculty on October 25 to share information about the Emporium Math Model.
4. Highline Community College staff have requested a meeting with BBCC staff on October 29 to learn about BBCC strategies that have impacted retention and success for Hispanic students.

BBCC is committed to sharing successful strategies and best practices with other colleges participating in the Achieving the Dream movement, with other colleges with the Washington state community and technical college system, and with other interested parties.

Prepared by VP Mohrbacher, and Dean Kirkwood.

**RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

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

Big Bend Community College had a very successful comprehensive peer evaluation on October 1-3, 2012 from the Northwest Commission on Colleges and Universities NNWCCU). Evaluation Chair, Sonya Christian, said "Student success is in the air here at Big Bend." Christian said the team was "energized by the passion of the college community and its sense of pride for the college."

#### **Commendations for BBCC by NWCCU**

BBCC is commended:

1. For a culture of inquiry and evidence. The campus community has a high level of engagement with annual assessment.
2. For a high level of sensitivity and commitment to students shown by comprehensive outreach and support to the entire service district and to students of all skill and socio-economic levels.
3. For an excellent spirit of collaboration. BBCC is a caring institution. Student success is a high priority. BBCC has maintained critical partnerships.
4. For strategic use of grants and external funding to transform climate and explore cost-effective methods of enhancing student success.
5. For the Board of Trustees' unwavering commitment to BBCC. Trustees were praised for their unified and firm grasp of policy governance, for ensuring access to educational programs by bringing visibility to all corners of the college district, and for their intentional assignment of college priorities to each of the five Board members.
6. For excellent facility master planning, multi-hazard emergency planning, and budget planning.

#### **Recommendations**

1. Improve alignment between the college's mission statement and the core themes (student achievement, access, partnerships, climate.)
2. Document enhancement of student learning achievement informed and guided by a systematic assessment of student learning.

The team will submit BBCC's final accreditation report to NWCCU, and it will become public record after the NWCCU takes action in January 2013.

The Big Bend community should take great pride in the fact that our external evaluators quickly recognized what we already know: that Big Bend Community college is an excellent place in which to learn and to work.

Prepared by VP Mohrbacher, and Dean Kirkwood.

#### **RECOMMENDATION:**

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

e. Assessment Update

The Assessment Committee will meet to begin discussions related to the NWCCU accreditation recommendation on systematic assessment of student learning. This work involves rewriting program outcomes for Professional/Technical programs in order to incorporate more direct assessments of student learning, as well as taking the next steps in our efforts to fully document achievement of General Education outcomes.

Prepared by VP Bob Mohrbacher.

**RECOMMENDATION:**

## BIG BEND COMMUNITY COLLEGE

Date: 11/1/12

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

#### f. Capital Project Update

#### BACKGROUND:

**STEM Project:** The exterior walls are up. The contractor is working on the interior structural shear walls. Electrical floor boxes and miscellaneous floor work is being completed so the plywood floor can be installed. The steel arrived earlier than expected which put the project back on schedule. Some interior colors and finishes are being selected. Next they will start on the interior walls. The roofers are scheduled to be here the last week of October.

**Title V Project:** The exterior walls are up. Some demolition work is being done inside. They are getting ready to frame the windows. Trusses have arrived and will be erected later this week in anticipation of roofers being here next week.

#### Old Developments/Background:

**9/20/12:** The bid advertisement was released on June 27, 2012. There was a pre-bid walk-through on July 9, 2012 at 1:00. The bids were opened at 1:00 on July 25, 2012; there were 5 bids. The contract was awarded to T.W. Clark of Spokane. The base bid amount was \$1,338,000. The contract was awarded on August 8, 2012 and the Notice to Proceed was given on August 28, 2012. T.W. Clark was on campus August 28 setting up and doing demolition work. The site for the addition on Building 1200 (STEM) has been cleared and they are proceeding to the foundation walls/footings. The crew is currently working on the site for the addition on Building 1400 (Title V). They cut the exterior slab of concrete and are digging and installing the foundation walls/footings. Building 1400 will be approximately one week behind the schedule for Building 1200.

**6/14/12** We had a final planning meeting on June 1. The drawings are being completed and will go out to bid by the end of the week with the Title V project. The construction will be completed by the end of fall quarter and ready to occupy winter quarter.

**4/4/12** A drawing of the STEM remodel of Building 1200 is on the following page. We are still on target to have construction documents completed by 4/20/2012.

**2/23/12** BBCC received a \$4.4 million federal grant focusing on science, technology, engineering, and math (STEM). The grant provides \$900,000 per year for five years toward STEM curriculum, facilities, equipment, career advising and professional development. The term of the grant is October 1, 2011 through September 30, 2016.

The grant includes funding for extensive renovation of Building 1200 to create the STEM Center Complex, including a Math Lab, STEM Support Center, Resource Room, Digital Logic lab, and CAD Lab. The grant provides almost \$800,000 for this renovation.

RGU Architecture & Planning was awarded the contract for architectural services for this project. There have been several meetings with STEM personnel and the math and science faculty to review designs with the architects.

The timeline for this project is: design development complete by 3/2/2012, construction document completed by 4/20/2012, pre-bid walk-through on 5/2/2012, bid opening on 5/9/2012, and notice to proceed on 6/10/2012. The plan is for construction to begin right after spring quarter ends.

**Title V Project:**

**9/20/2012** The bid advertisement was released on June 27, 2012. There was a pre-bid walk-through on July 9, 2012 at 1:00. The bids were opened at 1:00 on July 25, 2012; there were 5 bids. The contract was awarded to T.W. Clark of Spokane. The base bid amount was \$1,338,000. The contract was awarded on August 8, 2012 and the Notice to Proceed was given on August 28, 2012. T.W. Clark was on campus August 28 setting up and doing demolition work. The site for the addition on Building 1200 (STEM) has been cleared and they are proceeding to the foundation walls/footings. The crew is currently working on the site for the addition on Building 1400 (Title V). They cut the exterior slab of concrete and are digging and installing the foundation walls/footings. Building 1400 will be approximately one week behind the schedule for Building 1200.

**6/14/12** The drawings have been finalized and the project will go out to bid by the end of the week along with the STEM project. The construction will be completed by the end of fall quarter and ready for students winter quarter.

**4/4/12** Last year the Student Success Center was completed with Title V funds. There are additional construction funds available to expand the Student Success Center this year. The plan involves renovating 1,211 square feet of existing space and adding on 1,536 square feet to the west side of Building 1400. The grant provides about \$400,000 for this renovation. This expansion will provide space to support the peer mentoring program, allow more rooms for supplemental instruction, and add more student study areas. This project is on the same timeline as the STEM project. A drawing of this remodel is on the following page.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

- g. Safety & Security Update

### **BACKGROUND:**

1. Director Foreman joined the International Association of Campus Law Enforcement Administrators (IACLEA).
2. 10/4: Director Foreman attended the WACTC Safety, Security and Emergency Management Council meeting at Olympic College in Bremerton. He now chairs the council's Security Operations Committee and is a member of the Security Training Committee.
3. Director Foreman will be attending 16 hours of State Investigator Training in Olympia on 10/29-30. (Training to conduct civil administrative investigations dealing with regulations or misconduct; compliance with Governor's Executive Order 98-02).
4. Campus Security Officers were trained on the Jeanne Clery Act.
5. Published and distributed to staff the Campus Security Job Aid to aid in Clery Act reporting.
6. New campus alert system called Nixle was selected and is being readied for deployment. Goal to have it up and running by 11/1/2012.
7. Local relationships enhanced or developed: Campus Safety continues its mission to create and foster close relationships with all allied agencies. New relationships established:
  - a. Columbia Basin Job Corps
  - b. Family Services of Grant County
  - c. REC Silicon
  - d. County Communicators Roundtable

Prepared by Director of Campus Safety & Security Kyle Foreman.

### **RECOMMENDATION:**

None



## BIG BEND COMMUNITY COLLEGE

Date: 11/1/12

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

h. Human Resources Report

### **BACKGROUND:**

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

Custodio Valencia was selected to fill the position of Director of Student Support Services. The previous director, Jerry Workman, retired in September. Student Support Services has two vacant Academic Advisor positions. One is a 12-month position, open due to Custodio's promotion. The second position is a 9-month position that has been vacant since 2011. We are accepting applications for both positions and will begin our first review of the candidates on October 31.

A new position for the STEM Grant was posted on October 18. We are recruiting for a Program Assistant. This is a full-time, classified staff position. Primary responsibilities for this position include: data collection, research and analysis, creation of original work product in the form of letters, reports, plans, and general clerical work for the department. The deadline for submitting applications for this position is November 8.

A Nursing Online Instructional Designer position has been posted. This is a full-time grant funded exempt position through Title V. This position will be responsible for leading and implementing online and distance instruction for our healthcare programs. Our first review of applications is scheduled for November 7.

#### **Compensation & Benefits:**

Open Enrollment for health insurance for the 2013 calendar year begins on November 1. Eligible employees enrolled in PEBB medical and dental plans can change plans, add dependents, and remove dependents during this time. There are no significant medical or dental plan changes reported, and some of the employee premium contributions will decrease starting January 1.

Open enrollment is also the time of year when employees may sign-up to participate in a Flexible Spending Account (FSA). Contribution limits for 2013 will decrease. The maximum contribution amount will change from \$3,600 to \$2,500.

The federal Patient Protection and Affordable Care Act requires employers to report the cost of group health plan coverage on employees' 2012 Form W-2. The reported amounts are not taxable, but intended to be information and provide employees with greater transparency into overall health care costs.

#### **Employee Contract Information:**

Human Resources, in conjunction with Safety and Security will be sending out an electronic Emergency Contact Form early in November. This form will be completed online by the employee and submitted to HR.

Data will be entered into our Personnel/Payroll system and a hard copy will be kept in the personnel file to be used in the event of an emergency. Once implemented, the form will become part of the new employee orientation packet.

### **Training:**

The following is a list of reported Administrative/Exempt Training occurring since the last Board Meeting.

- Beth Laszlo-Continuing Ed in Leadership Training on August 8-10 at Heritage University.
- Kelsy Bendtsen-Early Learning Management System on September 6 at Renton.
- Jenny Nighswonger-Title V In-Service on September 12 at BBCC; Faculty In-Service on September 17 at BBCC.
- Kyle Foreman-Washington State Evergreen Emergency Public Information Officer Conference on September 24 at Spokane; Workplace Violence Prevention Training on September 27 at Spokane.
- Terry Leas-New Presidents' Orientation on September 26-27 at Olympia.
- LeAnne Parton-Dale Carnegie Training-Adjusting to Change on September 13 at Moses Lake Chamber of Commerce.
- Katya Kozlova, Sue Workman-Washington Council for High School-College Relations Fall Counselor Workshop on September 20 at WSU Tri-Cities.
- Char Rios-CashPay/Payroll Pay Cards on September 6 via Webinar/Teleconference; BFET ITV on September 12 via ITV; NelNet Solutions/Online STEPP Program on September 18 via Teleconference; Prof/Tech In-Service on September 18 at BBCC.
- Gail Hamburg, Kara Garrett, Kim Garza, Char Rios-EDC Luncheon on September 27 at BBCC.
- 175 employees completed training in Sexual Harassment, Ethics and Mandatory Reporting.

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

### **RECOMMENDATIONS:**

None.

## PERSONNEL REPORT JUNE 5, 2012 - OCTOBER 4, 2012

EMPLOYEE SEPARATIONS 6/5/12 - 10/4/12			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
6/30/2012	Dr. Bill Bonaudi	President	Retired
7/20/2012	Jose Esparza	Coordinator of Student Recruitment & Outreach	Resigned and moved out of state
7/26/2012	Carolyn Riddle	Library & Archives Paraprofessional 4	Retired
8/31/2012	Donna Brown	Instruction & Classroom Support Technician 2	Retired
9/7/2012	Jerry Workman	Director of Student Support Services	Retired
9/16/2012	Bryan McKune	Commercial Pilot Flight Instructor (Non-tenure track CWU shared position)	Position transferred to CWU
9/28/2012	TC Bergen	Painter	Retired
NEW HIRES/PROMOTIONS/TRANSFERS 6/5/12 - 10/4/12			
START DATE	NAME	POSITION	REPLACING
4/1/2012	Pete Doumit	Men's Baseball Coach	Don Lindgren
6/16/2012	Natalie Coulston	Women's Volleyball Coach	Mike De Hoog (Mike only resigned from the Coaching position)
6/25/2012	Beth Laszlo	Activity Coordinator for Title V Grants	LeAnne Parton
7/2/2012	Kyle Foreman	Director of Campus Safety & Security	New position
7/16/2012	Jeremy Iverson	Assistant Director of Financial Aid	Promotion for Jeremy
8/23/2012	Dr. Terry Leas	President	Dr. Bill Bonaudi
8/30/2012	Ray Moffitt	Women's Softball Coach	Jeremy Iverson (Jeremy only resigned from the Coaching position)
9/4/2012	Erica Morales	Coordinator of Student Recruitment & Outreach	Jose Esparza
9/17/2012	Robert Barksdale	Information Technology Technician 2/STEM Lab Supervisor	New STEM grant position
9/17/2012	Tony Bergen	Painter	TC Bergen
9/17/2012	Kent Dannenberg	Aviation Maintenance Technology/General, Airframe, Powerplant Instructor (Non-tenure track)	New Dept. of Labor Air Washington grant position
9/17/2012	Jan Elliston	Nursing Instructor (Tenure track)	Marsha Asay
9/20/2012	Custodio Valencia	Director of Student Support Services	Jerry Workman (promotion for Custodio)
SEARCHES IN PROCESS			
POSITION	STATUS		REPLACING
Nursing Program Online Instructional Designer	First review October 10		New Title V grant position
TRiO Student Support Services Academic Advisor	First review October 24		Custodio Valencia
<b>SUMMER PART-TIME FACULTY: 66</b>			
<b>SUMMER PART-TIME HOURLY: 67</b>			
10/10/2012			

## BIG BEND COMMUNITY COLLEGE

Date: 11/1/12

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

#### i. Enrollment Report

### BACKGROUND:

Three enrollment reports are included for your information: Summer Quarter 2012 Final, Fall Quarter 2012 Tenth Day, and the 2012-13 FTE as of October 19, 2012.

#### Summer 2012:

Headcount enrollment decreased 11.3% from summer 2011. State-funded FTE was just 5.2 below the previous summer. Total FTE was down 15%. We did not run any classes as self-support (Community Service) in 2012; in 2011 we offered a pottery class, job skills training, and CDL as self-support. In 2011 we ran a rather large ABE class as contract funded.

#### Fall 2012:

Headcount enrollment decreased 9.5% from tenth day fall 2011. All of the decrease is in full-time enrolled students. State-funded FTE was down 4.5%. Admission numbers for fall 2012 are lower than in 2011; 78 fewer new admits enrolled fall 2012.

#### FTE Report:

As of October 19, we are 5% below last year's state-funded FTE at this point in the quarter.

The tuition amount budgeted for 2012-2013 is \$4,008,600. As of September 30, 2012 we have collected \$1,909,729 or 40.2% of the budgeted amount. As of September 30, 2011 we had collected \$1,002,302 or 27.8%.

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### TUITION COLLECTION REPORT

As of September 30, 2012 and September 30, 2011

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,600	\$3,608,514
Total Collections as of August 31	\$ 1,909,729	\$ 1,330,877
As a % of annual budget	47.6%	36.9%
Left to collect to meet budget target	\$ 2,098,871	\$ 2,277,637

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

# SUMMER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	8	10	8	21	16	16	13
Asian/Pacific Islander	9	6	8	13	10	15	7
Black	16	17	19	13	11	12	10
Hispanic	199	222	280	241	287	199	234
White	353	426	495	472	414	418	418
Other/Unknown	40	23	38	55	77	52	73

<u>SEX</u>							
Female	397	445	562	549	523	459	468
Male	228	259	286	258	271	249	271
Not Coded	0	0	0	8	21	4	16

<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	129	174	168	139	138	117	114
Part-time (less than 12 crs)	496	530	680	676	677	595	641
Percent full-time	20.1	24.7	19.8	17.1	16.9	16.4	15.1

<u>BY FUNDING SOURCE</u>							
State	599	620	769	648	736	663	690
Shared Funding							
Grant/Contract	26	45	32	84	37	2	3
Community Service	0	39	47	83	42	47	62

<u>BY TIME/LOCATION</u>							
On-Campus Day	471	506	585	574	498	457	496
On-Campus Evening	29	32	36	38	29	60	28
Off-Campus Day/Online	125	149	183	158	170	135	149
Off-Campus Evening	0	17	44	45	118	60	82

**TOTAL HEADCOUNT                    625       704       848       815       815       712       755**

Running Start	0	0	0	0	0	0	0
International	1	3	2	1	1	1	1

## SUMMER FTES

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
<u>STATE FUNDED</u>							
ABE/ESL	21.4	24.9	50.5	50.4	68.9	42.7	57.7
Academic	172.0	182.9	230.8	166.4	151.1	142.1	153.8
Occupational	121.8	124.5	125.4	130.7	125.6	125.4	106.1

**TOTAL STATE FTES                    315.2    332.3    406.7    347.5    345.6    310.2    317.6**

<u>OTHER FTES</u>							
Community Service	0	11.9	10.2	4.8	2.8	2.5	3.4
Contract Funded	9.5	39.8	22.7	43.2	22.9	3.5	1.6
Other (Employ., Sr. Cit.)	3.5	1.7	3.7	1.0	2.5	5.0	9.5

**GRAND TOTAL FTES                    328.2    385.7    443.3    396.5    373.8    322.1    332.3**

## FALL 10TH DAY ENROLLMENT REPORT

### HEADCOUNTS

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	29	26	17	38	39	35	36
Asian/Pacific Islander	28	25	31	39	27	38	35
Black	38	38	39	46	23	29	22
Hispanic	619	706	746	664	522	535	430
White	1,140	1,146	1,358	1,367	1,195	1,241	1,260
Other/Unknown	109	118	166	178	205	161	165

### SEX

Female	1,102	1,192	1,349	1,324	1,108	1,164	1,139
Male	831	867	1,007	936	824	803	768
Not Coded	30	0	1	72	79	72	41

### STUDENT STATUS

Full-time (12 or more crs)	1,368	1,467	1,644	1,479	1,282	1,270	1,174
Part-time (less than 12 crs)	595	592	713	853	729	769	774
Percent full-time	69.7	71.2	69.7	63.4	63.7	62.3	60.3

**TOTAL HEADCOUNT      1,963      2,059      2,357      2,332      2,011      2,039      1,948**

Running Start	165	168	151	145	158	159	137
International	2	7	5	3	4	3	0

### STATE FUNDED FTES

ABE/ESL	71.8	78.8	84.2	89.2	60.0	43.2	44.5
Academic	869.6	930.2	1,035.2	967.2	779.1	757.5	776.9
Professional/Technical	561.3	562.6	621.9	586.5	549.6	598.3	510.8

**TOTAL STATE FTES      1502.7      1,571.6      1,741.3      1642.9      1388.7      1,399.0      1332.2**

## F.T.E. REPORT

10/19/2012

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
<b>1st year (11-12)</b>		
SUMMER	332.3	110.8
FALL	1688.9	563.0
WINTER	1758.1	586.0
SPRING	1568.1	522.7
 <b>2nd year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1530.4	510.1
WINTER		0.0
SPRING		0.0
 <b>TOTAL</b>	 <b><u>7193.0</u></b>	 <b><u>2397.7</u></b>
 1st year annual FTE Target	 5082	 1694
2nd year annual FTE Target	5061	1687
 <b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2397.7
Past year + current year allocation		3381.0
% of allocation target attained to date		70.9%
 Add'l FTEs to meet minimum 96%	 2544.3	 848.1
Add'l FTEs to meet target 100%	2950	983.3
 FTEs over funding level - 1st year	 265.4	 88.5
FTEs over funding level - 2nd year	-3215.4	-1071.8

**BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

j. Legislative Update

Prepared by the President's office.

**RECOMMENDATION:**

None



**BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

k. Quarterly Budget Update

**BACKGROUND:**

The quarterly budget update is following.

Prepared by the Director of Business Services, Charlene Rios.

**RECOMMENDATION:**

None

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF SEP 30, 2012**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/12		As of 9/30/12	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,447,537	91,410	4,538,947	561,261	3,977,686	87.63%
	BENEFITS	1,420,985	16,426	1,437,411	260,487	1,176,924	81.88%
	GOODS&SVC	379,690	43,677	423,367	78,016	345,351	81.57%
	TRAVEL	45,163	1,032	46,195	3,448	42,747	92.54%
	EQUIP	129,651	0	129,651	85,457	44,194	34.09%
	<b>TOTAL</b>		<b>6,423,026</b>	<b>152,545</b>	<b>6,575,571</b>	<b>988,668</b>	<b>5,586,903</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	288,094	0	288,094	71,576	216,518	75.16%
	BENEFITS	95,400	0	95,400	23,633	71,767	75.23%
	GOODS&SVC	9,358	0	9,358	1,384	7,974	85.21%
	TRAVEL	4,750	0	4,750	0	4,750	100.00%
	EQUIP	0	0	0	0	0	0.00%
	<b>TOTAL</b>		<b>397,602</b>	<b>0</b>	<b>397,602</b>	<b>96,593</b>	<b>301,009</b>
<b>050 LIBRARY</b>	SALARIES	288,050	0	288,050	50,561	237,489	82.45%
	BENEFITS	106,989	0	106,989	20,711	86,278	80.64%
	GOODS&SVC	63,656	0	63,656	33,734	29,922	47.01%
	TRAVEL	1,750	0	1,750	579	1,171	66.92%
	EQUIP	20,000	0	20,000	21,023	(1,023)	-5.12%
	<b>TOTAL</b>		<b>480,445</b>	<b>0</b>	<b>480,445</b>	<b>126,608</b>	<b>353,837</b>
<b>060 STUDENT SERVICES</b>	SALARIES	897,912	0	897,912	177,684	720,228	80.21%
	BENEFITS	303,769	0	303,769	66,372	237,397	78.15%
	GOODS&SVC	37,368	0	37,368	15,266	22,102	59.15%
	TRAVEL	7,400	0	7,400	(107)	7,507	101.45%
	EQUIP	0	0	0	31	(31)	0.00%
	GRANTS MATCH	436,969 15,004	0 0	436,969 15,004	220,050 0	216,919 15,004	49.64% 100.00%
	<b>TOTAL</b>		<b>1,698,422</b>	<b>0</b>	<b>1,698,422</b>	<b>479,296</b>	<b>1,219,126</b>
<b>080 ADMIN.</b>	SALARIES	1,405,960	0	1,405,960	324,630	1,081,330	76.91%
	BENEFITS	461,227	0	461,227	109,758	351,469	76.20%
	GOODS&SVC	717,490	0	717,490	101,344	616,146	85.88%
	TRAVEL	22,875	0	22,875	10,979	11,896	52.00%
	EQUIP	16,250	0	16,250	29,660	(13,410)	-82.53%
	<b>TOTAL</b>		<b>2,623,802</b>	<b>0</b>	<b>2,623,802</b>	<b>576,372</b>	<b>2,047,430</b>
<b>090 M&amp;O</b>	SALARIES	947,623	0	947,623	252,052	695,571	73.40%
	BENEFITS	367,708	0	367,708	92,775	274,933	74.77%
	GOODS&SVC	996,750	0	996,750	190,904	805,846	80.85%
	TRAVEL	3,275	0	3,275	1,113	2,162	66.02%
	EQUIPMENT	119,337	0	119,337	13,538	105,799	88.66%
	DEBT SERV.	0	0	0	0	0	0.00%
	<b>TOTAL</b>		<b>2,434,693</b>	<b>0</b>	<b>2,434,693</b>	<b>550,382</b>	<b>1,884,311</b>
<b>TOTAL BUDGET</b>		<b>14,057,990</b>	<b>152,545</b>	<b>14,210,535</b>	<b>2,817,918</b>	<b>11,392,617</b>	<b>80.17%</b>

ALLOCATION # 2	Worker Retraining Variable	106,821
ALLOCATION # 2	Increase STEM Enrollments	6,801
ALLOCATION # 2	Increase to Base Allocation	38,923
<b>TOTAL ADJUSTMENTS TO ALLOCATION</b>		<b>152,545</b>

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #5:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the June 14, 2012, Nursing Instructor Jennifer Brooks was provided an Exceptional Faculty Award. She will provide a verbal report. President Leas will provide a check to Instructor Brooks reimbursing her expenses.

Prepared by the President's office.

### **RECOMMENDATION:**

## **2012 NLN Education Summit, Anaheim, California**

I am extremely grateful to have had the opportunity to attend the NLN Education Summit in Anaheim this year. The sessions were diverse and there was time to share experiences and collaborate with colleagues on what new technology was being used in other nursing programs. The following is a summary of the sessions I attended.

### **Examining the Effect of texting on Nursing Students' Perception of Learning**

Studied and discussed in session the trend to ask students questions using a texting or clicker program. As we are educating in a more diverse and technology friendly community, so too much our utilization. It has very positive feedback from the programs that have used it and once familiar with how to use it, can be easy way to obtain 100% of participation from students. Web sites: [www.eztexting.com](http://www.eztexting.com); [www.textmarks.com](http://www.textmarks.com); [www.clubtexting.com](http://www.clubtexting.com); [www.polleverywhere.com](http://www.polleverywhere.com); (later one a clicker free program?)

### **From Learning to Teach to Teaching Effectiveness: What Do We Know?**

This session was useful in the sense that we discussed characteristics of effective educators and how we assist new faculty in developing confidence and competence as nurse educators. Rarely do you begin your nursing career with the intent to become an educator. So, ways we can ensure the transition into education is smooth and retention of faculty is achieved we need to ensure proper orientation to the position is done, mentoring occurs and peer support was available. Faculty need to be provided with opportunities to observe other teachers and model after those proficient in their field. We also need to have opportunities to attend nursing updates, conferences, read journals and reflect on our own practice.

Key features of an effective nurse educator:

- Enthusiastic, passionate about teachers
- Approachable
- Caring
- Trustworthy
- Respectful of students and their needs
- Use of humor
- Develop a personal relationship with the learner
- Experts in their content area
- Stayed current in their field
- Deeply knowledgeable about their field
- Organized
- Embodied successful teaching
- Promote lifelong learning
- Engaging, diverse methodology
- High standards
- Class sessions clear, organized, interesting and motivating

Recommended reading: Bain, K (2004). What the best college teachers do. Cambridge, MA: Harvard University Press.

### **Creating a Diverse Class in Schools of Nursing: Issues, Challenges and Best Practices**

Very interesting session about how we can facilitate retention of students. Many students that are unable to complete programs are from a minority group or those suffering from hardship.

So there was discussion on how we can help these students and how we can recognize a pattern in their behavior that may indicate they are struggling, thereby intervening prior to them getting too far in a hole.

There was also discussion on disability act and what is 'reasonable accommodation' we can provide for our students. Providing mentoring and tutoring in nursing programs which I was pleased that this is something that we have done within our program here at BCC. So that tells me we are on the right track in this area.

One thing I found interesting is that research showed if you separate the men, they have a decreased chance of success. So this will be a topic of discussion in our department at some point.

Another point which came from this session was the inclusion of a policy to protect the college/University and Faculty to exclude students from taping lectures. I have currently got an email out to the Dean of this program to get a copy of her policy and it has been discussed within our department as this is an area of faculty concern.

### **Taking the Linear Out of Lecture: Use of Zooming Software**

WOW, this session opened up a whole new way to do power point presentations. It showed a way to uses zooming technology to present your lectures in a way to keep students engaged and AWAKE! Not so good however if you want to give a printout to the students although you can certainly make it available online to fill that need. It was amazing to see. Prezi.com (no audio available at time) another site is zoonlight (lite), Silverlight (lite?)

### **Culturally Diverse Students & Classroom Instruction**

Discussion of research on diversity, bias and stereotyping as well as labels. Our roles as faculty is to identify climate, protect, achieve positive outcomes, and be aware of barriers (perceived or actual). Value differences, achieving a broad world view and develop an inclusive curriculum eg textbook choices.

### **Update 2012: Preparing for CNE**

Provided information on what to expect when testing for CNE and the criteria to test. Benefits of being a CNE: Certified Nurse Educator. I am still on the fence about this one.

### **Web Based pedagogical Agent to Facilitate Critical Thinking in Nursing:**

Discussed animated pedagogical agents that are virtual characters that facilitate learning in computer based or web based environments. Interesting to see, not sure how easy it is to get up and running or how receptive it would be however interesting just the same and could be an addition in what we currently are doing. I will review article in Nursing Education Perspectives "Development and evaluation of web-based animated pedagogical agents for facilitating critical thinking in nursing".

### **NLN International Roundtable Session: Nursing Educators Leading Change and Advancing Health:**

Session utilized to draw from those that were internationally educated and now practicing in the US and abroad. Information gathered to address challenges facing faculty from diverse cultures, those desiring to travel on medical trips or missions with students and how to prepare. See NLN website for more information as well as handouts.

Jennifer Brooks

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #6:** Adult Literacy Week (for information)

### **BACKGROUND:**

In recognition of Governor Gregoire's declaration of Adult Literacy Week, the Director of Basic Skills, Sandy Cheek, will share information about the successes and challenges for students in the Basic Skills division. Two students will speak briefly on their college experiences and how their start in basic skills motivated them to continue their college education.

### **RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #7:** 2009-14 AMP Outcomes Report (for action)

### **BACKGROUND:**

The third comprehensive report of the 2009-2014 Academic Master Plan (AMP), Outcomes, summarizes our fourth year efforts at achieving the outcomes of the AMP. This report is a summary of Board and staff analysis of longitudinal and current data addressing each AMP Outcome. Ideas to better meet AMP objectives and goals are identified for the 2012-13 academic year.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

### **RECOMMENDATION:**

President Leas and Dean Valerie Kirkwood recommend acceptance of the AMP Outcomes Report.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #8:** Advisory Committee List (for information)

### **BACKGROUND:**

The 2012-13 Advisory Committee Lists for the Professional Technical programs at Big Bend Community College is attached for the Board's reference.

### **RECOMMENDATION:**

None.



**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Accounting Technology	BBCC	Les	Michie	7662 Chanute St	Moses Lake WA 98837	509.793.2180 lesm@bigbend.edu	M	Caucasian
Accounting Technology	BBCC	Preston	Wilks	7662 Chanute St	Moses Lake WA 98837	509.793.2194 prestonw@bigbend.edu	M	Caucasian
Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda	3131 W. Wapato Dr.#5	Moses Lake WA 98837	509.431.2555 or rosa@performanceag.com	F	Hispanic
Accounting Technology	Central WA Concrete	Vicki	Heaps	427 Sharon Ave	Moses Lake WA 98837	509.765.7687 vlheaps@@gems.com	F	Caucasian
Accounting Technology	Ephrata High School	Maggie	Killinger	333 4th Ave NW	Ephrata WA 98823	509.754.3060 Ext 2111 mkillinger@ephrataschools.org	F	Caucasian
Accounting Technology	Inflation Systems	Betty	Matthews	16329 Rd 3 SE	Moses Lake WA 98837	509.765.9742 betty.matthews@takata.com	F	Caucasian
Accounting Technology	Lakeside Optical	Cheryl	Aguilar	1020 W Ivy St	Moses Lake WA 98837	509.765.3497 edandcheryl@hotmail.com	F	Caucasian
Accounting Technology	Larson Allen	Donna	Goude	1350 S Pioneer Way	Moses Lake WA 98837	509.765.1281 Ext 3016 dgoude@larsonallen.com	F	Caucasian
Accounting Technology	Moses Lake High School	Linda	Dennis	803 E Sharon Ave	Moses Lake WA 98837	509.771.9395 ldennis@mlsd.wenet.edu	F	Caucasian
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock	4939 WA 281	Quincy, WA	(509)787-3595 or brenda@sseqinc.com	F	Caucasian
Agriculture Technology	BBCC Instructor	Andrew	Williams	1408 N Longmeier Rd	Ritzville WA 99169	509.650.7014 awilliams@lrschools.org	M	Caucasian
Agriculture Technology	NW Farm Credit Services	George	Bagwell	1501 E Yonezawa Blvd NE	Moses Lake WA 98837	509.764.2715 george.bagwell@farm-credit.com	M	Caucasian
Agriculture Technology	Sackmann Farms	Jamie	Sackmann	3987 Road R.5 SE	Warden WA 98857	<a href="mailto:jeffandjaime@yahoo.com">jeffandjaime@yahoo.com</a>	F	Caucasian
Agriculture Technology	Stephen Syre Ag Consultant	Steve	Syre	202 W 5th Ave	Moses Lake WA 98837	<a href="mailto:ssyre@donobi.net">ssyre@donobi.net</a>	M	Caucasian
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling	13184 Wheeler Rd. Ste. 2	Moses Lake WA 98837	509.760.2007 huc.dilling@chsinc.com	M	Caucasian
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer	PO Box 46	Wilson Creek WA 98860	<a href="mailto:smortimer@wilsoncreek.org">smortimer@wilsoncreek.org</a>	M	Caucasian
Agriculture Technology		Phil	Anderson	15679 Rd 9 NW	Quincy WA 98848	<a href="mailto:plaza7@frontier.com">plaza7@frontier.com</a>	M	Caucasian

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Agriculture Technology		Robert	Andrews	81 Loen Dr	Mesa WA 99343	<a href="mailto:randrews@eltopia.com">randrews@eltopia.com</a>	M	Caucasian
Automotive Technology	BBCC	Mike	O'Konek	7662 Chanute St NE	Moses Lake WA 98837	509.793.2053 <a href="mailto:miko@bigbend.edu">miko@bigbend.edu</a>	M	
Automotive Technology	Cascade Diesel	Gus	Smith	3234 Rd L NE	Moses Lake WA 98837	509.765.5900 509.989.4049 <a href="mailto:gus@cascadediesel.biz">gus@cascadediesel.biz</a>	M	
Automotive Technology	Central Machinery Sales	Wayne	Chandler	1201 E. Yonzawa Blvd.	Moses Lake WA 98837	509.765.1257 or 509.989.2587 <a href="mailto:wayne1257@hotmail.com">wayne1257@hotmail.com</a>	M	
Automotive Technology	Moses Lake School District	Richard	Archer	12056 N Frontage Rd	Moses Lake WA 98837	509.765.4517 or 509.398.2616 <a href="mailto:rparcher@homenetnw.net">rparcher@homenetnw.net</a>	M	
Automotive Technology	Lake Auto Parts	Art	Schimke	4297 Sun Drive	Moses Lake WA 98837	509.765.4750	M	
Automotive Technology	Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake WA 98837	509.771.2191 <a href="mailto:carmstrong@mlsd.wednet.edu">carmstrong@mlsd.wednet.edu</a>	F	
Automotive Technology	Moses Lake High School	John	Heflin	c/o BBCC 7662 Chanute NE	Moses Lake WA 98837	509.793.2259 or 509.2899344 <a href="mailto:johnh@bigbend.edu">johnh@bigbend.edu</a>	M	
Automotive Technology	Moses Lake School	Mike	Friedbauer	9541 Stone Rd	Moses Lake WA 98837	509.750.1320 <a href="mailto:ducky.boy.1@hotmail.com">ducky.boy.1@hotmail.com</a>	M	
Automotive Technology	Scotty's Repair	Scott & Jeanne	Myers	1625 Wheeler Rd	Moses Lake WA 98837	509.765.6906 or 509.855.3135 <a href="mailto:scottysautorepair@live.com">scottysautorepair@live.com</a>	M	
Aviation Commercial Pilot	BBCC	John	Swedburg	7662 Chanute St	Moses Lake WA 98837	<a href="mailto:johns@bigbend.edu">johns@bigbend.edu</a>	M	Caucasian
Aviation Commercial Pilot	Executive Flight	Bob	Clarke	One Campbell Parkway	Wenatchee WA 98802	509.884.1545 or 509.393.5550 <a href="mailto:bobc@execflight.com">bobc@execflight.com</a>	M	
Aviation Commercial Pilot	Executive Flight	Dale	Devereaux	237 23rd ST NW	E Wenatchee WA 98802	cell 509.670.2358 home 509.886.7606 or <a href="mailto:dale@execflight.com">dale@execflight.com</a>	M	
Aviation Commercial Pilot	Port of Moses Lake	Pat	Jones	7810 Andrews Street NE	Moses Lake WA 98837	509.762.5363 <a href="mailto:pjones@portofmoseslake.com">pjones@portofmoseslake.com</a>	M	
Aviation Commercial Pilot	Grant County Tower (Manager)	Tex	Williamson		Moses Lake WA 98837		M	
Aviation Commercial Pilot	Millionaire	Larry	Godden		Moses Lake WA 98837	<a href="mailto:lgodden@millionair.com">lgodden@millionair.com</a>	M	
Aviation Commercial Pilot	Retired Pilot (*)	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake WA 98837	509.765.5228	M	

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Aviation Commercial Pilot	The Crop Duster	Fred	Meise	11905 Rd 4 NE Bldg #2	Moses Lake WA 98837	509.765.7689 or 509.750.2309 mlair@scml.us	M	
Aviation Commercial Pilot	Alaska Airlines Pilot	Bobby	Schwab			509.764.5117 or bobbyschwab@nwi.net	M	
Aviation Commercial Pilot	WA State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake WA 98837		M	
Aviation Maint Technology	BBCC	Dan	Moore	7662 Chanute St	Moses Lake WA 98837	<a href="mailto:danm@bigbend.edu">danm@bigbend.edu</a>	M	Caucasian
Aviation Maint Technology	BBCC	Erik	Borg	7662 Chanute St. NE	Moses Lake WA 98837	<a href="mailto:erikb@bigbend.edu">erikb@bigbend.edu</a>	M	Caucasian
Aviation Maint Technology	Fairweather Flyers	Bill	Musselman	219 Nunn Rd.	Prosser WA 99350	509.338.5222 hybanker@yahoo.com	M	Caucasian
Aviation Maint Technology	Royal Flying Service	Kevin	Vogel	804 S. Michael Ave	Moses Lake WA 98837	360.220.1509 & vogel_512@hotmail.com	M	Caucasian
Aviation Maint Technology	Sonico	Thom	Barnett	PO Box 782	Ephrata WA 98823	253.312.1152 or 509.762.5586 AB-Thom@hotmail.com	M	Caucasian
Aviation Maint Technology	The Boeing Company	Mark	Kempton	6001 186th Ave	Bonney Lake W 98391	253.826.4345 cutterr16@comcast.net mark.a.kempton@boeing.com	M	Caucasian
Commercial Driving	BBCC	Randy	Miller	7662 Chanute St	Moses Lake WA 98837	509.793.2295 randym@bigbend.edu	M	Caucasian
Commercial Driving	BBCC	Guillermo	Garza	7662 Chanute St. NE	Moses Lake WA 98837	509.793.2221 or guillermog@bigbend.edu	M	Hispanic
Commercial Driving	LTI Inc	Vance	Jansen	120 S Wiser Lane	Moses Lake WA 98837	509.765.5922 or 509.760.5115 vancej@ltii.lynden.com	M	Caucasian
Commercial Driving		April	Stewart	11302 Bobwhite Dr.	Moses Lake WA 98837	509.765.9439	F	American Indian
Commercial Driving	WPI Western Peterbilt, Inc	Dennis	Swensen	12976 N. Frontage Rd E.	Moses Lake WA 98837	<a href="mailto:dcdad1214@yahoo.com">dcdad1214@yahoo.com</a>	M	Caucasian
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			408.336.0124 or 509.429.8331 C & mallbee@yahoo-inc.com	M	
Computer Science	Microsoft Inc.	Darrell	Amundson			509.793.2056 or darrella@microsoft.com		
Computer Science							M	

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Computer Science	EKA Chemicals, Inc.	Jim	Burnside			<a href="mailto:Jim.burnside@akzonobel.com">Jim.burnside@akzonobel.com</a>	M	
Computer Science	BBC	Scott	Carsey	7662 Chanute St. NE	Moses Lake WA 98837	<a href="mailto:scottc@bigbend.edu">scottc@bigbend.edu</a>	M	Caucasian
Computer Science	REC Group	Jeremy	Davis			509.793.9397 or <a href="mailto:jeremy.davis@recgroup.com">jeremy.davis@recgroup.com</a>	M	
Computer Science	Intuit Data Center	Bruce	Eisele			<a href="mailto:Bruce_Eisele@Intuit.com">Bruce_Eisele@Intuit.com</a>	M	
Computer Science	Columbia Basin Job Corps	Noe	Guzman			<a href="mailto:Guzman.noe@jobcorps.org">Guzman.noe@jobcorps.org</a>	M	
Computer Science	Genie Industries	Matt	Johnson			509.762.3410 or <a href="mailto:matt.johnson@terex.com">matt.johnson@terex.com</a> 509.750.9895 C	M	
Computer Science	Grant Co. PUD	Sam	Lamb			<a href="mailto:slamb@gcpud.org">slamb@gcpud.org</a>	M	
Computer Science		Bobby	McCurdy				M	
Computer Science	Atos	Gigi	Lowry			509.787.6360 or <a href="mailto:v-gilowr@microsoft.com">v-gilowr@microsoft.com</a>	F	
Computer Science	JR Simplot, Moses Lake	Willie	Quasne			509.760.7994 or <a href="mailto:willie.quasne@simplot.com">willie.quasne@simplot.com</a>	M	
Computer Science	Big Bend CC	Clyde	Rasmussen			509.793.2053 or <a href="mailto:clyder@bigbend.edu">clyder@bigbend.edu</a>	M	
Computer Science	ConAgra Foods-Lamb Weston	Aaron	Scott			509.859.4185 or <a href="mailto:aaron.scott@conagrafoods.com">aaron.scott@conagrafoods.com</a>	M	
Computer Science	Big Bend CC	Mary	Shannon			509.793.2056 or <a href="mailto:marys@bigbend.edu">marys@bigbend.edu</a>	F	
Computer Science	Microsoft Inc.	Sean	Washburn			206.498.3600 or <a href="mailto:seanwas@microsoft.com">seanwas@microsoft.com</a>	M	
Early Childhood Education	WSMC-Warden	Helen	Alvarado	118 W. 2nd St.	Warden WA 98857	509.349.0395 <a href="mailto:helen.alvarado@wsmconline.org">helen.alvarado@wsmconline.org</a>	F	
Early Childhood Education	Heritage University	John	Bartkowski	Branch Campus Director located @ BBCC		<a href="mailto:bartkowski_j@heritage.edu">bartkowski_j@heritage.edu</a>	M	
Early Childhood Education	BBCC ECEAP	Kelsy	Bendsten	7662 Chanute St	Moses Lake WA 98837	509.793.2171 <a href="mailto:kelsyb@bigbend.edu">kelsyb@bigbend.edu</a>	F	

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Early Childhood Education	DEL	Judy	Bunkelman	805 Mission St.	Wenatchee WA 98801	<a href="mailto:judy.bunkelman@del.wa.gov">judy.bunkelman@del.wa.gov</a>	F	
Early Childhood Education	MLSD-High School	Vikki	Cadby	803 E. Sharon Ave	Moses Lake WA 98837	<a href="mailto:vcadby@mlsd.wednet.edu">vcadby@mlsd.wednet.edu</a>	F	
Early Childhood Education	MLSD B-3	Jamie	Camp	920 W. Ivy St.	Moses Lake WA 98837	509.766.2657 <a href="mailto:jcamp@mlsd.wednet.edu">jcamp@mlsd.wednet.edu</a>	F	
Early Childhood Education	CCR&R	Kimberly	Ferguson		Wenatchee WA 98801	<a href="mailto:kferguson@cfcs.net">kferguson@cfcs.net</a>	F	
Early Childhood Education	WSMC-ML	Collene	Gonzales	1109 Juniper Dr.	Moses Lake WA 98837	<a href="mailto:collene.gonzales@wsmconline.org">collene.gonzales@wsmconline.org</a>	F	
Early Childhood Education	BBCC	Tennille	Kimball	7662 Chanute St. NE	Moses Lake WA 98837	<a href="mailto:tennillek@bigbend.edu">tennillek@bigbend.edu</a>	F	Caucasian
Early Childhood Education	MLSD B-3	Sharon	Lange	920 W. Ivy St.	Moses Lake WA 98837	509.766.2657 <a href="mailto:slange@mlsd.wednet.edu">slange@mlsd.wednet.edu</a>	F	
Early Childhood Education	WSMC-Othello	Amy	Martinez		Othello, WA 99344	<a href="mailto:amy.martinez@wsmconline.org">amy.martinez@wsmconline.org</a>	F	
Early Childhood Education	WSMC-George	Maribel	Martinez		George, WA	<a href="mailto:maribel.martinez@wsmconline.org">maribel.martinez@wsmconline.org</a>	F	
Early Childhood Education	WSMC-Quincy	Imelda	Mendoza		Quincy, WA	<a href="mailto:imelda.mendoza@wsmconline.org">imelda.mendoza@wsmconline.org</a>	F	
Early Childhood Education	ECEAP Program	Jenny	Nighswonger	7662 Chanute St	Moses Lake WA 98837	509.793.2171 <a href="mailto:jennyn@bigbend.edu">jennyn@bigbend.edu</a>	F	
Early Childhood Education	FSGC (Head Start)	Vernell	Whitney	1402 E. Craig St.	Moses Lake WA 98837	<a href="mailto:vernellw@familyservicegc.net">vernellw@familyservicegc.net</a>	F	
Industrial Systems Technology	Lamb-Weston	Rod	Arbuckle	PO Box 368	Quincy WA 98848	509.787.3567 <a href="mailto:rod.arbuckle@conagrafoods.com">rod.arbuckle@conagrafoods.com</a>	M	Caucasian
Industrial Systems Technology	Lee Technologies	James	Ayers	501 Port Industrial Pkwy	Quincy WA 98848	509.750.8785 <a href="mailto:saintjamesa@hotmail.com">saintjamesa@hotmail.com</a>	M	Caucasian
Industrial Systems Technology	GCPUD	David	Beech		Ephrata WA 98823	<a href="mailto:dbeech@gcpud.org">dbeech@gcpud.org</a>	M	Caucasian
Industrial Systems Technology	JR Simplot	Mark	Blazer	4112 Dunn St	Moses Lake WA 98837	509.793.1185 <a href="mailto:mark.blazer@simplot.com">mark.blazer@simplot.com</a>	M	Caucasian
Industrial Systems Technology	Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake WA 98837	509.766.7370 or 509.750.9674 <a href="mailto:cburton@baf.com">cburton@baf.com</a>	M	Caucasian

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Industrial Systems Technology	International Paper	Jerry	Close	13594 Wheeler Rd NE	Moses Lake WA 98837	509.765.0261 jerry.close@ipaper.com	M	
Industrial Systems Technology	MLCH	Jim	Craighead	605 Coolidge Street	Moses Lake WA 98837	509.766.3208 jcraghead@mlchc.org	M	Caucasian
Industrial Systems Technology	Lamb-Weston	Ralph	Craig	PO Box 368	Quincy WA 98848	509.787.3567 Ext 703 ralph.craig@conagrafoods.com	M	
Industrial Systems Technology	McCain Foods	Daniel	Gallagher	100 Lee Street	Othello, WA 99344	<a href="mailto:dan.gallagher@mccain.com">dan.gallagher@mccain.com</a> or 509.331.7766	M	Caucasian
Industrial Systems Technology	REC	Matthew	Goude		Moses Lake WA 98837	509.766.8907 matthew.goude@recgroup.com	M	Caucasian
Industrial Systems Technology		Halden	Keen	1128 E. Wheeler Road	Moses Lake WA 98837	<a href="mailto:hkeen@ces-moseslake.com">hkeen@ces-moseslake.com</a> or (509)764-1707	M	Caucasian
Industrial Systems Technology	SGL	Bob	Kerns	6794 Eagle Dr (Home)	Moses Lake WA 98837	509.764.1800 (home) rkerns@qosi.net	M	Caucasian
Industrial Systems Technology	IBEW LU 191	Sean	Osborne	27 N Chelan	Wenatchee WA 98801	509.663.1163 sosborne@ibew191.com	M	Caucasian
Industrial Systems Technology	MLHS	Rick	Rosenow	803 E Sharon Ave	Moses Lake WA 98837	<a href="mailto:rrosenow@mlsd.wednet.edu">rrosenow@mlsd.wednet.edu</a>	M	Hispanic
Industrial Systems Technology	D&L Foundry	Mark	Ross	12907 Rd 3 NE	Moses Lake WA 98837	509.765.7952 mross@dlfoundry.us	M	Caucasian
Industrial Systems Technology	Columbia Electric	Dwight	Summers	2114 West Broadway	Moses Lake WA 98837	<a href="mailto:dsummers@ces-moseslake.com">dsummers@ces-moseslake.com</a>	M	Caucasian
Medical Assistant	Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake WA 98837	<a href="mailto:mrdeback@samaritanhealthcare.com">mrdeback@samaritanhealthcare.com</a>	F	
Medical Assistant	Columbia Basin Health Association	Dulcye	Field	PO Box 546	Othello WA 99344	<a href="mailto:dulcye@cbha.org">dulcye@cbha.org</a>	F	
Medical Assistant	Coulee Community Hospital	Nita	Haag	411 Fortuyn Road	Grand Coulee WA 99133-8718		F	
Medical Assistant	Columbia Basin Hospital	Lisa	McWilliams	220 Nat WA Way	Ephrata WA 98823	<a href="mailto:mcwilliamsl@columbiabasinhospital.org">mcwilliamsl@columbiabasinhospital.org</a>	F	
Medical Assistant	Moses Lake Clinic	Kimberly	Molendyk	840 E Hill	Moses Lake WA 98837	<a href="mailto:kmolendyk@wvmedical.com">kmolendyk@wvmedical.com</a>	F	
Medical Assistant	Community Health Center	Daniel	Guzman	606 Coolidge Suite 101	Moses Lake WA 98837	<a href="mailto:dguzman@mlchc.org">dguzman@mlchc.org</a>	M	Hispanic

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Medical Assistant	Professional Employees	Allan	Jacobson	3602 N Proctor St Ste 203	Tacoma WA 98407-5250	<a href="mailto:allan@opeiulocal123.org">allan@opeiulocal123.org</a>	M	
Medical Assistant	Parkview Pediatrics	Dr Jill	Bross	615 S Division St	Moses Lake WA 98837	<a href="mailto:jadbmd@usa.net">jadbmd@usa.net</a>	F	
Medical Assistant	Parkview Pediatrics	Dawn	Bross	615 S Division St	Moses Lake WA 98837	<a href="mailto:dawnbross@usa.net">dawnbross@usa.net</a>	F	
Medical Assistant	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue SW	Quincy WA 98848	<a href="mailto:canfiem@inhs.org">canfiem@inhs.org</a>	F	
Medical Assistant	Moses Lake Clinic	Charee	Wagner	840 E. Hill	Moses Lake WA 98837	<a href="mailto:cwagner@wvmedical.com">cwagner@wvmedical.com</a>	F	
Medical Assistant	Moses Lake Community Health Center	Charlene	Whitaker			<a href="mailto:cwhitaker@mlchc.org">cwhitaker@mlchc.org</a>	F	
Medical Assistant		Kathy	Whitney			<a href="mailto:kathyw@cbha.org">kathyw@cbha.org</a>	F	
Medical Assistant		Tara	Zammorrow			<a href="mailto:taraz@cbha.org">taraz@cbha.org</a>	F	
Medical Assistant	SkillSource	Emily	Anderson	309 East Fifth Avenue	Moses Lake WA 98837	<a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	Caucasian
Nursing	SkillSource	Emily	Anderson	309 E. 5th Ave	Moses Lake WA 98837	509.766.6315 <a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	
Nursing	Central Basin Home Health & Hospice	Debbi	Hill	311 W. 3rd Ave	Moses Lake WA 98837	509.766-2580 or <a href="mailto:debbi.hill@lhcgroupp.com">debbi.hill@lhcgroupp.com</a>	F	
Nursing	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue S	Quincy WA 98848	509.787.5396 <a href="mailto:canfiem@inhs.org">canfiem@inhs.org</a>	F	
Nursing	Central Wa. Hospital	Christina	Chapman	1201 S. Miller	Wenatchee, WA 98808	509.661.3539 or <a href="mailto:christianne.chapman@cwhs.com">christianne.chapman@cwhs.com</a>	F	
Nursing	Columbia Crest Care & Rehab	Amanda (Mar Cicelski)		1100 E Nelson Rd	Moses Lake WA 98837	509.765.6788 <a href="mailto:mandy.cicelski@sunh.com">mandy.cicelski@sunh.com</a>	F	
Nursing	Columbia Basin Hospital	Heidi	Cline	200 Nat WA Way	Ephrata WA 98823	509.754.4631 Ext 226 <a href="mailto:clineh@columbiabasinhospital.org">clineh@columbiabasinhospital.org</a>	F	
Nursing	Quincy Valley Medical Center	Sarina	Fahrner	908 Tenth Avenue SW	Quincy WA 98848	<a href="mailto:fahrner@inhs.org">fahrner@inhs.org</a>	F	
Nursing	ML Community Health	Daniel	Guzman	606 Coolidge, Suite 101	Moses Lake WA 98837	509.765.0674 X296 <a href="mailto:dguzman@mlchc.org">dguzman@mlchc.org</a>	M	Hispanic

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Nursing	McKay Healthcare & Rehab Center	Dawn	Gentry	127 2nd Ave. S.W.	Soap Lake, WA 98851	509.245.1111 or dawn.gentry@mckayhealthcare.org	F	
Nursing	Columbia Crest Care &Rehab	Karl	Hernandez	1100 E Nelson Rd	Moses Lake WA 98837	509.765.6788 or karl.hernandez@sunh.com	M	
Nursing	Office and Professional Employees International Union	Allan	Jacobson	2602 N Proctor St Ste 203	Tacoma WA 98407-5250	800.622.4631 allan@opeiulocal23.org	M	
Nursing	Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake WA 98837	509.764.6400 Ext 8067 jlarson@wvmedical.com	F	
Nursing	Grant County Health District	Shawta	Sackett	P.O. Box 37	Ephrata WA 98823	<a href="mailto:ssackett@granthealth.org">ssackett@granthealth.org</a>	F	
Nursing	Grant County Health District	Carol	Schimke	PO Box 37	Ephrata WA 98823	509.766.7960 X22 cschimke@granthealth.org	F	
Nursing	Samaritan Healthcare	Kathryn	Trumbull	801 E Wheeler Rd	Moses Lake WA 98837	509.765.5606 Ext 2325 ktrumbull@samaritanhealthcare.com	F	
Nursing	Othello Community Hospital	Jody	Ulrich	315 N 14th	Othello WA 99344	509.331.2669 ulrichj@othellocommunityhospital.org	F	
Nursing	Moses Lake Clinic	Jeanette	Wood	840 E. Hill	Moses Lake WA 98837	<a href="mailto:jwood@wvmedical.com">jwood@wvmedical.com</a>	F	
Business Information Management	Horizon Credit Union	Juanita	Richards	1704 S Clover	Moses Lake WA 98837	509.765.0923 X3600 jrichards@hzcu.org		
Business Information Management	Samaritan Healthcare	Chandra	Rodriguez	801 E Wheeler Rd	Moses Lake WA 98837	509.793.9614 crodriguez@samaritanhealthcare.com		
Business Information Management	SkillSource	Emily	Anderson	PO Box 1517	Moses Lake WA 98837	509.766.6300 emilya@skillsource.org		
Business Information Management	BBCC	Tom	Willingham	7662 Chanute St. NE	Moses Lake WA 98837	<a href="mailto:tomw@bigbend.edu">tomw@bigbend.edu</a>		
Business Information Management	Canfield & Associates	Paula	Gray	451 Diamond Drive	Ephrata WA 98823	<a href="mailto:pgray@canfieldsolutions.com">pgray@canfieldsolutions.com</a> 509.754.2027 Ext. 288		
Business Information Management	TEAM	Ron	Weber	529 East Broadway Suite A	Moses Lake WA 98837	509.765.3214 or robrw@teamml.com		
Welding Technology	JR Simplot	Bob	Hunter	14124 Wheeler Rd NE	Moses Lake WA 98837	509.793.1194 robert.e.hunter@simplot.com	M	Caucasian



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Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Welding Technology	Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake WA 98837	509.766.3208	M	Caucasian
Welding Technology	BBCC	Shawn	McDaniel	7662 Chanute St	Moses Lake WA 98837	509.793.2262 shawnm@bigbend.edu	M	Caucasian
Welding Technology	Columbia Basin Job Corps	Gina	Cutts	6739 24th St Bld 2402	Moses Lake WA 98837	509.793.1643 cutts.gina@jobcorps.org	F	Caucasian
Welding Technology	Genie Industries	Rick	Volk	8987 Graham Rd NE	Moses Lake WA 98837	509.762.3301 richard.volk@terex.com	M	Caucasian
Welding Technology	Genie Industries	Jay	Szabo	8987 Graham Rd NE	Moses Lake WA 98837	509.762.3327 jay.zabo@terex.com	M	Caucasian
Welding Technology	Pacific Northwest Ironworkers	Andrew	Phillipson	16610 E Euclid	Spokane WA	jatc14@nwiw.com	M	Caucasian
Welding Technology	Laserfab	Tom	Neil	2000 E Wheeler Rd	Moses Lake WA 98837	253.431.6387 tomn@laserfabusa.com	M	Caucasian
Welding Technology	Moses Lake High School	Chad	Utter	803 E Sharon	Moses Lake WA 98837	<u>509.766.2666 cutter@mlsd.wednet.edu</u>	M	Caucasian
Welding Technology	Energy Solutions	Jim	Berkey	4375 Norris	Richland WA 99352	<u>jrberkey@energysolutions.com</u>	M	Caucasian
Welding Technology	Energy Northwest	John	Sisk		Richland	<u>JJSISK@energy-northwest.com</u>	M	Caucasian
Welding Technology	JR Simplot	Mark	Blazer	14124 Wheeler Rd NE	Moses Lake WA 98837	<u>508.750.4664 mark.blazer@simplot.com</u>	M	caucasian
Welding Technology	A-L Compressed Gasses	Ryan	Porter	323 E 3rd Ave	Moses Lake WA 98837	<u>509.750.1070 or ryan.p@alcompressedgases.com</u>	M	caucasian
Welding Technology	Oxarc	Harley	Stewart	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	<u>515.229.9192 cst140@live.com</u>	M	caucasian
Welding Technology	REC Silicon	Gary	Koeppel	3322 Road N NE	Moses Lake WA 98837	<u>509.766.8571 gary.koeppel@recgroup.com</u>	M	caucasian
Welding Technology	Bechtel National, Inc	David	Koch			(509)371-4497 or dakoch1@bechtel.com	M	caucasian

**2012-13 Advisory Committee Members**

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Welding Technology	Norco, Inc	Joey	Vail	820 E Broadway	Moses Lake WA 98837	<u>509.765.0631 or joeyv@norco-inc.com</u>	M	caucasian
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Marty	Gregg	1328 Rd 28	Pasco WA 99301	<u>509.542.9323 martingregg598@aol.com</u>	M	caucasian
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Pete	Nacacio	1328 Rd 28	Moses Lake WA 98837	509.545.3035 <u>pete@ua598.org</u>	M	caucasian
Worker Retraining	SkillSource	Emily	Anderson		Moses Lake WA 98837	<u>emilya@skillsource.org</u>	F	Caucasian
Worker Retraining	WorkSource	Eileen	Boylston		Moses Lake WA 98837	<u>eboylston@esd.wa.gov</u>	F	Caucasian
Worker Retraining	Quincy Foods	Susan	Derting		Quincy WA	<u>sderting@norpac.com</u>	F	Caucasian
Worker Retraining	SkillSource	Perla	Gleed		Moses Lake WA 98837	<u>perlag@skillsource.org</u>	F	Hispanic
Worker Retraining	McCain Foods	Tad	Hildebrand		Othello WA	509.431.4199 or 509.488.9616 X273 <u>tad.hildebrand@mccain.com</u>	M	Caucasian
Worker Retraining	McCain Foods	Selina	Hoflund		Othello WA	509.488.9616 <u>selina.hoflund@mccain.com</u>	F	
Worker Retraining	Laserfab, Inc.	Tom	Neil		Moses Lake WA 98837	509.350.0278 253.210.5048 or <u>tomn@laserfabusa.com</u>	M	Caucasian
Worker Retraining	Columbia Colstor	Scott	Neilsen		Moses Lake WA 98837	<u>snielsen@colstor.com</u>	M	Caucasian
Worker Retraining	Grant County EDC	Jonathan	Smith		Moses Lake WA 98837	509.764.6579 or 509.793.4639 or <u>jonathan@grantedc.com</u>	M	Caucasian
Worker Retraining	Quincy Foods	Chris	Vogel			509.787.4521 X3502 or <u>cvogel@norpac.com</u>	M	Caucasian
Worker Retraining	WorkSource	Gary	Warren	309 E 5th Ave	Moses Lake WA 98837	<u>gwarren@esd.wa.gov</u>	M	
Worker Retraining	WorkSource	Kassandra	Watson		Moses Lake WA 98837	<u>kwatson@esd.wa.gov</u>	F	Caucasian
Worker Retraining	SVZ-USA, Inc	Dan	Wilson			509.488.6563 or <u>dan.wilson@svz-usa.com</u>	M	Caucasian

2012-13 Advisory Committee Members

Assigned Program	Business	F Name	L Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Worker Retraining	LambWeston/BSW	Patricia	Wold			509.349.2210 or patricia.wold@conagrafoods.com	F	Caucasian

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #9:** Board Policy Updates (for action)

### **BACKGROUND:**

BP 1004 is being presented for approval with changes reflecting the President's delegation of authority.

BP 3000 is being presented for approval to reflect changes in state mandated leaves as well as leaves outlined in the faculty negotiated agreement.

BP 6400 is being presented for approval to update the RCW reference.

### **RECOMMENDATION:**

President Leas recommends approval of the Board Policies as presented.

**1004.1** The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that [RCW 28B.10.528](#) provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by [RCW 28B.50.140](#) to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution ~~2003-1, dated July 8, 2003, and effective July 8, 2003~~ 2012-2 date June 14, 2012 and effective June 14, 2012.

**1004.2** The Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action.

**1004.3** The Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees.

**1004.4** The Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President for Financial and Administrative Services, Vice President of Instruction and Student Services, and Vice President of Human Resources and Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

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

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

Board Approved 8/3/99	Delegation of Appointing Authority	1
Board Approved Revision 9/24/02	BP1004	
Board Approved Revision 7/8/03		
Board Approved Revision 4/14/09		

**1004.5** Senior Administrators' Order of Positions List:

- a) Vice President for Administrative and Financial Services
- b) Vice President of Instruction and Student Services
- c) Vice President of Human Resources and Labor

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

**1004.6** The Board delegates the authority to negotiate with the faculty organization/union and any other employee union on its behalf to the President or his/her designee.

**1004.7** The Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

**1004.8** The Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

**1004.9** All delegation of authority shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

(NOTE: This policy merges references to the board's delegation of authority in BP1001, BP3014, and AP3500 into one policy.)

Board Approved 8/3/99	Delegation of Appointing Authority	2
Board Approved Revision 9/24/02	BP1004	
Board Approved Revision 7/8/03		
Board Approved Revision 4/14/09		

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

- 6401.1** The Board of Trustees of Community College District 18 may grant suitable diplomas, non-baccalaureate degrees or certificates as authorized by RCW 28B.50.140 (12).
- 6401.2** The Big Bend Community College Board of Trustees desires to provide special recognition to selected individuals in the form of an honorary Associate Degree of Arts and Letters.
- 6401.3** The Board of Trustees of Community College District 18 authorizes the awarding of an honorary Associate Degree of Arts and Letters to individuals who meet the established criteria, are recommended to the Board by the President, and receive approval of the Board of Trustees.

Adopted 11/1/12	Honorary Degrees BP6400	1
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**BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #10:** 2012-13 Regular Board Meeting (for action)

**BACKGROUND:**

Proposed 2013 Regular Board Meeting dates:

January 10, 2013, 1:30 p.m.

February 28, 2013, 1:30 p.m.

April 4, 2013, 1:30 p.m.

May 16, 2013, 1:30 p.m.

June 14, 2013, 3:00 p.m. (commencement date)

August 8, 2013, 1:30 p.m. (in the past, this meeting was cancelled for the Board Retreat)

August 22, 2013 Board/Admin Retreat

September 19, 2013 1:30 p.m.

October 31, 2013, 1:30 p.m.

December 12, 2013, 1:30 p.m.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #11:** TACTC Transforming Lives Award (for information)

### **BACKGROUND:**

TACTC is hosting the Transforming Lives awards again this year.

TimeLine:

- Deadline for receiving nominations, student essays, board letters of support and student photos – December 21, 2012
- Five student awardees notified – January 2013, date TBD
- Awards dinner – January 29, 2013 (all student nominees will be invited again this year, with their expenses covered by TACTC)

### **RECOMMENDATION:**

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #12:** Board Goals & Self-Evaluation (for action)

### **BACKGROUND:**

During the August 23, 2012 Special Board Meeting the Trustees discussed the 2012-13 Board Goals. The Board may choose to revise or adopt the draft 2012-13 Board goals.

The Trustees completed the Policy Governance and Board Evaluation Sheets. The responses are noted on the following pages.

### **RECOMMENDATION:**



## 2012-2013 Trustee Goals

**INNOVATION/PARTNERSHIPS** - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.  
**(Champion Trustee Mike Wren)**

**ACCESS**- The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.  
**(Champion Trustee Anna Franz)**

**STUDENT ACHIEVEMENT**- The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.  
**(Champion Trustee Mike Blakely)**

**COLLEGE CLIMATE** - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.  
**(Champion Trustee Jon Lane)**

**RESOURCES** - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.  
**(Champion Trustee Stephen McFadden)**

## POLICY GOVERNANCE AND BOARD EVALUATION SHEET

Indicate the level of accomplishment of each item by circling the rating number. Additionally, please indicate if you would like to “continue” or “modify” each of the following components of your Policy Governance. [\*If modification is checked please write your proposed modification in the space below the item.]

<p><b><u>ENDS</u></b></p> <p><b>E-1 Mission Statement</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td colspan="5" style="text-align: center;">4, 3, 3</td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>Scores Averaged: 3.3</b></td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished			0	1	2	3	4	4, 3, 3					<b>Scores Averaged: 3.3</b>				
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<b>Scores Averaged: 3.3</b>																					
<p><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Continue</p> <p>Continue to capitalize on training for future job opportunities especially the health, aerospace industries. Modify- needs to be “tightened up” (shortened).</p>																					

<p><b><u>ENDS</u></b></p> <p><b>E-2 Access</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td colspan="5" style="text-align: center;">3, 3, 3.5</td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>Scores Averaged: 3.2</b></td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished			0	1	2	3	4	3, 3, 3.5					<b>Scores Averaged: 3.2</b>				
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<b>Scores Averaged: 3.2</b>																					
<p><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Modify- More personal contact, more course offerings. Continue- outreach to areas we have not had desired enrollment, i.e., Othello, Ritzville.</p>																					

<p><b><u>ENDS</u></b></p> <p>(*Board Evaluation Item)</p> <p><b>E-3 Partnerships</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td colspan="5" style="text-align: center;">4, 3, 3</td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>Scores Averaged: 3.3</b></td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished			0	1	2	3	4	4, 3, 3					<b>Scores Averaged: 3.3</b>				
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<b>Scores Averaged: 3.3</b>																					
<p><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Continue- Continue to develop contacts. Advisory councils could be expanded. Continue- we are doing a good job. Continue to develop partnerships with all local school districts and new and existing industry, work on expanding our presence in the Agri-business community. Continue- the additional participation as discussed at the retreat should improve this.</p>																					

<p><b><u>ENDS</u></b></p> <p><b>E-4 Student Achievement</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 3, 3.5 <b>Scores Averaged: 3.5</b></p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Continue- staff is working hard on this one!</p> <p style="text-align: center;">Modify- encourage faculty to use current technology and implement innovative teaching and learning strategies. Continue</p>										

<p><b><u>ENDS</u></b></p> <p><b>E-5 Climate</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 4, 4 <b>Scores Averaged: 4</b></p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Continue</p> <p style="text-align: center;">Continue- great move to hire Kyle Foreman as fulltime safety/security. Continue</p>										

<p><b><u>ENDS</u></b></p> <p><b>E-6 Multiculturalism</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 3, 3.5 <b>Scores Averaged: 3.5</b></p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b></p> <p style="text-align: center;">Continue</p> <p style="text-align: center;">Doing a great job- continue efforts to serve first-generation students. Continue</p>										

<p><b><u>EXECUTIVE LIMITATIONS</u></b></p> <p><b>EL-1 General Executive Restraints</b> (If no, what needs to change?)</p>	<p>Appropriate?</p> <p>Yes <u>  3  </u> No <u>    </u></p>
<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b> Continue Continue Continue</p>	

<p><b><u>EXECUTIVE LIMITATIONS</u></b></p> <p><b>EL-2 Respect for Students</b> (If no, what needs to change?)</p>	<p>Appropriate?</p> <p>Yes <u>  3  </u> No <u>    </u></p>
<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b> Continue Continue Continue</p>	

<p><b><u>EXECUTIVE LIMITATIONS</u></b></p> <p><b>EL-3 Respect for Community Members</b> (If no, what needs to change?)</p>	<p>Appropriate?</p> <p>Yes <u>  3  </u> No <u>    </u></p>
<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b> Continue Continue Continue</p>	

**EXECUTIVE LIMITATIONS**

**EL-4 Respect for Employees**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

CONTINUE  MODIFY\*

Continue  
Continue  
Continue

**EXECUTIVE LIMITATIONS**

**EL-5 Ethical Conduct**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

CONTINUE  MODIFY\*

Continue  
Continue  
Continue

**EXECUTIVE LIMITATIONS**

**EL-6 Asset Protection**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

CONTINUE  MODIFY\*

Continue  
Continue  
Continue



**EXECUTIVE LIMITATIONS**

**EL-7 Financial Planning**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

**CONTINUE  MODIFY\***

Continue  
Continue  
Continue

**EXECUTIVE LIMITATIONS**

**EL-8 Financial Condition & Activity**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

**CONTINUE  MODIFY\***

Continue  
Continue  
Continue

**EXECUTIVE LIMITATIONS**

**EL-9 Communication & Support to the Board**  
(If no, what needs to change?)

Appropriate?

Yes   3   No   

**CONTINUE  MODIFY\***

Continue  
Continue  
Continue

<p><b><u>EXECUTIVE LIMITATIONS</u></b></p> <p><b>EL-10 Emergency Executive Succession</b> (If no, what needs to change?)</p>	<p>Appropriate?</p> <p>Yes <u>3</u> No <u>   </u></p>
<p style="text-align: center;"><b>CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/></b> Continue Continue Continue</p>	

<p><b><u>GOVERNANCE PROCESS</u></b> (*Board Evaluation Item)</p> <p><b>GP-1 Governance Commitment</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>4, 4, 4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"><b>Scores Averaged: 4</b></td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4	4, 4, 4					<b>Scores Averaged: 4</b>				
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<p><b><u>GOVERNANCE PROCESS</u></b> (*Board Evaluation Item)</p> <p><b>GP-2 Governing Style</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>4, 4, 3.5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"><b>Scores Averaged: 3.8</b></td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4	4, 4, 3.5					<b>Scores Averaged: 3.8</b>				
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<p><b><u>GOVERNANCE PROCESS</u></b>  <i>(*Board Evaluation Item)</i>  <b>GP-3 Board Job Descriptions</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished          0            1            2            3            4          4, 4, 3.5  <b>Scores Averaged: 3.8</b></p>
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<p><b><u>GOVERNANCE PROCESS</u></b>  <b>GP-4 Chairperson’s Role</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished          0            1            2            3            4          4, 4, 3.5  <b>Scores Averaged: 3.8</b></p>
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<p><b><u>GOVERNANCE PROCESS</u></b>  <b>GP-5 Board Members Code of Ethics</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished          0            1            2            3            4          4, 4, 3.5  <b>Scores Averaged: 3.8</b></p>
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<p><b><u>GOVERNANCE PROCESS</u></b></p> <p><b>GP-6 Cost of Governance</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 4, 3.5 <b>Scores Averaged: 3.8</b></p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p><b><u>GOVERNANCE PROCESS</u></b></p> <p><b>GP-7 Naming of Facilities</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 4, 3.5 <b>Scores Averaged: 3.8</b></p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p><b><u>GOVERNANCE PROCESS</u></b></p> <p><b>GP-8 By Laws of Community College District #18</b> (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b></p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td></td> </tr> </table> <p>4, 4, 3.5</p>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	
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<p><b><u>BOARD-STAFF LINKAGE</u></b>  <i>(*Board Evaluation Item)</i></p> <p><b>BSL-1 Chief Executive Role</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished</p> <p>0      1      2      3      4          4, 4, 3.5</p> <p><b>Scores Averaged: 3.8</b></p>
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<p><b><u>BOARD-STAFF LINKAGE</u></b>  <i>(*Board Evaluation Item)</i></p> <p><b>BSL-2 Delegation of the President</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished</p> <p>0      1      2      3      4          4, 4, 3.5</p> <p><b>Scores Averaged: 3.8</b></p>
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<p><b><u>BOARD-STAFF LINKAGE</u></b>  <i>(*Board Evaluation Item)</i></p> <p><b>BSL-3 President’s Job Description</b>          (If less than 4 – what area(s) should be improved)</p>	<p><b><u>Outcomes Accomplished?</u></b>          Failed to Accomplish      Moderately Accomplished      Fully Accomplished</p> <p>0      1      2      3      4          4, 4, 3.5</p> <p><b>Scores Averaged: 3.8</b></p>
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**BOARD-STAFF LINKAGE**

*(\*Board Evaluation Item)*

**BSL-4 Monitoring Presidential Performance**

(If less than 4 – what area(s) should be improved)

**Outcomes Accomplished?**

Failed to Accomplish      Moderately Accomplished      Fully Accomplished

0                      1                      2                      3                      4

4, 4, 3.5

**Scores Averaged: 3.8**

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## BIG BEND COMMUNITY COLLEGE

Date: 11/1/12

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

#### **BACKGROUND:**

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

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

Prepared by the President's Office.

#### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

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

**BACKGROUND:**

The next Board meeting is scheduled on December 13, 2012, 1:30 p.m.  
Please consider moving this meeting to Thursday, December 20. President Leas has WACTC meetings in Kirkland on December 13.

Prepared by the President's Office.

**RECOMMENDATION:**



## **BIG BEND COMMUNITY COLLEGE**

Date: 11/1/12

**ITEM #15:** Miscellaneous (for information)

### **BACKGROUND:**

President Leas and Trustee Mike Blakely attended the TACTC/GISS Conference at the Hilton Seattle Airport & Conference Center October 17-19.

Monday, October 29 the BBCC Foundation honored scholarship donors and recipients during the annual Star Night.

A Ritzville community meeting to introduce President Leas and provide the Trustees an opportunity to network with community leaders was arranged by Trustee Stephen McFadden on Friday, November 2, 2012 at 10:00. If you would like to ride in the BBCC van please rsvp with Melinda.

An Othello community meeting to introduce President Leas and provide the Trustees an opportunity to network with community leaders was arranged following the Wednesday, November 14, Adams County Commissioners' Meeting. If you would like to ride in the BBCC van please rsvp with Melinda.

Prepared by the President's office.

### **RECOMMENDATION:**

President Leas recommends the Trustees attend as many campus activities as schedules allow.