



Board of Trustees Regular Board Meeting

**Tuesday, December 9, 2014
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Winter 2014 Campus Events

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

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

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | 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 |
| | | | | | | |
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| December | 9 | Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room |
|-----------------|--------------|--|
| | 11 | Quarter Break Begins |
| | 12 | Men's Basketball vs Peninsula College; 7:00 p.m.; DeVries Activity Center |
| | 13 | Women's/Men's Basketball vs Mt. Hood CC; noon; DeVries Activity Center |
| | 18-20 | Men's Basketball NWAC Crossover Tourney; DeVries Activity Center |
| | 25-26 | Christmas Holiday Campus Closed |
| January | 1 | New Year's Day Holiday Campus Closed |
| | 3 | Women's Alumni Basketball; 2:00 p.m. DeVries Activity Center Men's Alumni Basketball; 4:00 p.m. DeVries Activity Center |
| | 5 | Winter Quarter Begins |
| | 13 | ASB Lunchfest: 10:30 a.m. – 1:00 p.m ;Masto Conference Center |
| | 15 | Tentative Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room |
| | 16 | Women's Basketball vs Blue Mtn CC; 6:00 p.m.; DeVries Activity Center |
| | 17 | Women's & Men's Basketball vs Treasure Valley CC; 2:00 p.m.; DeVries Activity Center |
| | 19 | Martin Luther King, Jr. Day Campus Closed |
| | 24 | Columbia Basin Allied Arts presents <i>The Wizard of Oz</i> January 24, 3:00 & 7:00 p.m.; Wallenstien Theater |



**In Memory of Coach Steve Duncan
6/29/89 – 11/25/14**



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Tuesday, December 9, 2014, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Jon Lane
Chair

Stephen McFadden
Vice Chair

Anna Franz, J.D.

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

| Action | |
|--------|---|
| A | 1. Call to Order/Roll Call Pledge of Allegiance –Veteran |
| I | 2. Introductions – Volleyball Team Athletic Director Preston Wilks |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Study Session and Regular Meeting Minutes October 30, 2014 (A) b. President’s Activity Update (I) c. Student Success (I) d. Accreditation (I) e. Assessment (I) f. Capital Project Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Classified Staff Report (I) j. Enrollment Report (I) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Stormie Kidd b. Classified Staff Representative – Starr Bernhardt c. Faculty Association Vice President – Daneen Berry-Guerin d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| I | 5. Adult Education – Director Tyler Wallace |
| A | 6. Exceptional Faculty Award Recommendation – VP Mohrbacher |
| I | 7. Marketing & Social Media Update – PIO Doug Sly |
| I | 8. SBCTC New Allocation Formula – VP Mohrbacher |
| A | 9. Achieving the Dream – VP Mohrbacher |
| | -----BREAK----- |
| | Executive Session |
| A | 10. President’s Evaluation – Board |
| A | 11. Board Policies for Action – President Leas |
| A | 12. 2015 Board Meeting Schedule – President Leas |
| A | 13. Transforming Lives Award Celebration – Trustees |
| I | 14. Assessment of Board Activity – Trustees |
| A | 15. Next Regularly Scheduled Board Meeting – Trustees |
| I/A | 16. Miscellaneous – Chair Jon Lane, President Leas (LAC) |
| | 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 – January 15, 2015 (tentative)

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: 12/09/14

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the study session and regular board meetings October 30, 2014, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a study session October 30, 2014 at 11:00 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Juanita Richards
Mike Villarreal

VP Gail Hamburg introduced Charlene Rios, Director of the Business Services, who assisted with development of the budget and will also be presenting today. VP Hamburg reminded all that the operating budget was reviewed last month. The revenues for the operating budget are the state allocation, tuition, and recovery income. The expenditures are for the day-to-day operations of the college. The remainder of the institutional funds, the proprietary budgets and grants, and the financial statements will be reviewed today.

The budget status summary was reviewed in detail. Half of the board reserves in the amount of \$186,635 are kept in the Instruction Goods & Services account and the other half also in the amount of \$186,635 are kept in the Administration Goods & Services. There was \$1,722,233 or 10.81% of the budget remaining on June 30, 2014. This carryover from 2013-14 was due to sick leave buyout savings not being expended and the salary and benefit expenses of the vacant BBT Director position (BBT Director Rick Sparks started in June). Subsequent allocations added \$624,120. The unspent amount of \$1.7 million was added to the 2014-15 budget, leaving \$336,773 additional revenue from reserve.

VP Hamburg referred the trustees to the next sheet titled "Reserve Balances" as of June 30, 2014. The top box of this page includes the administrative carryover fund, administrative fee and interest earnings as of June 30, 2014, totaling \$4,426,403. These same funds totaled \$4,259,053 as of June 30, 2013. The total has increased by \$167,350; none of these reserves are dedicated to BBCC's operating budget.

VP Hamburg explained that the college maintains operating reserves to fund the college for a minimum of three months, which equals \$3.8 million. There are also reserves for unplanned capital repair and replacement, debt reserve to provide for debt payments on the COP, and after paying off the COP, a planned future operations reserve. BBCC could operate for six months on reserves. The ATEC COP is for 9.5 more years. Director of the Business Office Char Rios presented the proprietary funds budgets beginning with the bookstore. The gross profit margin in 2013-14 was 27.5%, which was close to the previous year. The 2014-15 gross profit margin projection is 29.2%. The operating expenditures are a little higher in 2014-15 due to an increase in equipment to upgrade the bookstore software.

The Administration fee of \$7,000 and the ATEC fee of \$23,000 go toward the COP payment. There is a fine balance between access to books on campus and keeping the bookstore profitable. The BCC Bookstore rents about 400 textbooks per quarter. Trustee Mike Villarreal asked about the impact e-books are having on the bookstore. Rios explained some instructors use e-books, and they are for sale through the bookstore.

Director Rios explained that the athletic budget expense increased in 2012-13 when the legislature restricted any state funds from assisting athletics. Approximately 2% of the athletic expenditures were included in the state operating budget prior to that. Athletic reserve monies supplemented the athletic budget, which is made up of 58% of the 9.6% S&A fees that students pay (the remaining 42% goes to ASB). The Women's Softball Team will have a new announcing booth in the spring of 2015. There are no significant changes to the athletic budgets.

There are also no significant changes to the ASB budget. Several BCC staff members promote athletics by wearing new Viking hats on game days. ASB also provides a welcome pack for new student. There are three new clubs: Gay Straight Alliance, L.I.G.H.T. (Living in God's Holy Light), and Veterans club. The Aviation club has also been revived. Director of Student Activities Kim Jackson managed her budget well and left a balance of \$37,639. ASB will bring more nationally recognized speakers to campus this year.

The residence halls have been profitable under Director Hugh Scholte's leadership. Director Scholte presented information to the board. There was a 50% increase in occupancy in 2013-14. There were also additional expenses such as resident assistants, security cameras, roof repairs, and additional security guard hours. The revisions of the JATP program caused a loss in resident hall revenue. Director Scholte is working with BBT to improve the internet experience in the dorms. The Residence Hall budget loaned money for the for grant-funded remodels and \$400,000 has been paid back. STEM has \$630,000 left to repay, and Title V has \$115,000.

Director Scholte shared that this year that occupancy has increased by 14 residents and is up to 170, including seven international students. The fees are increased by \$30 this year and remain competitive with private sector rates (\$930 sharing a room and \$1,110 single occupancy per quarter). The marketing strategy is focused heavily on safety, security, cleanliness, and affordability. A resident assistant lives on each floor.

The Viking Dining Hall budget is getting closer to breaking even.

All of the proprietary budgets are listed in the spreadsheet on page nine. Page ten highlights the proportion of institution funds sources for 2014-15; \$15,325,305 or 50% comes from the operating budget and \$15,520,621 or 50% comes from grants & contracts, and proprietary budgets. The split in 2013-14 was 53% and 47% respectively.

The grants activity information is contained on pages 11-14. The grants listed on pages 11-13 total \$11,534,762, with 58.1% being for Financial Aid. The total of the grants listed on page 14, which are part of the state operating budget is \$1,117,321.

STEM Director Andre Guzman presented information regarding the STEM center remodel. The STEM center houses auto cad, digital logic, and emporium model math classes. STEM support specialist Rafael Villalobos shared about the STEM lab's transition from math support to math, science, and engineering support. Students and tutors use glass as whiteboards. The culture is changing. The old math lab required students to wait in line to access the math experts; in the center, tutors roam to offer assistance to students, and there are lights students can switch on if they require help. The STEM lab also provides help with physics, chemistry, and A&P. Many faculty members also visit the lab to assist students. Last year the data showed 28 students were in the STEM center during any given 15 minutes; that data is up 50% this year. The data for technology usage in the lab is up 300%. Staff and Faculty advisors have worked with Specialist Villalobos as he develops an updated and automated education work plan. He is also working on engineering education pathways and additional materials for inverted STEM classes.

BBCC graduate and Engineer Curriculum Specialist James Saucedo has received good feedback on his new project-based, 3-credit class ENGR110. Students research engineering programs, including locations and requirements, and they receive one-on-one advising with Specialist Saucedo. This class is a result of feedback from the restructured STEM advisory committee, which identified project-based curriculum and soft-skills development as important. Specialist Saucedo is also co-advising the new engineering club, which is working on a remote-controlled submarine.

Director Guzman highlighted STEM partnerships such as CBTech and engineers, and teamwork between administration, staff and faculty, which make STEM sustainable. Board Chair Jon Lane asked about adopting AVID strategies in the STEM area. Guzman explained that STEM programs are beginning to connect with AVID strategies and already use Cornell note-taking.

Dean Clyde Rasmussen talked about the annual \$170,000 Carl D. Perkins grant for preparing students to enter the workforce. This grant funds BBCC's Outreach Coordinator Rita Ramirez and industry-related professional development. Perkins is well used, and Dean Rasmussen ensures the funding is distributed equitably among the eligible programs.

VP Hamburg reviewed the Consolidated Balance Sheet on page 15-16, which summarizes the assets, liabilities, and fund balance. The pooled cash is \$21,491,819 and is listed as an asset and a current liability. The Local Government Investment Pool (LGIP) had a total of \$4,227,705 June 30, 2014. The interest rates are very dismal at .087% June of 2014 and .1236% June of 2013. The bond investments total \$13,466,526 June 30, 2014, and the interest rates have also decreased from an

average of 1.3% last year to .96% this year. The ATEC COP interest rate is 1.967%, and it will be paid off June 2024.

The aging of accounts receivable report is on page 17. The \$651,140 amount on long-term receivables is Perkins loans. VP Hamburg complimented the business office under Director Rios' leadership for managing the receivables well. She stated the cohort default rate for Perkins loans was 4.76% last year and this year it is 3.84% as a result of Barbara Riegel's many phone calls to keep students' payments current.

Pages 19-20 detail the consolidated balance sheet by fund. VP Hamburg explained that the consolidated source and application of funds from page 21 is as close as BBCC comes to an income statement. It lists the revenues and expenses for the year ending June 30, 2014.

The detail by fund of the consolidated source and application of funds is found on pages 22-23. Per the financial indicators from the SBCTC, BBCC is aligned well with operating, reserve and debt ratios. Director Rios' has been investing some funds with a new company. This has resulted in an increase of almost \$9,000 in 2013-14 from the prior year.

Trustee Juanita Richards complimented VP Hamburg for thoroughly explaining the budget.

The meeting adjourned at 12:20 p.m.

Jon Lane, Chair

ATTEST:

Dr. Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting October 30, 2014, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

U. S. Air Force Staff Sergeant Veteran and BBCC employee Dale Casebolt led the pledge. He served for ten years.

1. Call to Order

Present: Anna Franz
Jon Lane
Juanita Richards
Mike Villarreal

2. Introductions

Trustee Juanita Richards introduced herself. She raised her family in Moses Lake, and she is a BBCC graduate and an avid learner.

Board Chair Jon Lane thanked the Moses Lake Rotary Club and Kiwanis Club for donating 20 Automated External Defibrillators (AEDs) to BBCC. Mr. Louis Logan, President of Kiwanis, shared about students around the country who were saved by AEDs. Kiwanis member and former Ritzville Lind School nurse Francie Irwin relayed a story about a volleyball coach who was saved by an AED. Rotarian Howard Skaug shared that 1.2 million people make up 37,000 Rotary Clubs. The Rotary Foundation contributed about half of the funds for the AED donation. The Moses Lake Rotary and Kiwanis Clubs also coordinated a local golf tournament to raise funds for this project. Board Chair Jon Lane thanked the LDS church for its generous contributions of labor and equipment to transform the appearance of the BBCC campus. Moses Lake Stake President Reid Baker expressed his appreciation for the opportunity, and he thanked the BBCC staff for their organization. He hopes they can provide more landscaping assistance in the future.

Board Chair Jon Lane announced that Samaritan Healthcare was chosen as BBCC's partner of the year. Their cumulative donations exceed \$700,000 in the form of funding and scholarships. Executive Director of the BBCC Foundation unveiled a commemorative bronze in honor of Samaritan Healthcare. CEO Tom Thompson graciously accepted the lighter version of the bronze to display at Samaritan Healthcare. He stated the results of years of service between BBCC and Samaritan Healthcare are great nursing staff for surrounding communities. He looks forward to further opportunities to leverage the combined strength of BBCC and Samaritan Healthcare. Chair Jon Lane responded that BBCC is proud to serve the communities. Chair Jon Lane announced that the agenda will be reordered and that the Board would convene in executive session under RCW 42.30.110(1) for the purposes: (f) to receive and evaluate complaints or charges brought against a public officer or employee and (g)

to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chair Lane said the session will last 30 minutes. The meeting reconvened at 2:11 p.m. with no action taken.

8. Exceptional Faculty Award

Philosophy Instructor Dr. Dennis Knepp reported that he attended and participated in the 2014 Charles S. Peirce International Centennial Congress at the University of Massachusetts Lowell. Peirce argued with the St. Louis Hegelians about Being in *The Journal of Speculative Philosophy* in the late 1860's. Peirce believed that Being is a sign, and the graduate school ideal is cooperative investigation of the publically accessible Real. William Tory Harris, who became the long-term U.S. Secretary of Education, hired the woman who started the first public school kindergarten course. He believed that Being is a contradiction and in K-12 education, the student finds freedom through the negation of obedience. Secretary Harris made K-12 compulsory in an effort to solve issues around civil war and immigration. The U.S. education system is based on Secretary Harris' work. President Leas provided Dr. Knepp reimbursement for expenses attending the conference.

6. Transforming Lives Nominations

Board Chair Jon Lane asked about improvement ideas for the Transforming Lives Award process. He explained that the award started at the SBCTC level three years ago. Two of the past three years, BBCC nominees were recognized at the statewide level (MJ Curtis and Cristian Ramon). BBCC staff and faculty nominated Lupe Campos, Aryan Dehbozorgi, Tabatha DeLong, Arnold Garcia, Emmanuel Garcia, Maribel Gomez-Aguilar, and Alicia Wallace for the local Transforming Lives Awards. Trustee Mike Villarreal stated each candidate is deserving of this award. Trustees commended all of the nominees for overcoming issues to pursue their education. Trustee Franz encouraged the other trustees to consider which nominees are giving back to their communities. All nominees have performed above and beyond. President Leas encouraged the trustees to advance the nominee who has the best chance to be competitive at the state level.

Motion 14-34

Trustee Anna Franz moved to nominate Tabatha DeLong for the primary Transforming Lives statewide nominee and Maribel Gomez Aguilar as the alternate. Trustee Mike Villarreal seconded, and the motion passed.

Future improvement ideas were discussed. Chair Jon Lane stated it would be helpful for the nominees to attend the meeting, although it may be difficult for all nominees to attend. It would also be helpful for the trustees to develop a rubric for the nominators and nominees to reference.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from August 7, 2014 and the Board Retreat minutes from September 11, 2014. (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project

Report (l); g) Safety & Security Update (l); h) Human Resources Report (l); i) Classified Staff Report (l); j) Enrollment Report (l); k) Quarterly Budget Report.

Motion 14-35

Trustee Anna Franz moved to approve the consent agenda.
Trustee Juanita Richards seconded, and the motion passed.

4. Remarks

- a. ASB Vice President Jacob Barth provided the ASB update. ASB has been busy sponsoring the following activities since the last board meeting: the back to school BBQ, a campus duck hunt, a motivational speaker on disabilities, Appetizer lunchfest, movie and bowling nights, half-time competition for home volleyball games, blood drive, Thrillin' Third Thursday performance, decorating and helping with Star Night. ASB's annual Halloween Dance with a costume contest is tonight. Attendance at the lunchfest, movie night and bowling night events was very high. Next week ASB will sponsor the Thanksgiving Lunchfest, and BBCC Veterans will enjoy a free meal. ASB is also distributing flag pins across campus for students and staff to wear in honor of our Veterans. ASB is sponsoring intramural activities, such as a pool tournament and a double-elimination dodgeball tournament. They will host a female Muslim speaker November 12 at 1:00 p.m. in the Masto Conference Center. Her topic is titled, "No I'm Not a Terrorist." This event is free and open to the community. The Thrillin' Third Thursday event will be an amazing singer/guitar player, Nick Hagelin, from Atlanta. Nick will also be holding a dance clinic the day before his performance at Today's Generation Studio. Our event begins at 7:00 p.m. in the Wallenstien Theater. The cost is \$5 for general admission; however Big Bend students and staff get in free.

Phi Theta Kappa inducted 23 new members on October 15. They also provided concessions for the two Allied Arts events and ASB's Thrillin' Third Thursday. The officers are trained in AED usage, and they provided a demonstration to the TRiO/Upward Bound students. They also attended the Fall 2014 District III Phi Theta Kappa conference at North Idaho College and donated pop tabs at the Spokane Ronald McDonald House. Phi Theta Kappans will assist ASB during Star Night, and they are preparing for their Silent Auction on November 19.

- b. Classified Staff Representative Starr Bernhardt was unable to attend; Robin Arriaga provided the STAR committee update. Six staff members attended the Staff Training for Technical and Community Colleges (STAACC) Conference. The keynote speaker was Cisco Morris. Kristin Krcma was elected as the Communication Coordinator for the statewide STTACC Board.

The STAR Committee sponsored Active Shooter Response and Basic Self-Defense classes with 25 members attending. PAC Leader and student Aryan Dehbozorgi presented a session called "Perspectacles" regarding how individuals view each other. Robin Arriaga provided training regarding the Department of Retirement website. Robin also highlighted the upcoming training

Excellence in Customer Service by Kim Garza and Valerie Kirkwood. The STAR Committee will help with the holiday social Friday, December 5. Five classified staff members and two administrative-exempt staff participated in a Lean project. They developed a more efficient contract process, and the group is moving forward with implementation.

- c. Faculty Association President Rie Palkovic welcomed Trustee Juanita Richards and provided updates from the faculty members. History Instructor Webb Waites, E-Learning Coordinator Zach Wellhouse, BIM Instructor Daneen Berry-Guerin, ABE ESL Instructors Kathy Dickinson and Courtney Rose, Nursing Instructor Jen Brooks, and Criminal Justice/Psychology Instructor Dr. Ryann Leonard attended the 2014 Northwest E-Learning Conference in Boise. Dr. Leonard also visited the Idaho State Penitentiary Museum.

Chemistry Instructor John Peterson attended the WA College Chemistry Teachers' Association Meeting in Leavenworth October 10-11.

Medical Assistant Program Coordinator/Instructor Kyla Ohs reported that the medical assistant fall cohort completed volunteer hours at the elementary schools helping with vision and hearing screenings. They did a great job and were able to add this event to their résumés as a community outreach. Also, the medical assistant program is wrapping up its externship series in which the students are actively participating in clinical skills at local clinical sites. This was the largest cohort to move through the 5-week process. Many of the students were hired immediately following their externship time.

ABE WorkFirst Instructor Jody Bortz attended Rainbow Lodge to attend a session on Student Voice on Campus; she also attended Bridges out of Poverty and a webinar Supporting Engagement, Learning, and Success of Students at Risk.

Welding Instructor Shawn McDaniel attended training in Walla Walla. He toured a large welding employer and learned about areas of emphasis to help students obtain employment at their facility or facilities like them. Instructor McDaniel attended training on new chemicals to clean stainless steel after welding that are safer and will not dissolve the individual's bones if exposed, like the traditional chemicals. Instructor McDaniel attended training in Spokane to better understand welding symbols, their usage, and how to help students understand them in workplace settings.

Philosophy Instructor, Dr. Dennis Knepp, and Logic Adjunct Instructor Brandon Carey attended and presented at the 2nd Annual PLATO-WA Conference, which is attended by philosophy and logic instructors from community colleges in Washington State.

Computer Science Instructor Arthur Wanner and Engineering Curriculum

Specialist James Saucedo attended a workshop at UW regarding Remotely Operated Vehicles (ROV). Their Engineering Club project is an ROV submarine.

BCC counselors Marsha Nelson, Heidi Gephart, and MariAnne Zavala-Lopez participated in *Future Day* at Moses Lake High School October 15. Eight Running Start Sessions were presented with 170 students attending. Disabled Student Liaison LoraLyn Allen presented information about the admissions process and disability services at BCC. BCC counselors Heidi Gephart and MariAnne Zavala-Lopez along with Rita Ramirez, Diana Villafana, Monica Medrano, and College Access Corps Coordinator Caitlin Ballard attended a DREAMer Training at Yakima Valley Community College October 14. This one-day workshop addressed some of the unique experiences of DREAMer students in their pursuit of higher education. The Washington Application for State Financial Aid (WASFA) and the importance of providing excellent "DREAMer friendly" services were discussed. October 18, OneAmerica held a Citizenship Day (free legal clinic) at BCC for our local community. MariAnne Zavala-Lopez, Rita Ramirez, Hope Candanoza, Pam Hare, Tyler Wallace and M.E.Ch.A. students volunteered at this event, at which day approximately 26 citizenship applications were completed.

English Instructors Matt Sullivan and Steve Close attended the Washington Community College Humanities Association conference in Seattle in early October, called "Humanities: The Heart of the Matter." The sessions all had to do with the important role that the humanities classes play in not just a student's education, but in their lives outside of the classroom. Instructor Close's presentation was "Integrating Literature in the Composition Classroom."

Chemistry Instructor Lindsay Groce celebrated National Chemistry Week in her classes with the theme "The Sweeter Side of Science." The CHEM 121 class enjoyed labs with examples that incorporated candy. For example, they converted Calories in a Hershey's Kiss to Joules. They also talked about how thick a layer of 1 mole of marshmallows would be if it covered the surface of the earth (~12 miles!). The instructor handed out one fun sized bag of Skittles to each student, and they calculated the weighted average of the number of Skittles per bag using their data. The lab that week dealt with density - they used the densities of liquids to stack them and create a density column. They then found the densities of a variety of candies by dropping them in the column and seeing where they ended up (not surprisingly, mostly in the corn syrup layer).

- d. VP Gail Hamburg reported that the AEDs are being posted around campus as was presented earlier. Portables are with the Athletic Director, and coaches will take them on trips. The bathrooms in 1600 will be remodeled, and new carpet will be installed during Christmas break. VP Hamburg is waiting on bids for building a softball announcer's box. Concrete work will be completed in the spring. The Japanese gardens near the Paul Hirai Fine Arts Building to

commemorate JATP's 50th anniversary will also be completed in the spring.

- e. VP Mohrbacher's report was provided by Associate VP Candy Lacher. She introduced Dean Kara Garrett to provide the (AVID) Advancement Via Individualized Determination report. AVID is a system of professional development for educators that provides great opportunities and includes K-12 school districts. BBCC invited local avid school districts to campus to discuss their needs. AVID supplements professional development. Surveys showed that instructors found the professional development very helpful.

AVP Lacher stated there was a large jump in fall enrollment for Running Start as shown on the table on page 30 of the agenda. State funded FTEs have decreased for fall quarter; however, head count has increased. Reasons for the FTEs drop could be that in June of 2014, BBCC saw the second highest number of graduates and more students are passing pre-college math on the first try. New admits increased from 625 to 713 with nine international students from Japan, Canada, Brazil and the United Kingdom.

- f. VP Kim Garza provided an update from Human Resources. STEM Math Curriculum Specialist Tyler Wallace accepted a promotion to the Director of Adult Education. Other positions to fill include the CBIS coordinator and Math Specialist in STEM. VP Garza stated new training is being piloted with staff including online safety training. She commended the M&O staff for reviewing the training modules during their weekly meetings. The first BBCC Kaizen rapid process event was held earlier this month with eight team members participating. The team focused on the employment contract process and began very important work to chart the course to improve the current process. This was a very successful event, and the team embraced the tools. They continue to meet to implement their recommendations. Board Chair Jon Lane commended VP Garza's leadership in this area.
- g. Executive Director LeAnne Parton provided a Foundation update. The BBCC Dollar Da\$h was held on campus in conjunction with the health fair September 22 with 47 participants and net revenues of \$2,100. Director Parton announced that the BBCC Family Campaign was kicked off by cookie deliveries and includes fun competition between departments. Desserts will be given quarterly for different rewards. Star Night was a wonderful event.

Director Parton shared information from AP 1020 regarding donation levels and naming opportunities.

5. Proprietary Funds Budget and Financial Statements

Motion 14-36

Trustee Anna Franz moved to approve the Proprietary Funds Budget and Financial Statements as presented. Trustee Juanita Richards seconded, and the motion passed.

7. President's Evaluation

Board Chair Jon Lane stated a written evaluation statement will be shared at the next meeting.

Board Chair Jon Lane announced a five-minute break announced at 3:19 p.m. The meeting reconvened 3:25 p.m.

9. AMP Mission Fulfillment Report

Dean Valerie Kirkwood stated the Mission Fulfillment Workbook was reviewed and improvement ideas were discussed at the retreat. The Board Ends are the foundation of the college. Dean Kirkwood discussed the Key Performance Indicators (KPI) and the bar charts which highlight the intersection of importance and core theme objectives. Areas of focus noted from the report include develop captivating communication and marketing, maintain focus on high touch services, develop AVID partnerships, explore new instructional programs, and increase productivity of partnerships activities.

Board Chair Jon Lane complimented Dean Kirkwood on the report.

Motion 14-37

Trustee Anna Franz moved to approve the AMP Mission Fulfillment report. Trustee Juanita Richards seconded, and the motion passed.

10. Board Policies for Discussion

President Leas stated the new personnel policy will provide overarching guidance for administrative processes to manage personnel.

BP 4150 Classified Leaves is very old and describes a procedure for operationalizing BP 3000 which is addressed in an AP 3011.

Suggested revisions to BP 1000 are results of discussions about the president's evaluation process during the retreat. BPs 2070, 7700, 8001, and 8021 were reviewed by the board for consideration at the next meeting.

11. Board Policies for Action

Changes to BP6115 Policy Prohibiting Discrimination, Harassment and Sexual Harassment bring the policy into compliance with current regulations.

Motion 14-38

Trustee Juanita Richards moved to approve BP6115. Trustee Anna Franz seconded, and the motion passed.

BP8070 Diploma Presentation was revised per the trustees' conversation during the August 7 board meeting.

Motion 14-39

Trustee Anna Franz moved to approve BP8070 with title changed to "Presentation of Diplomas." Trustee Juanita Richards seconded, and the motion passed.

12. Meeting Schedules

The trustees tabled this item until the next meeting when all trustees could review their calendars.

Motion 14-40 Trustee Anna Franz moved to table this item until the next meeting. Trustee Juanita Richards seconded, and the motion passed.

13. Advisory Committee Lists

Dean Clyde Rasmussen introduced the advisory committee lists. President Leas said this is brought to the trustees to assure representation for the district. Trustee Juanita Richards will be removed from the BIM Advisory Committee due to her trusteeship. The trustees indicated a matrix of the ethnicity and gender representation would be helpful in the future. The programs work hard to recruit active community members.

Motion 14-41 Trustee Anna Franz moved to approve the advisory committee lists. Trustee Juanita Richards seconded, and the motion passed.

14. Assess Board

Board Chair Jon Lane stated he attended Star Night. He also attended the ACCT Conference in Chicago. He attended thought provoking sessions on mapping job skills for the future, disruptive innovations, and presidential evaluations. Trustee Lane also said BBCC is doing a good job with advisory committees. It is important to define what the student experience should be. He asked how we motivate students to make BBCC their first choice. He complimented the monitoring reports for sharing trends rather than just the individual items. Trustee Lane also stated this self-assessment reporting is required by BBCC's accreditation association.

Trustee Anna Franz had no report to share.

Trustee Juanita Richards reported she is involved in the Economic Development Council.

15. Next Meeting

The next board meeting is set for December 11; however, this conflicts with WACTC meetings for President Leas.

Motion 14-42 Trustee Juanita Richards moved to set the next board meeting on Tuesday, December 9. Trustee Anna Franz seconded, and the motion passed.

16. Miscellaneous

Trustee Jon Lane stated he would like to bring the Grant County Health District in to talk with the board. He would also like to pursue Carver Policy Governance training now that the new trustee has been appointed.

The meeting adjourned at 4:15 p.m.

Jon Lane, Chair

ATTEST:

Dr. Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from October 13, 2014 through November 14, 2014 are following.

Prepared by the President's Office.

RECOMMENDATION:

None.

| | | | | |
|-------------|---|------------------------------------|------------------------|----------------------|
| 10/14/14 | Meeting for WSU Support | Partnerships | BBCC | |
| | Donor Lunch | BBCC Support | BBCC | |
| | STEM Director Andre Guzman | Program Support | BBCC | |
| 10/15/14 | Grant County Economic Development Board of Directors Meeting | Community Engagement | BBCC | |
| | Aspen Prize Conference Call | Information | BBCC | |
| | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | BBCC | |
| | Moses Lake Rotary Luncheon | Community Engagement | Moses Lake | |
| | Lean Academy Meeting | Information Sharing | BBCC | |
| | Phi Theta Kappa Induction (Speaker) | Student Success | BBCC | |
| 10/16/14 | Executive Council Meeting | Information Sharing Consultation | BBCC | |
| | Donor Lunch | BBCC Support | BBCC | |
| | Sodexo Meeting | Planning | BBCC | |
| | JATP 50 th Anniversary Meeting | Planning | BBCC | |
| 10/17/14 | Capital Budget Funding Discussion | Information Sharing | BBCC | |
| | Foundation Director LeAnne Parton | Planning | BBCC | |
| | Board Agenda Review | Planning | BBCC | Board Chair Jon Lane |
| 10/21/14 | Moses Lake School District Superintendent Michelle Price Principal Josh Meeks | K-12 Partnership | Moses Lake High School | |
| | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | BBCC | |
| | Adult Education Advertising | Planning | BBCC | |
| 10/22-25/14 | ACCT Congress | Professional Development | Chicago, IL | |
| 10/27/14 | Meet & Greet Title V/STEM Grant Auditor | Information Sharing | BBCC | |
| | BBT Security Discussion | Information Sharing | BBCC | |
| 10/28/14 | STEM Grant Audit Wrap Up Meeting | Information Sharing | BBCC | |
| | Art Community Conversation | Information Sharing | BBCC | |
| | Foundation Star Night | Donor Recognition | BBCC | |
| 10/29/14 | Executive Team meeting with | Information Sharing & | | |

| | | | | |
|-------------|--|------------------------------------|---------------------------------|-----------------------------|
| | Vice Presidents | Coordination | BBCC | |
| | Moses Lake Rotary Luncheon | Community Engagement | Moses Lake | |
| | Foundation Director LeAnne Parton | Planning | BBCC | |
| 10/30/14 | Meet Statewide Research & Planning Group | Welcome | Moses Lake | |
| | Board of Trustees Meetings | Guidance | BBCC | |
| 10/31/14 | STEM Director Andre Guzman | Program Support | BBCC | |
| | Title V Grant Audit Wrap Up Meeting | Information Sharing | BBCC | |
| 11/01/14 | Benefit Piano Concert | Music Program Support | Moses Lake Municipal Auditorium | |
| 11/03/14 | Instructional Team Meeting | Information Sharing | BBCC | |
| | Notify Transforming Lives Nominee Tabatha Long | Student Success | BBCC | |
| | Applicant (Employee) Preview | Feedback | BBCC | |
| | Applicant (Employee) Preview | Feedback | BBCC | |
| 11/04/14 | Uvize Veterans' Support Conference Call | Information Sharing | BBCC | |
| | Cellarbration! 2015 Committee Meeting | Event Support | BBCC | |
| | North Central Workforce Development Council Luncheon | Partnership | BBCC | |
| | Applicant (Employee) Preview | Feedback | BBCC | |
| | Applicant (Employee) Preview | Feedback | BBCC | |
| 11/05/14 | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | BBCC | |
| | Moses Lake Rotary Luncheon | Community Engagement | Moses Lake | |
| 11/06-07/14 | WACTC Meetings | Education System Support | Skagit Valley CC | |
| 11/10/14 | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | BBCC | |
| | Foundation Director LeAnne Parton | Planning | BBCC | |
| | Arts Program | Planning | BBCC | Art Instructor Rie Palkovic |
| 11/12-15/14 | Education Law Association | Professional Development | San Diego, CA | |

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

Student Achievement Initiative (SAI)

We recently received our Student Achievement Initiative data for 2013-14. Overall, BBCC continues to perform well above the state average for SAI.

- Performance in 2013-14 was very similar to performance in 2012-13. Fluctuation in points in specific categories was about what we would expect to see in year-to-year changes; the only significant change was in the completion of 45 college-level credits—this category was down 16%. In 2013-14, we had our second largest graduating class, which means that most of those graduating students likely completed their first 45 credits in the previous year.
- Our SAI award allocation was almost identical to the previous year; however, in 2012-13, SAI distributed \$5.2 million. In 2013-14, the overall pot was less: \$4.6 million. This means that Big Bend's share of the total pot was larger in 2013-14.
- BBCC continues to excel in the points per student category; in 2013-14, we had the 3rd best points per student rate in the state at 219 points per student.
- BBCC had the third highest dollars per student award in 2013-14.

Currently, SAI awards comprise 0.8% of the state allocation. In the next biennium, that percentage will increase to between 5% and 10% of state allocations, so it will be important to continue to improve SAI performance.

The following pages give additional detail with regard to this year's SAI award.

Prepared by VP Mohrbacher

RECOMMENDATION: None



2014 Student Achievement Performance Awards

Brief Description

Through the Student Achievement Initiative (SAI) the Board measures and awards funding to colleges for their annual performance. The Washington State Legislature appropriated \$10,500,000 for the Initiative in the 2013-15 biennium. The Board will be awarding \$4,684,626 for colleges' 2013-14 performance points.

How does this link to the System Design, Mission Study, and Policy Focus

The Student Achievement Initiative is a key policy tool for the Board's policy focus on student success in both the System Design and Mission Study. The Initiative is important to the State Legislature, both for higher education state policy and budget. Student Achievement is important to WACTC, which has spent a year reviewing the allocation methodology and put forth a recommendation for a new model that includes a stronger presence for performance and Student Achievement. Finally, since early development SAI has become a model for other states to follow.

Background Information and Analysis

In December 2013, the Board approved revisions to both the Student Achievement college readiness, progression, and completion points and the funding metrics used to award performance based on those points. Last October, the Board awarded funds partially on the basis of the original system and partially for the revised system. This year marks the full transition to the revised points.

Consistent with the Board's policy, Student Achievement performance funding will be awarded as follows: 45 percent for each college's share of total points less completions (readiness and progress point production), 45 percent for each college's relative points per student (effectiveness), and 10 percent for each college's share of completions.

The 2013-14 Student Achievement Points and performance awards are attached (Attachment A).

Potential Questions

- **What are the 2014 performance awards?**

Recommendation/Preferred Result

Approval of 2014 Student Achievement Initiative Awards, Resolution 14-10-68

Policy Manual Change Yes No

Prepared by: David Prince, Director, Research and Planning
360-704-4347, dprince@sbctc.edu

Total Award

| College | Completions | Total Points Less Completions | Points Per Student | Total Award |
|---------------------|--------------------|--|-------------------------------|---------------------|
| Bates | \$11,366.69 | \$37,045.72 | \$79,253.65 | \$127,666.07 |
| Bellevue | \$26,196.57 | \$126,032.67 | \$51,757.47 | \$203,986.71 |
| Bellingham | \$8,578.91 | \$26,500.35 | \$71,792.26 | \$106,871.52 |
| Big Bend | \$5,934.82 | \$31,519.39 | \$78,885.28 | \$116,339.49 |
| Cascadia | \$5,230.69 | \$36,053.59 | \$68,444.69 | \$109,728.97 |
| Centralia | \$8,291.51 | \$31,074.95 | \$52,479.89 | \$91,846.34 |
| Clark | \$27,489.87 | \$121,799.26 | \$58,616.24 | \$207,905.37 |
| Clover Park | \$13,823.97 | \$47,061.35 | \$75,907.07 | \$136,792.39 |
| Columbia Basin | \$17,186.56 | \$76,066.74 | \$60,685.82 | \$153,939.11 |
| Edmonds | \$15,490.89 | \$91,626.66 | \$63,662.30 | \$170,779.85 |
| Everett | \$18,566.08 | \$101,785.95 | \$54,107.59 | \$174,459.62 |
| Grays Harbor | \$5,158.84 | \$26,531.78 | \$76,823.53 | \$108,514.15 |
| Green River | \$23,969.21 | \$86,692.91 | \$63,372.74 | \$174,034.87 |
| Highline | \$13,867.08 | \$89,575.05 | \$50,544.56 | \$153,986.69 |
| Lake Washington | \$10,576.34 | \$47,573.13 | \$73,578.97 | \$131,728.45 |
| Lower Columbia | \$9,987.17 | \$46,307.15 | \$71,833.05 | \$128,127.37 |
| Olympic | \$24,932.00 | \$81,732.23 | \$55,002.23 | \$161,666.46 |
| Peninsula | \$10,921.22 | \$29,117.61 | \$79,633.72 | \$119,672.56 |
| Pierce District | \$22,014.89 | \$112,102.36 | \$67,760.19 | \$201,877.44 |
| Renton | \$11,064.92 | \$47,829.02 | \$66,656.44 | \$125,550.39 |
| Seattle Central | \$13,809.60 | \$77,265.38 | \$55,945.56 | \$147,020.54 |
| Seattle North | \$9,512.96 | \$53,319.44 | \$45,995.66 | \$108,828.06 |
| Seattle South | \$13,450.35 | \$58,890.67 | \$53,163.50 | \$125,504.51 |
| Shoreline | \$15,907.62 | \$53,036.62 | \$56,636.42 | \$125,580.66 |
| Skagit Valley | \$11,826.54 | \$55,483.28 | \$62,537.88 | \$129,847.70 |
| South Puget Sound | \$13,852.71 | \$59,326.13 | \$62,761.36 | \$135,940.20 |
| Spokane | \$19,945.60 | \$66,531.46 | \$65,464.57 | \$151,941.63 |
| Spokane Falls | \$13,479.09 | \$90,764.71 | \$50,841.24 | \$155,085.03 |
| Tacoma | \$17,746.99 | \$95,177.69 | \$72,151.66 | \$185,076.34 |
| Walla Walla | \$12,386.97 | \$39,829.09 | \$58,540.71 | \$110,756.76 |
| Wenatchee Valley | \$10,332.05 | \$41,108.54 | \$63,994.70 | \$115,435.30 |
| Whatcom | \$12,243.27 | \$55,573.07 | \$66,547.62 | \$134,363.96 |
| Yakima Valley | \$13,321.02 | \$67,748.06 | \$72,703.42 | \$153,772.50 |
| System Total | \$468,463 | \$2,108,082 | \$2,108,082 | \$4,684,627 |

Student Achievement Points

Academic Year 2013-14

Final

| College | Total Headcount | Basic Skills | College Readiness - English | College Readiness - Math | 1st 15 Credits | 1st 30 Credits | 45 Credits | Quantitative/ Computation | Retention Point | Completion Point | Total Points |
|------------------------------|-----------------|---------------|-----------------------------|--------------------------|----------------|----------------|---------------|---------------------------|-----------------|------------------|----------------|
| Bates | 7,717 | 1,224 | 393 | 1,143 | 1,620 | 1,314 | 844 | 400 | 1,314 | 791 | 9,043 |
| Bellevue | 21,534 | 2,736 | 1,556 | 3,491 | 5,106 | 3,929 | 2,310 | 3,143 | 5,803 | 1,823 | 29,897 |
| Bellingham | 4,009 | 593 | 407 | 947 | 876 | 669 | 620 | 660 | 1,131 | 597 | 6,500 |
| Big Bend | 3,431 | 1,246 | 840 | 1,399 | 867 | 684 | 475 | 500 | 1,010 | 413 | 7,434 |
| Cascadia | 4,420 | 930 | 686 | 1,642 | 1,206 | 958 | 451 | 892 | 1,266 | 364 | 8,395 |
| Centralia | 5,187 | 1,193 | 540 | 925 | 935 | 812 | 672 | 630 | 1,215 | 577 | 7,499 |
| Clark | 18,129 | 3,244 | 2,225 | 4,447 | 3,688 | 3,158 | 2,346 | 2,245 | 5,778 | 1,913 | 29,044 |
| Clover Park | 6,799 | 1,502 | 963 | 1,683 | 1,672 | 1,278 | 1,009 | 577 | 1,799 | 962 | 11,445 |
| Columbia Basin | 11,101 | 2,242 | 1,532 | 3,526 | 2,257 | 1,875 | 1,171 | 1,127 | 3,214 | 1,196 | 18,140 |
| Edmonds | 13,153 | 3,836 | 1,539 | 3,708 | 2,597 | 2,069 | 1,351 | 1,718 | 3,592 | 1,078 | 21,488 |
| Everett | 16,030 | 2,924 | 1,810 | 3,279 | 3,899 | 2,889 | 1,589 | 2,403 | 3,880 | 1,292 | 23,965 |
| Grays Harbor | 2,973 | 1,099 | 838 | 1,149 | 652 | 530 | 423 | 428 | 791 | 359 | 6,269 |
| Green River | 11,941 | 2,594 | 853 | 3,983 | 2,890 | 2,335 | 1,454 | 1,659 | 3,543 | 1,668 | 20,979 |
| Highline | 14,920 | 4,257 | 1,020 | 3,494 | 2,461 | 1,981 | 1,406 | 1,525 | 3,809 | 965 | 20,918 |
| Lake Washington | 6,616 | 2,668 | 750 | 1,225 | 1,282 | 1,071 | 967 | 695 | 1,939 | 736 | 11,333 |
| Lower Columbia | 5,650 | 1,535 | 1,211 | 2,344 | 1,214 | 1,036 | 712 | 658 | 1,605 | 695 | 11,010 |
| Olympic | 12,432 | 817 | 1,633 | 4,184 | 2,529 | 2,129 | 1,612 | 1,571 | 3,731 | 1,735 | 19,941 |
| Peninsula | 3,446 | 1,108 | 508 | 1,204 | 866 | 705 | 583 | 532 | 980 | 760 | 7,246 |
| Pierce District | 14,133 | 2,304 | 2,364 | 3,934 | 3,553 | 2,831 | 3,077 | 2,325 | 4,583 | 1,532 | 26,503 |
| Renton | 9,004 | 3,999 | 562 | 1,086 | 1,425 | 894 | 737 | 392 | 1,559 | 770 | 11,424 |
| Seattle Central | 11,151 | 3,118 | 1,309 | 2,405 | 2,259 | 1,722 | 1,047 | 960 | 2,701 | 714 | 16,235 |
| Seattle North | 10,858 | 1,911 | 395 | 1,543 | 2,252 | 1,449 | 695 | 1,113 | 2,519 | 662 | 12,539 |
| Seattle South | 10,961 | 2,990 | 465 | 1,710 | 2,069 | 1,509 | 829 | 1,063 | 2,483 | 936 | 14,054 |
| Seattle Vocational Institute | 1,078 | 781 | - | - | 296 | 237 | 167 | - | 209 | 247 | 1,937 |
| Shoreline | 8,866 | 1,454 | 410 | 1,911 | 2,023 | 1,567 | 1,025 | 1,030 | 2,394 | 1,107 | 12,921 |
| Skagit Valley | 8,410 | 1,767 | 1,023 | 2,208 | 1,808 | 1,434 | 875 | 1,121 | 2,123 | 823 | 13,182 |
| South Puget Sound | 8,254 | 1,131 | 924 | 2,615 | 2,016 | 1,660 | 1,095 | 1,334 | 2,440 | 964 | 14,179 |
| Spokane | 10,383 | - | 1,518 | 2,730 | 2,559 | 2,193 | 1,606 | 1,293 | 2,921 | 1,388 | 16,208 |
| Spokane Falls | 16,116 | 6,296 | 1,322 | 2,224 | 2,886 | 2,265 | 1,046 | 1,136 | 3,043 | 938 | 21,156 |
| Tacoma | 11,386 | 1,772 | 1,944 | 5,375 | 2,771 | 2,237 | 1,519 | 1,884 | 3,699 | 1,235 | 22,436 |
| Walla Walla | 6,072 | 1,010 | 737 | 1,530 | 1,264 | 1,064 | 863 | 727 | 1,677 | 862 | 9,734 |
| Wenatchee Valley | 5,674 | 1,163 | 880 | 1,491 | 1,306 | 1,121 | 810 | 598 | 1,788 | 719 | 9,876 |
| Whatcom | 7,275 | 1,137 | 1,097 | 2,708 | 1,745 | 1,472 | 844 | 1,123 | 2,253 | 852 | 13,231 |
| Yakima Valley | 8,059 | 2,889 | 1,823 | 2,879 | 1,565 | 1,372 | 1,004 | 986 | 2,573 | 927 | 16,018 |
| System Total | 317,168 | 69,470 | 36,077 | 80,122 | 68,414 | 54,449 | 37,234 | 38,448 | 85,365 | 32,600 | 502,179 |

Student Achievement Completion Points

Academic Year 2013-14

Final

Total Funds

\$468,463

| College | Completion Point | Share of System Total | College Award |
|---------------------|------------------|-----------------------|-------------------|
| Bates | 791 | 2.4% | \$11,366.69 |
| Bellevue | 1,823 | 5.6% | \$26,196.57 |
| Bellingham | 597 | 1.8% | \$8,578.91 |
| Big Bend | 413 | 1.3% | \$5,934.82 |
| Cascadia | 364 | 1.1% | \$5,230.69 |
| Centralia | 577 | 1.8% | \$8,291.51 |
| Clark | 1,913 | 5.9% | \$27,489.87 |
| Clover Park | 962 | 3.0% | \$13,823.97 |
| Columbia Basin | 1,196 | 3.7% | \$17,186.56 |
| Edmonds | 1,078 | 3.3% | \$15,490.89 |
| Everett | 1,292 | 4.0% | \$18,566.08 |
| Grays Harbor | 359 | 1.1% | \$5,158.84 |
| Green River | 1,668 | 5.1% | \$23,969.21 |
| Highline | 965 | 3.0% | \$13,867.08 |
| Lake Washington | 736 | 2.3% | \$10,576.34 |
| Lower Columbia | 695 | 2.1% | \$9,987.17 |
| Olympic | 1,735 | 5.3% | \$24,932.00 |
| Peninsula | 760 | 2.3% | \$10,921.22 |
| Pierce District | 1,532 | 4.7% | \$22,014.89 |
| Renton | 770 | 2.4% | \$11,064.92 |
| Seattle Central* | 961 | 2.9% | \$13,809.60 |
| Seattle North | 662 | 2.0% | \$9,512.96 |
| Seattle South | 936 | 2.9% | \$13,450.35 |
| Shoreline | 1,107 | 3.4% | \$15,907.62 |
| Skagit Valley | 823 | 2.5% | \$11,826.54 |
| South Puget Sound | 964 | 3.0% | \$13,852.71 |
| Spokane | 1,388 | 4.3% | \$19,945.60 |
| Spokane Falls | 938 | 2.9% | \$13,479.09 |
| Tacoma | 1,235 | 3.8% | \$17,746.99 |
| Walla Walla | 862 | 2.6% | \$12,386.97 |
| Wenatchee Valley | 719 | 2.2% | \$10,332.05 |
| Whatcom | 852 | 2.6% | \$12,243.27 |
| Yakima Valley | 927 | 2.8% | \$13,321.02 |
| System Total | 32,600 | 100% | \$468,463 |

*Includes Seattle Vocational Institute

**Student Achievement Points
(Less Completions)**

Academic Year 2013-14

Final

Total Funds

\$2,108,082

| College | Total Points Less Completions | Share of System Total | College Award |
|---------------------|--------------------------------------|------------------------------|----------------------|
| Bates | 8,252 | 1.8% | \$37,045.72 |
| Bellevue | 28,074 | 6.0% | \$126,032.67 |
| Bellingham | 5,903 | 1.3% | \$26,500.35 |
| Big Bend | 7,021 | 1.5% | \$31,519.39 |
| Cascadia | 8,031 | 1.7% | \$36,053.59 |
| Centralia | 6,922 | 1.5% | \$31,074.95 |
| Clark | 27,131 | 5.8% | \$121,799.26 |
| Clover Park | 10,483 | 2.2% | \$47,061.35 |
| Columbia Basin | 16,944 | 3.6% | \$76,066.74 |
| Edmonds | 20,410 | 4.3% | \$91,626.66 |
| Everett | 22,673 | 4.8% | \$101,785.95 |
| Grays Harbor | 5,910 | 1.3% | \$26,531.78 |
| Green River | 19,311 | 4.1% | \$86,692.91 |
| Highline | 19,953 | 4.2% | \$89,575.05 |
| Lake Washington | 10,597 | 2.3% | \$47,573.13 |
| Lower Columbia | 10,315 | 2.2% | \$46,307.15 |
| Olympic | 18,206 | 3.9% | \$81,732.23 |
| Peninsula | 6,486 | 1.4% | \$29,117.61 |
| Pierce District | 24,971 | 5.3% | \$112,102.36 |
| Renton | 10,654 | 2.3% | \$47,829.02 |
| Seattle Central* | 17,211 | 3.7% | \$77,265.38 |
| Seattle North | 11,877 | 2.5% | \$53,319.44 |
| Seattle South | 13,118 | 2.8% | \$58,890.67 |
| Shoreline | 11,814 | 2.5% | \$53,036.62 |
| Skagit Valley | 12,359 | 2.6% | \$55,483.28 |
| South Puget Sound | 13,215 | 2.8% | \$59,326.13 |
| Spokane | 14,820 | 3.2% | \$66,531.46 |
| Spokane Falls | 20,218 | 4.3% | \$90,764.71 |
| Tacoma | 21,201 | 4.5% | \$95,177.69 |
| Walla Walla | 8,872 | 1.9% | \$39,829.09 |
| Wenatchee Valley | 9,157 | 2.0% | \$41,108.54 |
| Whatcom | 12,379 | 2.6% | \$55,573.07 |
| Yakima Valley | 15,091 | 3.2% | \$67,748 |
| System Total | 469,579 | 100.0% | \$2,108,082 |

*Includes Seattle Vocational Institute

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Accreditation:

The Academic Master Plan (AMP) Committee met on October 21 to review the requirements for the NWCCU Mid-Cycle evaluation. This report requires us to select two examples of how we assess mission fulfillment criteria to illustrate our institutional effectiveness process. The committee selected three objectives from the Academic Master Plan as potential examples. We are currently compiling a draft report using these examples; once the AMP committee sees the draft, they will narrow the three selected objectives down to two to be included in the final report that is due in the summer of 2015.

Prepared by VP Mohrbacher and Dean Kirkwood

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

Estimated Employment Rate Report through 2012-13 (this is the most current information available).

This report is reviewed by professional and technical faculty, staff and administrators as part of their annual program evaluation and review. It is shared with professional and technical program advisory committees and with local stakeholders. Post-training employment trends are indicators of economic growth and decline in our local area. The information is used to support program development or modifications.

Prepared by VP Mohrbacher and Dean Kirkwood

RECOMMENDATION:

None.

Big Bend Community College
Estimated Employment Explanation

The Estimated Employment Rate is derived from the Washington State Board for Community and Technical Colleges (SBCTC) data matched with Unemployment Insurance (UI) earnings from Washington, Oregon, Idaho, and Montana. The estimated employment rate includes: students who were employed in these four states, students estimated to be employed beyond the four state region, and/or students who were self-employed. The *Total* column indicates the number of students who provided a social security number to BBCC, earned certificate(s) or degree(s), were no longer enrolled at BBCC, and did not transfer to another college. Data is gathered in the 3rd quarter after a student leaves college, when employers report earnings to Unemployment Insurance.

Big Bend Community College Estimated Employment Rates*

| Program | 2010-11 | | 2011-12 | | 2012-13 | |
|---|------------|------------|------------|------------|------------|------------|
| | Total | Rate | Total | Rate | Total | Rate |
| Accounting | 11 | 80% | 11 | 50% | 9 | 37% |
| Agricultural Prod Operator | 0 | 0% | 2 | 100% | 1 | 100% |
| Associate Degree of Nursing | 20 | 91% | 19 | 95% | 15 | 88% |
| Automotive Technology | 17 | 71% | 12 | 55% | 14 | 79% |
| Aviation (Commercial Pilot) | 16 | 69% | 11 | 80% | 18 | 67% |
| Aviation (Commercial Helicopter Pilot) | 0 | 0% | 0 | 0% | 1 | 100% |
| Aviation Maintenance Technology | 11 | 50% | 21 | 52% | 20 | 72% |
| Business - General | 2 | 55% | 0 | 0% | 0 | 0% |
| Commercial Driver's License | 28 | 96% | 36 | 86% | 42 | 92% |
| Computer Programming | 4 | 100% | 0 | 0% | 0 | 0% |
| Early Childhood Education & Teaching | 6 | 92% | 16 | 89% | 9 | 86% |
| Electrical Mechanized Irrigation | 0 | 0% | 0 | 0% | 1 | 100% |
| Industrial Electrical Technology | 21 | 89% | 23 | 91% | 20 | 88% |
| Maintenance Mechanics | 12 | 92% | 18 | 98% | 9 | 98% |
| Medical Office Management | 8 | 100% | 11 | 80% | 7 | 63% |
| Medical/Clinical Assistant | 17 | 91% | 22 | 90% | 17 | 94% |
| Microcomputer Specialist | 0 | 0% | 0 | 0% | 1 | 0% |
| Nursing Assistant | 14 | 71% | 32 | 62% | 50 | 64% |
| Office Clerical | 3 | 73% | 0 | 0% | 1 | 100% |
| Office Management & Supervision | 16 | 94% | 21 | 84% | 18 | 61% |
| Practical Nursing | 0 | 0% | 4 | 83% | 2 | 100% |
| Welding Technology | 12 | 64% | 20 | 88% | 18 | 86% |
| BBCC Estimated Employment Totals | 218 | 87% | 279 | 80% | 276 | 77% |
| Washington System Rate | | 77% | | 78% | | |

*Estimated Employment rates include students who received certificate(s) or degree(s), were no longer enrolled at BBCC, and/or had not transferred to another college. The rate is calculated on students who completed training in the year indicated above and were employed nine months following their completion.

Data for the 2012-13 year was retrieved in November 2014.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Facilities Master Planning:

Work on finalizing the Facilities Master Plan continues. It should be completed by the end of December.

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

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

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

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

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

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

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

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

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

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

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

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

Prepared by VP Hamburg.

RECOMMENDATION:
None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

Director Foreman on Nov. 6-7 attended via ITV the quarterly meeting of the SBCTC Safety, Security and Emergency Management Council.

- BBCC campus now has 26 security surveillance cameras installed, with 16 activated and 10 awaiting activation. Cameras are installed in buildings 1000, 1200, 1300 A & B, 1400, 1700, 1800, 1900, 2000, 4200 and 6000. Future plans include the addition of 15 cameras in/on buildings 1100, 1400, 1500, 1600, and 1700, as well as 5000 and 6000.
- Allen Harrison has been hired as a new part-time Campus Security Officer and will work Mon-Thurs 3:30 a.m. to 7:45 a.m. This will fill a gap in the coverage. He will begin January 2015.
- A new IP-based visual and audible alert device will be installed in Building 3200. The Alert Beacon by Alertus® integrates with the Campus Alert System. When an alert is transmitted, red LED lights flash, an alert tone is generated, and the emergency alert message is displayed on a LCD screen.
- A MiFi mobile data hotspot has been purchased for the security vehicle to enable streaming of surveillance cameras on the iPad installed in the vehicle. The hotspot can also be used for other computer work inside the vehicle.
- The contents of the BBCC Hazardous Materials Management System has been electronically shared with Grant County Fire District 5. This will allow firefighters to have immediate emergency access to records of the chemicals used and stored at BBCC.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

| | |
|---|-----|
| SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL | 678 |
| SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT | 3 |
| SAFETY INCIDENTS INVESTIGATED | 5 |
| TIMELY WARNINGS ISSUED (as per Clery Act) | 0 |
| EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act) | 1 |
| FIRE EVACUATION DRILLS CONDUCTED | 7 |

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

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

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

| | Jan. 2014 | Feb. 2014 | Mar. 2014 | Apr. 2014 | May 2014 | June 2014 | July 2014 | Aug. 2014 | Sept. 2014 | Oct. 2014 | YTD |
|--|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|------------|-----------|-----|
| Arrests and Violations | | | | | | | | | | | |
| [90G] Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [90G] Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [35A] Drug Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [35A] Drug Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [520] Illegal Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [520] Illegal Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Criminal Offenses | | | | | | | | | | | |
| (1a) [09A] Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (1b) [09B] Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (3a, 3b, 3c, 3d) [120] Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (4a, 4b, 4c, 4d) [13A] Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (5a, 5b, 5c) [220] Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (7a, 7b, 7c) [240] Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 |
| (8a-g, 8 h-i, 8j) Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| (8a-g, 8 h-i, 8j) [200] Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | | | | | | | | | | | |
| (2a) Forcible | | | | | | | | | | | |
| [11A] Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [11B] Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [11C] Sexual Assault w/ Object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [11D] Forcible Fondling | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| (2b) Non-Forcible | | | | | | | | | | | |
| [36A] Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [36B] Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes | | | | | | | | | | | |
| Larceny or theft | | | | | | | | | | | |
| Race bias | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Gender bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Ethnicity bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | | | | | | | | | | | |
| Race bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | | | | | | | | | | | |
| Race bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction, damage or vandalism of property | | | | | | | | | | | |
| Race bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Offenses | | | | | | | | | | | |
| [510] Bribery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [13B] Simple Assault | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| [13C] Intimidation (incl. threats, bomb threats) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [250] Counterfeiting/Forgery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [290] Destruction/Damage/Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [270] Embezzlement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [210] Extortion/Blackmail | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [26A] Fraud: False Pretenses/Confidence Game | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [26B] Fraud: Credit Card/ATM Fraud | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [26C] Fraud: Impersonation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [39A] Gambling: Betting/Wagering | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [39B] Gambling: Operating/Promoting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [100] Kidnapping/Abduction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23A] Larceny: Pocket Picking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23B] Larceny: Purse Snatching | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23C] Larceny: Shoplifting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23D] Larceny: Theft from Building | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| [23E] Larceny: Theft from Coin Operated Machine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23F] Larceny: Theft from Motor Vehicle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| [23G] (6Xe) Larceny: Theft of Motor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Total Combined Incidents

16

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

Beth Laszlo accepted the position of CBIS Coordinator. This position replaces Jaxon Riley, who resigned in September to accept another position. Beth transitioned to her new position on November 19.

Sarah Adams accepted the position of STEM Math Specialist. This position replaces Tyler Wallace, who accepted the Director of Adult Education position. Sarah started her new position on November 13.

Interviews for the position of IT Tech 2 were conducted on November 18. This is a full-time, grant-funded, classified position to support the STEM grant. This position replaces Robert Barksdale, who left BBCC in early 2014.

Training:

Thirty-two employees attended the “From Battle Mind to Campus Grind” session on October 2.

Twenty employees attend the “Increasing Engagement through a Culture of Service Excellence” session on October 27.

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

Loralyn Allen-

Easy Course Enhancements to improve Access on the Web/Sloan Training Online on October 13 at BBCC

DSSC Meeting/WAPED Conference on October 22-24 at Bellingham Technical College in Bellingham

Jody Bortz-

Webinar: Supporting Engagement, Learning, and Success of Students at Risk on October 1 at BBCC

Winter Retreat—Student Voice on October 23-24 in North Bend

Annemarie Cadle-

LEAN Contract Training on October 13-15 at BBCC
Travel Documents Training on October 16 at BBCC

Todd Davis-

WA State Dept. of Enterprise Services E&AS 2014 Client Workshop on October 8 in Tacoma

Anita DeLeon-

Northwest Association of Educational Programs (NAEOP) Fall Conference on October 5-8 in Anchorage
WA Financial Aid Association Conference on October 15-16 in Airway Heights

Kara Garrett-

Running Start on October 7 in Wenatchee
Inter-College Relations Council – Accreditation and Assessment on October 9-10 at Pacific Lutheran Univ
Articulation and Transfer Council – Supporting a multicultural campus online October 16-17 at BBCC
Achieving the Dream – Fall Gathering on October 27 at SBCTC in Olympia

Gail Hamburg-

BAC Capital Meeting on October 9-10 in Wenatchee
BAC Capital Meeting on October 24 at Pierce College in Lakewood

Jeremy Iverson-

WFAA (Washington Financial Aid Association)/Annual Conference on October 15-17 in Spokane

Kim Jackson-

Title IX/Clery Act/Sexual Harassment & Assault, Risk Management, Developing Learning Outcomes & Measuring Engagement - Council of Unions and Student Programs/Quarterly State Meeting on October 22-23 in Renton

Terry Leas-

Tides of Change: Maximizing Data and Best-Practices to Gain Campus Buy-In to Student Success Initiatives at ACCT Conference on October 22 in Chicago
Fostering a Culture of Student Success and Completion through a Board Monitoring Process at ACCT Conference on October 23 in Chicago
Unmanned Systems and Robotics: An Integrated Approach to Program Delivery at ACCT Conference on October 23 in Chicago
Viewing the American Dream through Different Lenses at ACCT Conference on October 23 in Chicago
New Tools for Strong and Effective Board Leadership: Board Retreats, Succession Planning, Organizational Administrative Analysis, and Review of By-Laws and Policy Manuals at ACCT Conference on October 24 in Chicago
Are You Conducting an Effective Presidential Evaluation and Board Self-Assessment? at ACCT Conference on October 24 in Chicago
Legal Issues Affecting Community Colleges at ACCT Conference October 24 in Chicago

(Terry Leas-cont)

College Administration's Role in Ensuring Effective Governance through Comprehensive In-House Trustee Training at ACCT Conference on October 24 in Chicago

Shifting the Course to the American Dream at ACCT Conference on October 24 in Chicago

Bob Mohrbacher-

New VP Orientation (Facilitator) on October 8 in Tacoma

Strategic Enrollment Management Workshop on October 10 at Clover Park Technical College

Achieving the Dream Workshop on October 27 in Olympia

Student Voice presentation on October 30 in Tacoma

Rita Ramirez-

Strategic Enrollment Management on October 10 in Tacoma

DREAMer Training on October 14 in Yakima

Char Rios-

5 Budgeting Mistakes You Should Avoid Webinar on October 14 at BBCC

BAR (Budget, Accounting and Reporting) Meeting on October 16-17 in Wenatchee

Jeremy Seda-

Adobe MAX Conference on October 6-8 in Los Angeles

Jille Shankar-

Making the Call: What to Say to Delinquent Borrowers – Great Lakes webinar on October 9 at BBCC

Washington Financial Aid Administrators – federal/state financial aid regulations update on October 15-17 in Spokane

Diana Villafana-

DREAMer Training on October 14 at YVCC

Multi-Cultural Student Services Directors Meeting on October 15-17 at Everett CC in Everett

Achieving the Dream Fall Gathering on October 27 in Olympia

Rafael Villalobos-WCERTE Conference on October 31 at Green River CC in Kent

Tyler Wallace-

Budget and Director Training on October 3 in Walla Walla

Casas Implementation Training Online on October 15 at BBCC

Dreamer Training on October 24 in Bellevue

New Director Training on October 27 in Olympia

AtD Training on October 27 in Olympia

Casas Cadre Training on October 31 in Grandview

Zach Welhouse-

eLearning Council meeting w/Canvas & Panopto Training on October 9-10 in Longview

Northwest eLearning Conference w/Instructional Design and assorted eLearning topics Training on October 23-24 in Boise

Sue Workman-

Fall Counselor Workshop on September 23 at WSU in Richland

NAEOP Fall Conference on October 5-8 in Anchorage

Washington State Financial Aid Association Conference on October 15-16 in Airway Heights

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

In August 2014, five classified staff members and two admin/exempt staff members attended Lean Academy Training on campus. Classified staff attendees were: Robin Arriaga (Human Resources), Traci Bartleson (Instruction), Barbara Collins (Title V), Julia Gamboa (Professional Technical Programs), and Amber Jacobs (Payroll). In October 2014, attendees participated in an intense 3-day Kaizen event, facilitated by an employee of the State Auditor’s Office. The result of the Kaizen event was a proposal by the attendees to implement a new, more efficient, and user-friendly BBCC contract process. They presented their proposal to the Big Bend Executive Council, and it was accepted. Implementation of the new process has begun, with a full roll-out in spring quarter.

As the 2014 calendar year comes to an end, the STAR Committee has begun planning 2015 classified staff training sessions. In addition, the committee is actively recruiting new classified staff members to participate in committee work.

STAR-Sponsored Training (October & November, 2014)

| Training | Trainer(s) | Date(s) | # Classified Attendees |
|---|--|---------|------------------------|
| Active Shooter Response and Basic Self-Defense | Sheriff’s Deputy Ric Char & MLPD Sargent Mike Williams | Oct. 10 | 25 |
| Travel Paperwork and Procedures | Hope Strnad, BBCC | Oct. 16 | 22 |
| Increasing Engagement Through a Culture of Service Excellence | Kim Garza & Valerie Kirkwood, BBCC | Nov. 20 | 24 |

Additional Classified Staff Training (October & November, 2014)

| Name | Department | Training | Location | Date(s) |
|----------------|-----------------|---|--------------------------|----------|
| Kamela Farmer | BBT | SolidWorks, CAD | BBCC | Fall Qtr |
| Robin Arriaga | Human Resources | Health Care Authority Open Enrollment Training | Moses Lake, WA | Oct. 7 |
| Karen Okerlund | Human Resources | Health Care Authority Open Enrollment Training | Moses Lake, WA | Oct. 7 |
| Dina Moskvich | | Embracing Early Childhood Conference | Wenatchee Valley College | Oct. 18 |
| Garry Helvy | M&O | Aerial and Scissor Lift Safety; Asbestos Hazard Awareness; Electrical Safety; | Online | Oct. 22 |

| | | | | |
|------------------------|-----|--|--------|---|
| Garry Helvy (cont.) | | Excavation, Trenching, and Shoring Safety; Fire Safety; Lead Awareness; Personal Fall Arrest Systems; Scaffold Safety; Slips, Trips, and Falls | | Oct. 31 |
| Jeff Robnett | M&O | Aerial and Scissor Lift Safety; Asbestos Hazard Awareness; Electrical Safety | Online | Oct. 22 Oct. 29 |
| Jim Tincer | M&O | Asbestos Hazard Awareness; Slips, Trips, and Falls; Aerial and Scissor Lift Safety; Personal Fall Arrest Systems; Electrical Safety; Excavation, Trenching, and Shoring Safety | Online | Oct. 22 Oct. 28 Oct. 30 Nov. 8 |
| Brad Beuckman | M&O | Aerial and Scissor Lift Safety; Electrical Safety; Asbestos Hazard Awareness | Online | Oct. 23 Oct. 27 Oct. 29 |
| Sergio Cervantes | M&O | Aerial and Scissor Lift Safety; Electrical Safety | Online | Oct. 23 Nov. 10 |
| Randy Fish | M&O | Fire Safety; Aerial and Scissor Lift Safety; Asbestos Hazard Awareness; Electrical Safety | Online | Oct. 23 Oct. 24 Oct. 29 Oct. 31 |
| Rick Tincani | M&O | Bloodborne Pathogens; Driver Safety; Slips, Trips, and Falls; Fire Safety; Aerial and Scissor Lift Safety; Ladder Safety | Online | Oct. 23 Oct. 24 Oct. 25 Oct. 30 Nov. 7 |
| Joe Russell | M&O | Aerial and Scissor Lift Safety; Excavation, Trenching, and Shoring Safety; Fire Safety; Personal Fall Arrest Systems; Asbestos Hazard Awareness; Scaffold Safety; Electrical Safety; Slips, Trips, and Falls; Lead Awareness | Online | Oct. 24 Oct. 27 Oct. 28 Oct. 29 Oct. 30 Nov. 4 Nov. 5 |
| Tony Bergen | M&O | Aerial and Scissor Lift Safety; | Online | Oct. 27 |

| | | | | |
|------------------|-----|--|--------|--------------------|
| | | Asbestos Hazard Awareness; Electrical Safety | | Oct. 29 Nov. 12 |
| Rick Jones | M&O | Aerial and Scissor Lift Safety | Online | Oct. 28 |
| Angel Uresti | M&O | Aerial and Scissor Lift Safety; Asbestos Hazard Awareness | Online | Oct. 28 Oct. 29 |
| David Bomstad | M&O | Bloodborne Pathogens; Driver Safety; Fire Safety; Ladder Safety; Slips, Trips, and Falls | Online | Nov. 7 Nov. 14 |
| Todd Cesario | M&O | Bloodborne Pathogens | Online | Nov. 7 |
| Valerie Mestdagh | M&O | Bloodborne Pathogens; Driver Safety; Fire Safety | Online | Nov. 7 |
| Linda White | M&O | Bloodborne Pathogens | Online | Nov. 7 |
| Petr Radchishin | M&O | Bloodborne Pathogens | Online | Nov. 10 |
| Tom Munyan | M&O | Bloodborne Pathogens | Online | Nov. 5 |

Prepared by Starr Bernhardt.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The 2014-15 FTE report as of November 24 is included for your review. The winter quarter enrollment is after the majority of current students have registered but prior to any new student registrations. Fall quarter headcount is currently 31 (1.3%) higher than last year at the same time. State-funded FTE for fall quarter is 5.6% lower than last year.

The tuition amount budgeted for 2014-2015 is \$4,400,000. As of October 31, 2014 we have collected \$1,635,717 or 37.2% of the budgeted amount. As of October 31, 2013, we had collected \$1,692,331 or 39.7%.

TUITION COLLECTION REPORT
As of October 31, 2014 and October 31, 2013

| | <u>2014-15</u> | <u>2013-14</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$4,400,000 | \$ 4,264,284 |
| Total Collections as of Oct 31 | \$1,635,717 | \$1,692,331 |
| As a % of annual budget | 37.2% | 39.7% |
| Left to collect to meet budget target | \$ 2,764,283 | \$ 2,517,953 |

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

RECOMMENDATION:

None

F.T.E. REPORT

11/24/2014

| | <u>QTRLY</u> <u>FTEs</u> | <u>ANNUAL</u> <u>FTEs</u> |
|--|-----------------------------|------------------------------|
| 1st year (13-14) | | |
| SUMMER | 337.3 | 112.4 |
| FALL | 1681.2 | 560.4 |
| WINTER | 1683.2 | 561.1 |
| SPRING | 1494.9 | 498.3 |
| 2nd year (14-15) | | |
| SUMMER | 309.9 | 103.3 |
| FALL | 1574.4 | 524.8 |
| WINTER | 1309.1 | 436.4 |
| SPRING | | 0.0 |
| TOTAL | <u>8390.0</u> | <u>2796.7</u> |
| 1st year annual FTE Target | 5049 | 1683 |
| 2nd year annual FTE Target | 5181 | 1727 |
| SBCTC 2-year rolling enrollment count | | |
| Past year + current year actual FTE | | 2796.7 |
| Past year + current year allocation | | 3410.0 |
| % of allocation target attained to date | | 82.0% |
| Add'l FTEs to meet minimum 96% | 1430.8 | 476.9 |
| Add'l FTEs to meet target 100% | 1840 | 613.3 |
| FTEs over funding level - 1st year | 147.6 | 49.2 |
| FTEs over funding level - 2nd year | -1987.6 | -662.5 |

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #5: Adult Education (for information)

BACKGROUND:

Director of Adult Education Tyler Wallace will present information regarding BBCC's Adult Education programs and students. Innovative instructional strategies to help address some of the greatest needs in our state and of our students will be discussed.

Prepared by Director of Adult Education Tyler Wallace.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #6: Exceptional Faculty Award Recommendation (for action)

BACKGROUND:

The Exceptional Faculty Awards Committee is pleased to recommend the board award English Instructor Dr. Steve Close a \$1,235 Exceptional Faculty Award to attend the Modern Language Association Conference in Canada in January 2015.

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

RECOMMENDATION:

President Leas and VP of Instruction & Student Services Bob Mohrbacher recommend approval of the Exceptional Faculty Award for Dr. Steve Close.



November 5, 2014

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you, we have a single application submitted by Steve Close of the English department this fall. The committee reviewed his application, finding everything in order both in the guidelines and spirit.

Steve is asking for an award that he may attend the Modern Language Association Conference in Vancouver, Canada. We are confident his planned activity is worthy of yours' and the Boards consideration. We believe this conference dovetails very nicely with Steve's professional discipline and will allow him to examine other ideas and methodologies that may aid his instructional professional capabilities. This committee whole-heartedly supports Steve's pursuit of excellence.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank, you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you...

Sincerely,

Sonja Farag

Randy Miller

Charlene Rios

Bill Autry

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Steve Close

DATE: 11/7/2014

DIVISION: English

1. List all your principal professional duties including courses normally taught.

Teaching ENGL&101, ENGL&102, CMST&220, HUM&214, ENGL&234, ENGL&201. Shared oversight of adjunct composition teachers. Shared assessment of English Department.

2. Amount requested: \$1235

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

This award would be used to pay for attendance of the Modern Language Association conference in Vancouver, Canada from January 8 to January 11 of 2015. The MLA conference is the premier conference for teachers of composition and literature, with sessions covering pedagogy, technological innovations, changes in writing and citation format in English courses. The MLA conference also hosts textbook exhibitions and other similar exhibits that would be useful for members of the English Department. There are 45 sessions just on the teaching of language and literature, 8 sessions on composition, and many sessions related to specific areas of literature that I currently teach or may wish to teach in the future.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

Anticipated expenditures are:

Travel: \$425 (driving)

Registration: \$260

Housing: \$350

Food: \$200

Total: \$1235

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

I will be looking into English Department travel funds, but I believe them to be very limited since three Department members have already received funding for conferences this year.

6. When was your last sabbatical? Never

7. What travel monies have you received during the last year?

Approximately \$800 for WCCHA conference.

8. How will this stipend improve your teaching and/or professional expertise?

I will be attending sessions which specifically address the teaching of composition and literature as well as assessment of courses within the English Department. I will also be looking at potential textbooks and other instructional materials for future courses.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I've been involved in assessment across the entire campus. I have recently been working on the Common Core Curriculum through Smarter Balanced and will be working on making the new standards for written communication more easy to understand. I have also been participating in a mentorship project with the English Department's adjunct faculty.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #7: Marketing & Social Media Update (for action)

BACKGROUND:

Director of Public Information Doug Sly and Multi-Media Specialist Jeremy Seda will share marketing and social media updates.

Prepared by the President's office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #8: Allocation & Accountability Task Force (for information)

BACKGROUND:

Allocation & Accountability Task Force

The Allocation & Accountability Task Force has been working for approximately the past year to examine our current system funding model and recommend changes to the state allocation system for community and technical colleges. This presentation will examine problems with the current system and proposed changes to take effect in the next biennium.

Prepared by VP Bob Mohrbacher.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #9: Achieving the Dream (for action)

BACKGROUND:

The Board will consider having the college rejoin Achieving the Dream.

Prepared by the President's office.

RECOMMENDATION:

President Leas and VP Mohrbacher recommend the trustees make a motion in support of rejoining Achieving the Dream.

December 10, 2014

Senior Vice President Carol Lincoln
Achieving the Dream
8403 Colesville Road, Suite 450
Silver Spring, Maryland 20910-6331

Dear Senior Vice President Lincoln,

Big Bend Community College was a member of Achieving the Dream from 2007 to 2011. During that time, the college made great progress in building a culture of evidence and improving student achievement. In 2011, we made a decision to suspend our membership in AtD due to economic hardship; however, our commitment to student success and our culture of evidence continued.

Since 2011, Big Bend Community College has improved success rates in developmental math courses by 25%; we have increased fall-to-spring retention to more than 90% for all student groups for three consecutive years; and we have increased the overall percentage of students attaining a 2.0 grade or better in individual courses to 84%. We saw our largest-ever graduating class in 2012, and the second-largest graduating class in 2014. These are just a few examples of the progress that Big Bend has made in recent years in our efforts to increase student success and completion.

While we are very proud of these recent accomplishments, we are not satisfied. In order to spur additional progress toward student success and completion, Big Bend Community College wants to reactivate its membership in Achieving the Dream to accelerate our progress toward making every Big Bend student successful.

To that end, the Board of Trustees of Big Bend Community College unanimously voted to support rejoining AtD during its December 9 meeting in order to participate in the broader national effort to improve student success and completion.

Sincerely,

Terrence Leas, Ph.D.
President

pc: VP Bob Mohrbacher

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #10: President's Evaluation (for information)

BACKGROUND:

The trustees will discuss President Leas' annual evaluation. This item was tabled during the October 30 board meeting.

Prepared by the President's office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #11: Board Policies (for action)

BACKGROUND:

The following board policy drafts were included in the October 30 board packet for the trustees' consideration. The drafts are included today for the trustees' action.

New BP, Personnel Administration

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

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

BP1000, Section BSL-4

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

BP 2070, Reasonable Accommodations

The draft policy was updated to reflect current language.

BP7700 Safety, Security and Emergency Management

The draft policy includes updated references and language.

BP 8001 Smoking/Tobacco Policy

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

BP 8021 Gifts, Grants, and Donations

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

RECOMMENDATION:

None.

BP _____ PERSONNEL ADMINISTRATION

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

NEW

4150.1 GENERAL INFORMATION

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

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

(See also BP3000)

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

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

BP2070 REASONABLE ACCOMMODATIONS POLICY

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

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

Current

BP2070 REASONABLE ACCOMMODATIONS -POLICY FOR DISABLED-EMPLOYEES

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

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

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

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

BSL – 3 President's Job Description

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

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

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

BSL – 4 Evaluating Presidential Performance

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

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

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

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

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

Current

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

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

BSL – 4 Monitoring/Evaluating Presidential Performance

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

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

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

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

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

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

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

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

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

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

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

~~_____ A. _____ Annual Internal Reports for policies on:~~

~~_____ EL-2 Respect for Students~~

~~_____ EL-3 Respect for Community Members~~

~~_____ EL-4 Respect for Employees~~

~~_____ EL-7 Financial Planning~~

~~_____ EL-9 Communication and Support to the Board~~

~~_____ EL-10 Emergency Executive Succession~~

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

~~_____ EL-1 General Executive Constraint~~

~~_____ EL-6 Asset Protection~~

~~_____ EL-8 Financial Condition and Activity~~

~~_____ C. _____ Quarterly Internal Reports on Actual Budget~~

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

~~_____ Academic Master Plan Reports~~

~~_____ Mission Fulfillment~~

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

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

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

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

Current

New text to completely replace old text.

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

The College shall establish and support reasonable practices that:

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

References

1) Environmental Safety

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

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

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

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

2) Security

— 20 USC 1092(f) “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

a) Drug Free Schools and Communities Act Amendment of 1989; 20 U.S. Code Sections 1101i; 1091(r); 1092(f)(1)(H); 1092(k); 1145g; 34 Code of Federal Regulations 86.1 et seq.; Federal Drug-Free Workplace Act of 1988;

— “Drug Free Schools and Communities Act (DFSCA)”, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86

3) Emergency Management

a) RCW 38.52 regarding the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions

b) Homeland Security Presidential Directive 5 (HSPD-5) – National Incident Management System

c) 20 USC 1092(f) “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

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

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

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

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

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

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

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

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| | | |
|------------------|------------------------|---|
| Revised 10/28/91 | Smoking/Tobacco Policy | 1 |
| Revised 5/27/03 | BP8001 | |
| Revised 1/10/06 | | |
| <u>Revised</u> | | |

GRANT COUNTY

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



HEALTH DISTRICT

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

Ordinance 2014-2

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

Section 1. Authority and Purpose

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

Section 2. Administration

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

Section 3. Definitions

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

Section 4. Findings

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

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

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

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

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

Section 5. Sale or Distribution to Minors Prohibited

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

Section 6. Purchasing or Possession by a Minor Prohibited

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

Section 7. Marketing Requirements

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

- (1) Is false or misleading;

Section 8. Sales from Mechanical Equipment Restricted

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

Section 9. Use in Public Places

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

Section 10. Required Signage

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

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

Section 11. Administrative Appeals

(1) Right to an administrative appeal hearing.

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

(2) Administrative appeal hearing procedures.

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

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

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

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

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

Section 12. Appeals to Board of Health

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

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

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

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

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

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

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

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

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

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

Section 13. Penalties

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

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

Section 14. Applicability

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

Section 15. Severability

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

Section 16. Effective Date

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

Attest:

Pattie Anderson, Clerk

Tony Massa, Chair

Katherine Kenison
Health District Attorney

Date

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

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

BACKGROUND:

Proposed 2015 Regular Board Meeting dates:

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

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

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

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

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

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

August 27, 2015 Board/Admin Retreat

September 10, 2015 1:30 p.m.

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

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

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #13: Transforming Lives Award Recognition (for information/action)

BACKGROUND:

During the October 30, 2014 board meeting, the trustees nominated Tabatha DeLong to represent BBCC at the TACTC Transforming Lives Award Dinner in Olympia January 28, 2015.

Last year the trustees chose to recognize all of the local Transforming Lives nominees with \$100 gift cards and a dinner in their honor. The agenda from the local celebration held March 6, 2014 is attached.

The trustees may discuss and approve their local recognition plan for the seven local nominees.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the trustees discuss a plan for recognizing the seven local Transforming Lives nominees. The board may approve the plan at its next meeting.

Transforming Lives Award Recognition

March 6, 2014, 5:00 p.m.
Masto Conference Center
Grant County Advanced Technologies Education Center (ATEC)

Welcome
Board Chair Mike Blakely

Keynote Speaker
Terry Kinzel Director of Title V

A Trustee's Perspective
Trustee Stephen McFadden

Presentation of Awards

Trustees:

Chair Mike Blakely
Vice Chair Jon Lane
Anna Franz
Dr. Mike Villarreal

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #14: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

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

BACKGROUND:

The next regular board meeting is tentatively scheduled on Thursday, January 15, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/09/14

ITEM #16: Miscellaneous (for information/action)

BACKGROUND:

Board Chair Jon Lane will share the opportunity for a trustee to fill the other TACTC Legislative Action Committee position vacated by former trustee Mike Blakely. This committee meets once to twice per year and strategizes how to advocate for WA community and technical colleges with legislators.

The BCC Holiday Potluck was rescheduled to Tuesday, December 16, at noon.
Prepared by the President's office.

RECOMMENDATION:

None.