



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

**Thursday, December 12, 2013  
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	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

Calendar of Events		
<b>December</b>	12	Board of Trustees Meeting 11:00 a.m.;1:30 p.m.; Hardin Community Room, ATEC
	12	Bookstore Buy Back Sale
	16	Quarter Break December 16 – January 3, 2014
	24-25	Campus Closed for Christmas
	28-29	Big Bend Holiday Classic Basketball Tournament
<b>January</b>	1	Campus Closed for New Year's Day
	6	Winter Quarter Instruction Begins
	8	Women's Basketball vs Yakima Valley CC; 6:00 p.m.; DeVries Activity Center
	8	Men's Basketball vs Yakima Valley CC; 8:00 p.m.; DeVries Activity Center
	11	Women's Basketball vs Wenatchee Valley CC; 2:00 p.m.; DeVries Activity Center
	11	Men's Basketball vs Wenatchee Valley CC; 4:00 p.m.; DeVries Activity Center
	14	ASB Sponsored Lunch Breakfastfest; 10:30 a.m. – 1:00 p.m.; Mastro Conference Ctr
	15	ASB Sponsored Pool Tournament; 12:00 p.m.; Gameroom
	16	Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC
	16	ASB Sponsored Movie Night Lee Theater (Ephrata); 7:00 p.m.; Students Free
	20	Campus Closed for Martin Luther King Day
	21	Columbia Basin Allied Arts presents "The Fantastics" 7:00 p.m. Wallenstien Theater
	22	Women's Basketball vs Columbia Basin College; 6:00 p.m.; DeVries Activity Center
		Men's Basketball vs Columbia Basin College; 8:00 p.m.; DeVries Activity Center



**2012 Holiday Potluck  
Title V Staff**

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

**SPECIAL BOARD OF TRUSTEES MEETING  
Study Session  
Big Bend Community College**

**Thursday, December 12, 2013  
11:00 a.m.**

**Hardin Community Room  
ATEC Building**

The Board of Trustees of Community College District 18 have scheduled a special Board Meeting/Study Session on Thursday, December 12, at 11:00 a.m. in the Hardin Community Room, 7662 Chanute St. N.E., Moses Lake, WA.

**Purpose:** A presentation on the state of safety and security at BBCC, including legal mandates, on-campus safety and security programs.

No action will be taken.

**Information:** Contact Doug Sly, Public Information Officer (793-2003) or President Terry Leas (793-2001), Big Bend Community College.



COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Thursday December 12, 2013, 1:30 p.m.  
ATEC- Hardin Community Room

Governing Board Members:	Action	
<i>Mike Blakely</i> Chair	A	1. Call to Order/Roll Call Pledge of Allegiance – Computer Science Student
<i>Jon Lane</i> Vice Chair	I	2. Introductions – New Staff: Zach Welhouse, James Saucedo, Jeremy Seda, Men's Basketball Team Transforming Lives Award Nominee Miraclejoy Curtis
<i>Anna Franz</i>	I/A	3. Consent Agenda
<i>Stephen McFadden</i>		a. Regular Meeting and Study Session Minutes October 24, 2013 (A)
<i>Miguel Villarreal, Ed.D.</i>		b. President's Activity Update (I)
<i>Terry Leas, Ph.D.</i> President		c. Student Success (I) Student Achievement Initiative Academic Master Plan
<b>Values</b> Student Success		d. Accreditation (I)
<b>Excellence in Teaching &amp; Learning</b>	I	e. Assessment (I)
<b>Inclusion</b>	I	f. Capital Project Report (I)
<b>Community Engagement</b>		g. Safety & Security Update (I)
<b>Integrity &amp; Stewardship</b>		h. Human Resources Report (I)
<b>Vision</b> Big Bend Community College inspires every student to be successful.		i. Classified Staff Report (I)
<b>Mission</b> Big Bend Community College Delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.		j. Enrollment Report (I)
	I	4. Computer Science 262 Programming Dynamic Websites Presentation
	I	5. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
		a. ASB President – Mitch Darlington
		b. Classified Staff Representative – Tana Richins
		c. Faculty Association President – Rie Palkovic
		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
	A	6. NWAACC President's Cup Resolution – Board
	A	7. 2014 Board Meeting Schedule – President Leas
	A	8. 2013-14 Advisory Committee Lists – VP Bob Mohrbacher
		-----BREAK-----
		Executive Session
	A	9. Board Goals/Ends Statements Crosswalk– VP Mohrbacher
	A	10. EFA Recommendations – VP Bob Mohrbacher
	A	11. Board Policies for Action – President Leas
	I	12. Board Policy for Information – President Leas
	A	13. Assessment of Board Activity – Board
	A/I	14. Regularly Scheduled Board Meeting – Board
	I	15. Miscellaneous – President Leas Adjournment

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

**NEXT MEETING REMINDER – Regular Meeting January 16, 1:30 p.m.**

**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the study session and regular board meeting on October 24, 2013, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a study session Thursday, October 24, at 11:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Present:     Mike Blakely  
              Anna Franz  
              Jon Lane  
              Stephen McFadden  
              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. There was \$1,249,600 or 8.43% of the budget unspent on June 30, 2013. VP Hamburg referred the trustees to the green sheet titled Reserve Balances as of 6/30/2013. The top box of this page includes the international student fund, administrative fee and interest earnings as of June 30, 2012, totaling \$4,114,891. These same funds totaled \$4,259,053 as of June 30, 2013. The total has increased by \$144,162; none of these reserves are dedicated to BBCC's operating budget.

The monies left from the European funds are noted in the second box. These funds are dedicated to debt repayment of the COP. The balance of this account as of June 30, 2012, was \$ 2,283,008 and June 30, 2013, it was \$2,189,396 which is a decrease of \$93,612. The decrease is a result of the \$100,000 COP payment and interest accrued.

The carryover on the budget status summary to which VP Hamburg referred earlier is located in the bottom box on the green sheet. The Running Start, interest earnings, excess enrollments, and tuition balance totaled \$4,637,694 June 30, 2012, and June 30, 2013, the balance was \$5,144,341. There was an increase of \$506,647 and only the tuition dollars of \$1,843,170 are dedicated to the operating budget.

VP Hamburg shared the draft revisions to BP6000, Institutional Fund Balances, Reserves, and Contingencies. The proposed changes are on page two. The draft revisions change the operating reserves requirement from two months of operating budgeted expenditures to three months, the same term as one quarter. VP Hamburg listed the other reserve funds which are explained in detail in the policy: unplanned capital repair, debt reserve, planned future operations, other reserves and contingency fund.

Additional revisions proposed by VP Hamburg are in the tuition distribution details of BP 6000 and they are procedural because the SBCTC has prescribed these changes. The percentage of tuition retained locally for the operating budget has gone from 80% to 75.7%, the tuition remitted to the state building fund and the amount to local ASB and activity fees have each decreased from 10% to 9.6%; the tuition distribution to local financial aid is 3.5%, and the distribution to the state innovation fund is 1.6%. The SBCTC holds the innovation fund money which is aimed at student success at the statewide level, including ctcLink.

The board will consider the proposed revisions to BP6000, and it will be on the agenda for action during the December 12 meeting.

Director of Business Services Charlene Rios presented the proprietary budgets beginning with the bookstore budget. The actuals of the bookstore show a loss of \$27,972 at the end of fiscal year 2013; this loss is due in part to a \$14,000 spring book rental payment that was received after June 30. Also, the Sequoia software expense was budgeted for \$13,000 and there were additional unexpected software expenses. The past three years have experienced a decrease in textbook purchases at the bookstore. To combat this trend, the director is considering offering e-books and comparing textbook vendors' shipping expenses.

The bookstore provides an annual COP payment of \$30,000; \$7000 is included in the operating expenditures and \$23,000 is classified as "other" expenditure.

Next, Director Rios presented the athletic budget. There is a decrease in the fund balance of the athletic budgets in large part due to legislation mandating that athletic expenses cannot be paid from state funds. The coaches' salaries and student worker expenses were moved from state funding to this budget. Funding from the athletic reserves preserved the bottom line of the athletic budget.

Athletic Director Preston Wilks plans to use funding from the scholarship reserve account, which holds money left from athletes' scholarship awards when they leave BBCC before the year is over, to fund event crew staff. Athletic camps show an increase in expenditures and revenues due to BBCC hosting a volleyball camp this year. AD Wilks is relying on the increase in FTEs for additional athletic budget funding. S&A fees equal 9.6% of tuition, and the athletics budget receives 58% of that 9.6%.

Trustee Blakely asked about anticipated promotions to increase attendance at athletic events. Director Rios will share this question with AD Wilks. She said ASB hosts many events on campus including activities at athletic events. There is no admittance charge for baseball or softball games.

Director Rios explained the breakdown of the S&A fees, which are 9.6% of tuition. ASB receives 42% of the S&A fees and as mentioned earlier, athletics receives 58%. ASB sponsors lots of activities. Purchasing furniture and computers for the remodeled club space cost an extra \$8,000.

White folding chairs for graduation cost \$20,000 and were funded from the ASB contingency account. ASB also purchased spin bikes for the gym and furniture for the Title V and STEM centers. ASB had plenty of reserves to cover the expenses. The entertainment expense projection is lower in 2013-14 because Spring Fling will be replaced with an awards banquet at a lower cost.

The 2013-14 S&A fees are projected at \$484,200. This is the amount from which the ASB and Athletics budgets were calculated.

VP Hamburg explained the housing and food budget. The 2012-13 actual food budget showed a loss of \$28,854. It is typical for BCC's food service to lose from \$25,000-\$30,000 per year except when Fairchild was on campus. It is difficult for a school the size of BCC to make money in a cafeteria due to lower volume. BCC is determined to provide food services for students and employees. VP Hamburg met with the Sodexo Director and Regional Director to discuss improvement ideas. After showing profit at the end of September for the first time in years, VP Hamburg projects the food budget will break even this year.

VP Hamburg shared the housing budget information. The total revenue for 2012-13 was \$365,107 with expenditures of \$330,974 leaving an increase in the fund balance of \$34,133. She reminded the trustees that Viking Hall was updated from funding generated by Fairchild Air Force personnel staying on campus. During July 2012 Phillips Hall was also updated with new electrical, air conditioning, plumbing, and painting totaling \$70,000 which is included in the \$330,974 expenditures.

Because the remodeling funding for STEM and Title V is received in small amounts over five years, the housing fund provided a remodeling loan of \$1,143,876, which is shown at the bottom of page 8. This allowed the completion of larger projects that will benefit students. Title V has paid back \$294,000 of the \$435,860 they borrowed, and STEM is working on paying back the \$708,016 they borrowed.

Director of the Residence Halls Hugh Scholte shared information about the dorm residents. The occupancy rate is up 50% from last year with 156 residents. He explained that the demographic profile average age has increased. Dorm residents range in age from 18-55 with 13 over the age of 25. The older residents are mostly aviation or professional technical students. There are also seven students with disabilities, eight nursing students and five staff/faculty members who live in the dorms. In response to the needs of the diverse group of residents, Director Scholte allocated space differently, focusing on supporting student success.

To comply with the American Disabilities Act, the ground floors of both dorms are coed. The nursing students live in the north end ground floor of Viking Hall with single occupancy rooms, which are very quiet, along with the faculty and staff residents. The more mature students are housed above the nursing students on the second floor. Second-year aviation students live in the remaining second floor rooms.



All requests for single rooms have been met and the fee for single occupancy is \$1080 per quarter and for double occupancy is \$900 per quarter. Room amenities include wireless Internet, A/C in every room, laundry facilities, well-equipped kitchenettes, television in lounges, parking and all garbage and utilities. Offering housing allows BBCC students better access to educational opportunities.

Student safety is a top priority, and BBCC has made significant improvement to residence hall security. Three security officers work out of the security office, which is housed on the ground floor of Viking Hall. Five resident advisors also monitor the dorms. Cameras have been installed to monitor outside the dorms, including the parking lots.

The dorms generated an extra \$30,000 for housing the Washington Army National Guard 1161st Transport Group from Ephrata during their two-week annual exercise and their monthly weekend drills. The agreement was ended due to lack of space because of the high student occupancy levels.

Very few community colleges have dorms on campus. Some of the colleges that do have dorms prescribe mandatory meal plans. At BBCC mandatory meal plans would make the dorms too expensive for low-income students. Trustee Mike Villarreal thanked Director Scholte for the informative presentation.

VP Hamburg explained that the grants, contracts, local, internal service and proprietary funds are all listed on page 9. This information was shared during the Operating Budget presentation last month, but it was not the final version. The final information shared today shows the revenue is 4% higher than the original projection. The total revenue is projected to be \$17,321,895. This amount transfers to the pie chart on page 10. The total BBCC institutional funds equal \$32,625,995 with \$15,304,100 or 47% from the state operating budget and \$17,321,895 or 53% from grants, contracts and proprietary budgets. During the 2012-13 year the state operating budget was 46% and the grants, contracts, and proprietary budgets were 54% of the total institutional funds.

Director Charlene Rios discussed the grant activities described on pages 11-14. The total grant revenue is \$12,057,992 and \$6,900,000 or 58% of all grants are financial aid that goes to students. Last year this amount was 62% of the grants. The Pell grant was 4.5% this year and 4.8% last year and the state need grant amount has risen from \$1,900,000 last year to \$2,000,000 this year.

The Title 3 STEM grant had expenditures of \$326,000 in 2012-13, and this year the expenditures will be \$1,000,000. The ABE, ESL, Opportunity Grant and Worker Retraining grants total \$990,378. These grants are included in our operating budget.

Tiffany Janosov, who was hired to fill Rebecca Milligan's vacated position, shared information regarding the Air WA grant from the Department of Labor. She said recruiting is the main focus of the grant.

She recently attended the Veterans Stand Down event, and she is partnering with Running Start and offering a free three-week Pre-Aviation Maintenance Technology class which will begin November 2. The AMT class will describe a career in AMT.

There are currently 91 of the targeted 126 students registered in the program. The program also offers paid internship with Aviation Tech Services (ATS) just down the street. ATS was named the aerospace company of the year during the Governor's Aerospace Conference in October. ATS plans to hire 150 employees this year. Tiffany anticipates the BBCC interns will have a smooth transition to employment.

Tiffany is planning an aviation open house to be held May 15 in partnership with the pilot program with the goal of keeping the enrollment sustainable. The composites program is separate from the Air WA grant. The two-quarter composites program includes safety and airframe training, which ties in with the Air WA grant. Hope to begin the composites program winter 2014. The instructor has taken the required classes and the equipment is delivered, waiting on delivery.

Tiffany shared the big news that the Air WA grant was extended one extra year to September 2015 at no extra cost. The Air WA Consortium took longer than expected to gear up, so the funding was reallocated to add another year through September 2015. This means the third AMT instructor and Tiffany will be funded through September 2015. Tiffany has visited the Moses Lake High School and the Veterans' Fair for recruiting.

VP Hamburg described the consolidated balance sheet as a statement prepared for a particular moment in time, June 30, 2013, and it details the college's assets, liabilities and fund balances. She said the pooled cash of \$19,345,327 is listed as an asset and a current liability. This is a unique account for the community college system. All cash, except for petty cash and undeposited cash, is pooled into one agency fund for investment management. The cash, investments in the local government investment pool (LGIP), and investments make up the pooled cash. VP Hamburg said the LGIP interest rates and bonds have dropped significantly. VP Hamburg highlighted the inventory of \$307,271 which includes the bookstore and central stores. The buildings and equipment values stayed about the same because there has not been a lot of money to spend. The increase in buildings is due mostly to construction funds from Title V and STEM.

Current liabilities list the pooled cash. The COP payment is in installments payable short-term \$195,000 which is the portion of the COP that will be paid in 2013-14. The long-term portion is \$2,910,000. The COP was refinanced last year. The former interest rate was 4.107% and now it is 1.96766%; the will result in savings totaling \$336,000. There are 10.5 years left the pay on the COP. Total liabilities June 2013 were \$25,188,495. The total fund balance on the same date was \$43,423,468.

Each year BBCC receives a report with financial indicators such as debt and operating ratio noted. BBCC's financial indicators are good.

VP Hamburg stated there is very little difference in the consolidated balance sheet compared with last year. She said this means BBCC is coming out of budget cuts and maintaining a good position.

The aging of accounts receivable report is on page 17. The \$605,556 amount on long-term receivables is Perkins loans, and the \$44,813 amount is funds maintained at SBCTC for IT purchases to which we have access when necessary. 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 9.2% last year, and this year it is 4.76% as a result of many phone calls to keep students' payments coming in.

The cash balance by month and fund is shown on page 18. This illustrates the pooled cash fund spread over many funds, this also shows where the interest earnings are distributed. The cash reserves are listed at the bottom of the page and total \$4,259,053.

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, 2013. The dismal interest amount of \$77,358 reflects a \$600,000 decrease in interest in the past five years. The sales amount of \$847,884 is from the bookstore. Total revenue is \$36,041,073. In the expenses list the \$632,669 cost of goods sold is from the bookstore. The fund balance is \$43,423,468 and includes a net increase of \$508,533.

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.

Trustee Mike Villarreal asked about the number of BBCC students that receive loans or aid. Director Rios stated that about 75-80% of BBCC students receive financial aid or loans.

Trustee Mike Blakely called attention to grant details. He commended staff for pursuing grant funding.

President Leas explained that the Transforming Lives Awards nominee notebooks that were provided to each trustee contain information for ten BBCC nominees. Scoring sheets are included in the notebooks. The trustees may peruse the information individually during lunch. During the regular board meeting later today, the trustees will choose a nominee to represent BBCC at the Transforming Lives Award dinner at the TACTC Conference in January in Olympia.

The meeting adjourned 12:13 p.m.

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Mike Blakely, Chair

ATTEST:

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Terrence Leas, Secretary

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, October 24, 2013, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### **1. Call to Order**

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

Welding Club member and six-year US Navy veteran, Allan Cothrun, led the Pledge of Allegiance.

### **2. Introductions**

American Welding Society Club Advisor and welding instructor Shawn McDaniel shared that this student chapter was started two years ago. The club has volunteered its time to design and fabricate items for community members including a building a stand for a quadriplegic, gates for the Grant County Fairgrounds, as well as other projects. Instructor McDaniel was accompanied by club members Allan Cothrun, Blake Parker, Thomas Baxter, Eric Cormier, Allison Kenny, Stephanie Elzig, and Terry Shoemaker. Eric Cormeir, Treasurer of AWS, said he is recruiting for the program, and he shares about field trips and building industrial contacts. Instructor McDaniel commented, "one weld at a time, the BBCC welding department is building a better future."

Trustee Villarreal said he recently visited with employees of crane building business, Lampson Cranes. They are hiring welders, and they pay well. Trustee Villarreal commended the welding club for their good work in the community,

Director of Workforce Education Services Heidi Summers introduced newly hired Jody Bortz, Workforce Training Instructor. Director Summers also introduced Monica Medrano the Workforce Education Services Coordinator; she was most recently an undergraduate admission counselor at Gonzaga University.

VP Mohrbacher introduced program assistant Esther Valdez; she will work in the admissions and registration office. He also introduced Tiffany Janasov; she is the Air WA grant coordinator. Margie Lane was promoted to Coordinator of Testing Services, and she will work in the new testing center in the 1000 building.

Board Chair Mike Blakely welcomed the new employees to the Big Bend family.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes of June 14, August 29, September 12, and September 24, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report (I).

Motion 13-29 Trustee Anna Franz moved to approve the June 14, August 29, September 12, and September 24, 2013, board meeting minutes. Trustee Mike Villarreal seconded, and the motion passed.

Motion 13-30 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

### 4. Remarks

- a. ASB Programming Director Shanelle Hemmert presented the ASB report. ASB approached local businesses for ads in the Student Handbook/Planner to help defray the costs for the first time. One thousand handbooks were printed.

Many students enjoyed the ASB, TRiO, and Title V co-sponsored financial literacy speaker September 25. ASB also sponsored a Back-to-School BBQ, which had an attendance of 275 people. BBQ activities included a photo booth, airbrush t-shirts, airbrush tattoos, the band Foolish Fortune, Kettle Korn and interactive games. Movie Night at the Lee Theater in Ephrata was sponsored by the ASB; 129 people attended. ASB's Porkfest Lunchfest attracted 173 attendees. A new ASB sponsored, Fantastic Fallfest was held October 10, in the Viking Commons. One hundred and eight people had fun with pumpkin pie eating contests, pumpkin carving, caramel apple dipping, bean bag toss, face painting and other games. It was such a success that it will become a new tradition.

Comedian and stutterer Drew Lynch entertained 70 people October 15 for disability awareness month. ASB facilitates halftime competitions during home volleyball games. Next Thursday ASB will sponsor Bowling Night from 10:00 p.m. until midnight. All of these events were free for students except the Barbecue and the Porkfest.

Next week ASB will hold its first Duck Hunt. ASB officers will hide 25 little Viking dressed rubber ducks in buildings for students to find and return to the Activities Office for a reward. This will promote school spirit as well as to get students familiar with the Activities Office and ASB. Lastly, to honor the Veterans in November, ASB will invite BBCC Veterans to eat for free at the Thanksgiving Lunchfest.

Phi Theta Kappa Rho Zeta held a STEM Quest activity at BBCC involving seven STEM professionals discussing STEM careers to 75 middle schools students October 18. The next day the officers and advisor attended a district conference at Wenatchee Valley College. The chapter is preparing for its fall induction on Tuesday, November 12 and its Silent Auction on Thursday, November 21.

The Engineering Club visited GE Aviation in Yakima on November 15 and worked on finalizing a CWU Engineering Department visit the same day. Club members are in talks with AMT about building a turbine powered go-kart, and they are currently developing a club logo.

- b. Classified Staff representative Tana Richins shared the Classified Staff report. The training activities are in written form in the consent agenda. Next week the Classified Staff Committee will kick-off a canned food drive competition with the student body to benefit the Moses Lake Food Bank.
- c. Faculty Association President Rie Palkovic reported faculty activities. Five faculty members (Barbara Whitney, Kathleen Duvall, Lindsay Groce, Jim Hamm, and Chris Riley) are holding their office hours in the STEM and Student Success Centers to be more available to students.

Counselors Max Heinzmann, Marsha Nelson and MariAnne Zavala Lopez met with Moses Lake High School counselors regarding Running Start. The counseling center held future day, and Automotive Instructor Dick Wynder and other professional technical instructors attended at the Moses Lake High School. The counselors and outreach office hosted college transfer day with twelve baccalaureate institutions sharing their information. Ongoing advising improvement conversations have been occurring with many faculty members. Instructor Jim Hamm and his astronomy students visited elementary schools in Ephrata and Moses Lake to inspire students about telescopes and the stars. He also attended the Northwest Astronomy Teachers' Conference and gave a presentation on an electronic device regarding lighting and climate.

Instructor Ryann Leonard, Daneen Berry-Guerin, and Webb Waites attended a Northwest E-Learning Conference. Instructors Dennis Knepp, Stephen Lane, and Brandon Cary attended the 65<sup>th</sup> Northwest Philosophers Conference at Pacific University. Instructor Knepp presented a paper title, "Hell Cannot Be Below, Because Well Water is Cold." Instructor Cary also presented a chapter of his dissertation. Instructor Knepp will present at an upcoming Plato Conference in November. Foreign Language Instructor Jennifer McCarthy starts each class with a song, and one of the students in her German class has a nephew in Germany; the class is planning to connect with him via Skype.

- d. VP Gail Hamburg reported she is leading the effort to update the 2011 Facilities Master Plan. The architects recently met with President Leas to talk about future plans. The PTech building will be included in the plan.
- e. VP Bob Mohrbacher announced that BBCC athletes have earned the First Annual Northwest Athletic Association of Community Colleges President's Cup based on the highest collective academic performance (credits completed and GPA) in a small community college. The coaches encourage academic achievement by requiring study time and study groups.

VP Mohrbacher said each fall faculty members perform assessment work. The chair of the group is Criminal Justice/Psychology Instructor Dr. Ryann Leonard. They assess the previous year and develop a plan for the present year. All faculty members have completed their assessment activities, and they are posted to the portal.

- f. VP Kim Garza reported interviews are scheduled for the E-learning coordinator, which is a hybrid position to provide library reference service and work with faculty/staff/students infusing information literacy throughout the college; also interviewing for a web and social media specialist. Recently completed interviewing for engineering specialist, which was vacated by Dr. Jim Hamm when he returned to his faculty position.
- g. Executive Director of the Foundation LeAnne Parton reported that the Dollar Da\$h was held September 28. She announced the Opportunity Center open house is tomorrow. Director Parton attended the JATP closing ceremonies in Seattle with other BBCC staff. The Joint Foundation and Advisory Committee dinner was held last week, and Star Night is next Tuesday. The BBCC Foundation Family Campaign competition is in full swing on campus. The winning department will enjoy a meal hosted by the Foundation board in January. A donor has come forward to initiate a nursing intervention scholarship. BBCC Foundation Scholarship applications will be shared in a couple weeks. Director Parton and some Foundation board members will hand-deliver applications to many area schools. Lastly, the Foundation is going through an audit, and the report will be presented to their board November 19.

## **5. Proprietary Budgets and Financial Statements**

Trustee Blakely commended VP Hamburg for her clear and concise presentation.

### Motion 13-31

Trustee Anna Franz moved to approve the 2013-14 Proprietary Budgets and Financial Statement. Trustee Mike Villarreal seconded, and the motion passed.

## **6. 2009-14 Academic Master Plan (AMP) Student Success Outcome**

Dean of Institutional Research Valerie Kirkwood introduced the presentation. She thanked Data Analyst Starr Bernhardt for her part in the report.



Dean Kirkwood referred to the active involvement by the trustees and employees in the outcomes ratings process. President Leas, Trustee Jon Lane, and Dean Kirkwood worked together and created an illustration of BBCC's strategic planning process, which includes the following steps: create annual work plan, review data, evaluate if efforts were effective, set priorities for the next year.

Dean Kirkwood shared that the ratings by the trustees and employees were very similar for the eight outcomes. Outcomes A2 and C1 were rated lower by both groups. These two outcomes are impacted by marketing and outreach. BBCC is doing well with student success. There are plans to expand the emporium model, explore AVID for Higher Education, and focus on student advising.

VP Mohrbacher explained that the AMP expires in 2014, and the plan needs to be rewritten. To address the A2 and C1 ratings, a sub-committee has been formed to revise the marketing plan to address branding/image, outreach, advertising, communications/public relations, and social media strategies. These plans will be brought to the trustees for review.

The campus success team is developing an AVID for Higher Ed strategy that provides opportunities for renewed connections with seven local AVID school districts. An AVID stakeholders meeting is scheduled on November 19. School district personnel will enjoy breakfast while talking with BBCC staff regarding common goals.

Counselor MariAnne Zavala Lopez shared college advising information. BBCC follows the faculty advising model. Admissions and registrations assign advisors in the student's interest area. Faculty counselors are also assigned for students who have not declared an interest, Running Start students, students requiring disability services accommodations, and students who are undecided. Advising includes teaching, assisting, examining, investigating, exploring, and informing students about college resources, online and on-campus tutoring, emergency assistance scholarship, and major-ready pathway information. Advising can also move into counseling. The counselors provide personal confidential short-term counseling to students regarding time management, stress management, grief, and depression.

Counselor Zavala Lopez talked about survey results. Some survey results showed that 76% of respondents often or sometimes sought guidance from an instructor, counselor, or advisor and 96% of those students were somewhat or very satisfied. Students also receive good advising from support staff that is not measured. The former student survey for professional/technical students results reveal that students appreciate strong relationships with their instructors. There are several advising tools available to advisors and students. The degree audit program was implemented in 2009 to help illustrate how credits are applied to degrees. The advisor data portal was piloted last winter.

The academic early warning process allows instructors concerned about a student to forward their name to student services, and this action initiates a phone call to offer the student additional resources. Advisors are also beginning to use CANVAS (online education software) as a communication tool.

Advising conversations including administrators, faculty, advisors, students and student services staff are occurring campus wide, not just in the counseling center. Three faculty members attended training regarding improving advising. Students completed a survey regarding their needs. To summarize, students want to be more prepared. Improvement ideas include professional development, advisor training modules, roll out advisor data portal for all, and advising updates. The ongoing conversations are very good.

Trustee Blakely asked about high school graduate recruitment activities. Outreach advisor, Rita Ramirez is at the high school in Mattawa today. BBCC counselors have met with the Moses Lake High School counselors, and they plan to visit other school districts too. BBCC would like to link to students with a student ambassador program.

Online Nursing Specialist Andrea Elliott shared changes in the nursing program. The nursing program is renewing its focus on the critical thinking component. Students are studying the content before class and then applying their knowledge during class. The Title V funded 3G simulation lab provides an opportunity to partner with the computer science program. An intern from the computer science department programs the lab. After class the students reflect on learning, and practice for the board exam. After viewing a YouTube video showing the lifelike responses of SIM man, Trustee Jon Lane expressed his admiration for this cutting edge program.

President Leas stated BBCC is increasingly successful and retention rates continue to climb while achievement gaps are closing. In 2011-12, BBCC had the second highest completion rate in the state and the highest job placement rate in the state. Per the National Community College Benchmark Project which rated several areas, BBCC has several strengths above the 85<sup>th</sup> percentile.

Motion 13-32 Trustee Jon Lane moved to approve the AMP Outcomes report as presented. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane stated the report credits faculty and staff who work with students every day.

#### **9. Exceptional Faculty Award (EFA)**

Math instructors Tyler Wallace, Salah Abed, Barbara Whitney, Stephen Lane and Sonia Farag were present to share about their EFA-funded math project. The group created an open source pre-calculus textbook.

The 2008 SBCTC Strategic Technology Plan encouraged colleges to cultivate open resources to save students money.

The math instructors identified the key objectives, and they split the work by area of preference. Students can purchase the information for \$18.35 or download it free from CANVAS. The former text sold for \$299 new and \$122 used. The instructors will continue to update the information. It will be published with a formal publisher for very small cost.

Board Chair Mike Blakely announced a 10-minute break at 3:36 p.m. The meeting reconvened at 3:48 p.m.

## **7. Ends Statements**

VP Bob Mohrbacher shared that the Core Themes document in the agenda has been revised slightly based on input from the AMP committee. They added industry standards to academic standards. Three big items from the mission statement and values are core themes which are student success, excellence in teaching, and community engagement. The two remaining values, stewardship and inclusion, are included in objectives 3.3 and 3.4 under the community engagement core theme. VP Mohrbacher recommended student success, excellence in teaching and learning, and community engagement become the board's end statements. Stewardship and inclusion could be monitored under the community engagement end statement.

Trustee Anna Franz stated she would like stewardship and inclusion to be end statements along with the other three values, as they are two of the most important functions of the board. The trustees want their end statements to be aligned with the new mission and values. The five elements merge into the five values statements. VP Mohrbacher stated staff could continue to present three monitoring reports assessing the five end statements. The end statements are what the board expects of BBCC, and the boards goals are what the trustees expect of themselves.

Trustee Stephen McFadden stated the overall goal is for all of the elements to be in alignment.

Trustee Jon Lane clarified that the end statements are required by the Carver model. President Leas stated the goals are an articulation of moving forward; Ends statements give guidance to the campus. Objectives and indicators provide operational direction. The core theme outcomes plus the two remaining values could also be the end statements.

Trustee Anna Franz elaborated that the core themes are a requirement of accreditation whereas the end statements are the focus of the board. Trustee Mike Blakely stated he sees value in board goals.

President Leas and VP Mohrbacher will develop a crosswalk matrix to illustrate the ends, goals, core themes, accreditation standards and the mission statement for comparison. Trustee McFadden stated seeing these items side-by-side will help with discussion.

#### **8. TACTC Transforming Lives Nominees**

The trustees considered the ten students nominated by staff and faculty for the TACTC Transforming Lives Awards.

Trustee Mike Blakely is on the TACTC committee, and he advised that a current student with aspirations will have more weight with the committee than a former student.

Trustee McFadden recognized that all ten nominees are deserving of this award. He urged that the trustees think of the students that have the most potential to receive statewide recognition. The top three nominees were selected from each trustee's top five pick. Of the top three, the student with the most college credits completed is Miraclejoy Curtis. She is also involved in mentoring other students on campus.

#### Motion 13-33

Trustee Anna Franz moved to select Miraclejoy Curtis as BBCC's TACTC Transforming Lives Award nominee. Trustee Jon Lane seconded, and the motion passed.

Carolina Ayala Torres will be the backup nominee if Miraclejoy Curtis becomes unavailable.

Trustee Stephen McFadden recommended recognizing all of the nominees on campus. He also suggested the students' stories be shared on and off campus as they are far more compelling to community members than raw data. President Leas agreed BBCC should be heralding the stories of these model students. Recognition suggestions included creating a YouTube collection, public event, luncheon and a monetary award for all of the BBCC nominees.

Trustee Jon Lane suggested that next year the local campus sponsor of each nominee include a letter of reference in each nominee's information to assist the trustees in their decision.

#### **10. Board Policies**

BP 6114 Credit Hour, BP 8060 Records Management and the new BP regarding Non-Fraternization are for information only. BP 6114 is articulation of the RCW and aligns with accreditation requirements. BP 8060 does not change BBCC's current process; it clarifies the state guidelines. These BPs will be included in the next board agenda for action.

The proposed new policy regarding non-fraternization has been shared and discussed with the Faculty Association. Faculty Association President Rie Palkovic stated WA Education Association legal staff reviewed the policy; she has provided feedback, and she is satisfied with the presented wording.

#### **11. ACCT Congress**

During the TACTC conference in Seattle October 2, Trustee Jon Lane, President Leas, and Data Analyst Starr Bernhardt presented information about data-driven decision-making. President Leas said their group received positive feedback about their presentation. Trustee Lane stated the use of data was a common theme throughout the conference, and BBCC is doing all the right things in this area.

During the ACCT Conference October 2-4, which was immediately followed the TACTC Conference, Trustees Blakely, Franz, and Lane, former Trustee Mike Wren, and President Leas presented a session titled *Presidential Search in Austere Times* for about 30 attendees. Trustee Lane stated hiring a president is the most important decision a board will make, and their presentation was well received.

#### **12. Assessment of Board Activities**

Trustee Jon Lane attended the TACTC and ACCT conferences, he also attended the Dollar Da\$h and joint advisory dinner.

Trustee Stephen McFadden reported he was not available for the ACCT conferences as his newspaper was receiving 27 industry awards at a publishing conference at the time. He met the new counselor at the Lind-Ritzville High School, and she invited BBCC to their college fair. Trustee McFadden met with President Leas to discuss marketing. He also met with the community librarian and chair of a local group interested in distance learning.

Trustee Mike Villarreal reported he attended AVID-related activities and he has encouraged the Othello School District staff to contact BBCC regarding AVID opportunities. He also commended the efforts by staff to pursue the grants that were discussed during the morning budget presentation.

Trustee Anna Franz reported she attended the Joint Advisory dinner and the ACCT conference, and she had lunch with President Leas to discuss community meetings.

Trustee Mike Blakely stated he attended the TACTC and ACCT conferences. He also attended the Foundation meeting, board retreat, and BBCC back-to-school-breakfast. He appreciated President Leas walking with the BBCC truck in the Quincy's Farmer Consumer Awareness Day Parade. Lastly, he met with President Leas to discuss the agenda for this meeting.

**13. Next Meeting**

The next regularly scheduled board meeting is on December 12, 2013. A study session on safety and security will be held at 11:00 a.m. that same date.

Motion 13-34

Trustee Jon Lane moved to set the next meeting on December 12, 2013, with a study session beginning at 11:00 a.m. Trustee Stephen McFadden seconded, and the motion passed.

**14. Miscellaneous**

President Leas shared the updated poster that will be delivered to the SBCTC office. He thanked VP Mohrbacher and PIO Doug Sly for creating the new poster, which features BBCC's revised mission statement. This poster can be customized for BBCC programs and distribution at local high schools.

President Leas also reported that BBCC is bucking the state enrollment trend. Most WA community colleges are experiencing declining enrollment. However, BBCC's enrollment increased 7% summer 2013, and 2.5% fall 2013. Running Start enrollment is up 29% over last year, partially due to changes in class scheduling at Moses Lake. Professional Technical enrollments remain flat, and academic transfer student counts are up. Efforts in retention are working, BBCC's reputation is growing, and people are attending BBCC to earn a quality education.

The NWAACC President's Cup will be presented to President Leas and the BBCC athletic program November 7.

President Leas talked with President Emeritus Bill Bonaudi, and Dr. Bonaudi's preferred date for the William C. Bonaudi Library dedication is February 17 at 4:15 p.m.

BBCC's workforce development résumé has been completed, and it includes BBCC's strengths, affiliations, and references. This is a good document for use in meetings with new employers in the area. The Grant County EDC and the Port of Moses Lake have received the document. CBIS Director Jaxon Riley will use this document as she works with industry and community members. This is a living document, and President Leas asked the trustees to provide feedback. Trustee McFadden suggested adding photos to the document to broaden its appeal.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from October 1, 2013 through November 29, 2013.

Prepared by the President's Office.

**RECOMMENDATION:**

None

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/01/13	Develop Board Agenda Items	Support Board	BBCC	
	Trustee Jon Lane	Prepare for TACTC Measuring Up Presentation	BBCC	
	Business After Hours Columbia Basin Allied Arts	Community Support	BBCC	
10/2-4/13	TACTC/ACCT Congress	System Support/Presenter	Seattle	Trustees Jon Lane, Mike Blakely, Anna Franz
10/5/13	BBCC Volleyball Game	Support Athletics	BBCC	
10/7/13	Japan Agriculture Exchange Program (JAEC)	Prepare for JATP Closing Ceremonies	BBCC	
10/8/13	JAEC Ceremony/JATP Closing Ceremony	Recognition	Seattle	
10/9/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Volleyball	Support Athletics	BBCC	
	Personnel Activity	Staff Support	BBCC	
10/10/13	Met with Architects	Facility Master Plan	BBCC	
	Heritage President John Bassett	Partnership	BBCC	
	Trustee Mike Blakely	Agenda Building	BBCC	
	Faculty Association	Consultation	BBCC	
	Hot Rod Garage	Information Sharing	BBCC	
10/11/13	Welcome Business Affairs Commission	System Support	BBCC	
	Volleyball	Support Athletics	BBCC	
10/14/13	Foundation Board	Support	BBCC	
	WSU Tri-Cities Chancellor			



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Dr. Keith Moo-Young	Partnership	BBCC	
10/15/13	Personnel Activity	Employee Support	BBCC	
	TACTC Transforming Lives Review	Student Success	BBCC	
10/16/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation	Consultation	BBCC	
	WA Campus Compact	Consultation	Phone Conference	
	Student Issue	Information Sharing	BBCC	
	Volleyball	Support Athletics	BBCC	
10/17/13	Board Packet Review	Board Support	BBCC	
	Trustee Jon Lane	Lunch	Moses Lake	
	Joint Advisory/Foundation Board Dinner & Meeting	College Support	BBCC	
10/18/13	Cabinet Meeting	Information Sharing	BBCC	
	Economic WorkForce Training Program Mtg	Community Collaboration	Quincy	
10/21/13	Trustee Stephen McFadden	Lunch	Ritzville	
	Met Ritzville Librarian Kylie Fullmer	Community Collaboration	Ritzville	Trustee McFadden
10/22/13	Personnel Activity	Employee Support	BBCC	
	Aviation Program	Program Support	BBCC	
	Signage	Consultation	BBCC	
	Rotary Club Visioning Mtg	Collaboration	BBCC	
10/23/13	Board Mtg Rehearsal	Board Support	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Campus Success Team	AVID Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/24/13	Welcome eLearning Council	Collaboration	BBCC	
	Board Study Session Board Regular Meeting	College Guidance	BBCC	
10/25/13	Foundation	Dashboard Idea	BBCC	
	Opportunity Center Open House	Program Support	BBCC	
	Volleyball Game	Support Athletics	BBCC	
10/28/13	Transforming Lives Award	Student Recognition	BBCC	
10/29/13	CWU Economic Outlook Conference	Information Sharing	CWU	
	Foundation Star Night	Student Recognition	BBCC	
10/30/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Introduce Kyle Foreman & Discuss AED Grant	Moses Lake	
	Aviation Program	Program Support	BBCC	
	Transforming Lives Awards	Communication Strategy	BBCC	
	Volleyball Game	Support Athletics	BBCC	
10/31/13	Personnel Activity	Employee Support	BBCC	
	CWU Partnerships	BBCC Role	BBCC	
	Ends/Goals/Values	Crosswalk Development	BBCC	
11/1/13	Athletic Director/Foundation	Discuss Booster Club	BBCC	
	Mike O'Konek's Potluck	Goodbye	BBCC	
11/4/13	Met Employment Candidate	Welcome & Assessment	BBCC	
11/5/13	Senator Janea' Holmquist	Support & Communication	BBCC	
	North Central Workforce Development Council Mtg	Economic Collaboration	BBCC	
11/6/13	Northwest Commission on Colleges and Universities Evaluator Workshop	Professional Development	Seattle	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/7/13	Workforce Development Résumé Mtg	Discussed Feedback and Revisions	BBCC	
	Institutional Research	Strategy	BBCC	
	Larson Coalition Meeting	Cleanup & Marketing Plans	BBCC	
	NWAACC President's Cup Presentation	Athletic/Student Success	BBCC	
11/8/13	Safety & Security Mtg	Prepare for 12/12 Study Session	BBCC	
	Congressman Doc Hastings	Tour & Support	BBCC	
	Women's Basketball Scrimmage	Support Athletics	BBCC	
11/12/13	Grant County EDC Building Prosperity	Discuss 5-Year Plan	BBCC	
11/13-16	Attend Education Law Association Conference	Presenter and Professional Development	Colorado	
11/18/13	Meeting with Sonico	Partnership Opportunity	BBCC	
	AWB Leadership Reception	Industry/Community Collaboration	BBCC	
	Dinner with VPs and ASB Officers	Communication	BBCC	
11/19/13	AVID Stakeholders Meeting	Collaboration	BBCC	
	ctcLink Meeting	Information Sharing	BBCC	
	Foundation Audit Review	Information Sharing	BBCC	
	Student Success Team	AVID Strategies	BBCC	
	Career Development & Manufacturing Program	Retooling Program	BBCC	
	Music & Columbia Basin Allied Arts Meeting	Donation Strategy	BBCC	
	WA Campus Compact	Information Sharing	Phone Conference	
	North Central Workforce Development Council Mtg	Economic Discussions	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/20/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	BBCC	
	Faculty Association	Officer Discussion	BBCC	
11/21/13	Classroom Observation	Support Excellence in Teaching & Learning	BBCC	
	Moses Lake Food Bank	Volunteer Activity	Moses Lake	
	Grant County EDC Jon Smith	Marketing Strategies	Moses Lake	
11/22/13	Cabinet	Information Sharing	BBCC	
11/23/13	BBCC Basketball Games	Support Athletics	BBCC	
11/25/13	Governor's Appointment Secretary	Board Appointments	Phone Conference	
	ATG Toni Ursich (replacing ATG Charnelle Bjelkengren)	Introduction	Phone Conference	
11/26/13	Foundation	Collaboration	BBCC	
11/27/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	BBCC	

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

#### c. Student Success Initiatives Update

**SAI:** Student Achievement Initiative (SAI) results for the 2012-13 year are now final. BBCC continues to perform well in this performance funding system. In particular, performance is very strong in basic skills, developmental math & English, and in overall points per student. No areas were particularly weak, though the college-level measures were closer to average than the pre-college measures.

This year's SAI awards were distributed under two different systems: the old point system and the revised point system. The old point system measured increases in achievement points from one year to the next. Under this system, BBCC had the best performance in the state in 2011-12; however, that strong performance made it difficult to improve over that point total in 2012-13. This has been recognized system-wide as a fault with the old point system—it was too volatile from year to year, and it also did not take into account the effect that normal enrollment fluctuations would have on performance measures.

The new point system looks at performance within a given year. In that year, nine benchmarks (or momentum points) are tracked for each student:

- Basic Skills level gains
- Completion of pre-college English
- Completion of pre-college math
- Completion of the first 15 college-level credits
- Completion of the first 30 college-level credits
- Completion of the first 45 college-level credits
- Completion of a college-level math or quantitative skills course
- Retention points (for students who start in pre-college courses and complete college-level math or English courses)
- Completion of a degree or certificate.

Using these performance measures, funds are distributed as follows: 45% for total points earned, 45% for points per student, and 10% for completions of degrees or certificates.

The SAI data are on the next page for your consideration.

**Student Achievement Points Per Student**  
**Academic Year 2012-13**  
*Final Year-End*

<b>College</b>	<b>Total Points</b>	<b>Countable Students</b>	<b>Pts per Student (x 100)</b>
Bates	9,460	4,260	222
Bellevue	30,928	21,127	146
Bellingham	6,670	3,246	205
Big Bend	7,499	3,417	219
Cascadia	7,564	4,446	170
Centralia	8,132	5,221	156
Clark	31,151	19,334	161
Clover Park	12,012	5,597	215
Columbia Basin	18,044	10,272	176
Edmonds	19,798	11,753	168
Everett	22,328	14,125	158
Grays Harbor	5,823	2,894	201
Green River	21,182	12,370	171
Highline	23,526	15,720	150
Lake Washington	12,155	5,496	221
Lower Columbia	10,191	5,690	179
Olympic	18,297	11,572	158
Peninsula	7,559	3,540	214
Pierce District	27,208	14,588	187
Renton	11,716	6,367	184
Seattle Central	19,010	12,383	154
Seattle North	10,246	8,449	121
Seattle South	12,893	8,664	149
Shoreline	12,984	8,295	157
Skagit Valley	13,429	7,693	175
South Puget Sound	14,083	8,165	172
Spokane	16,762	9,229	182
Spokane Falls	20,786	14,929	139
Tacoma	22,644	11,108	204
Walla Walla	9,365	5,745	163
Wenatchee Valley	9,847	5,521	178
Whatcom	12,618	7,425	170
Yakima Valley	16,489	8,102	204
<b>System</b>	<b>502,399</b>	<b>296,743</b>	<b>169</b>

**Student Achievement Completion Points: Academic Year 2012-13**

<b>College</b>	<b>2013 Completions</b>	<b>Share of System Total</b>
Bates	784	2.4%
Bellevue	1,828	5.6%
Bellingham	602	1.8%
Big Bend	421	1.3%
Cascadia	386	1.2%
Centralia	460	1.4%
Clark	1,842	5.6%
Clover Park	916	2.8%
Columbia Basin	1,041	3.2%
Edmonds	1,262	3.8%
Everett	1,288	3.9%
Grays Harbor	392	1.2%
Green River	1,714	5.2%
Highline	1,167	3.6%
Lake Washington	714	2.2%
Lower Columbia	775	2.4%
Olympic	1,531	4.7%
Peninsula	922	2.8%
Pierce District	1,464	4.5%
Renton	819	2.5%
Seattle Central	1,210	3.7%
Seattle North	642	2.0%
Seattle South	979	3.0%
Shoreline	1,156	3.5%
Skagit Valley	782	2.4%
South Puget Sound	998	3.0%
Spokane	1,355	4.1%
Spokane Falls	952	2.9%
Tacoma	1,146	3.5%
Walla Walla	803	2.4%
Wenatchee Valley	724	2.2%
Whatcom	858	2.6%
Yakima Valley	930	2.8%
<b>System Total</b>	<b>32,863</b>	<b>100.0%</b>

**Student Achievement Total Points Less Completions**  
**Academic Year 2012-13**  
**Final Year-End**

<b>College</b>	<b>2013 Total Points Less Completions</b>	<b>Share of System Total</b>
Bates	10,971	2.3%
Bellevue	29,123	6.0%
Bellingham	6,179	1.3%
Big Bend	7,089	1.5%
Cascadia	7,181	1.5%
Centralia	7,690	1.6%
Clark	29,336	6.1%
Clover Park	11,396	2.4%
Columbia Basin	17,293	3.6%
Edmonds	19,688	4.1%
Everett	21,145	4.4%
Grays Harbor	5,533	1.1%
Green River	19,511	4.0%
Highline	22,401	4.6%
Lake Washington	11,727	2.4%
Lower Columbia	9,439	2.0%
Olympic	19,144	4.0%
Peninsula	6,693	1.4%
Pierce District	26,150	5.4%
Renton	11,219	2.3%
Seattle Central	17,824	3.7%
Seattle North	11,511	2.4%
Seattle South	13,273	2.8%
Shoreline	12,406	2.6%
Skagit Valley	12,737	2.6%
South Puget Sound	13,130	2.7%
Spokane	15,436	3.2%
Spokane Falls	19,845	4.1%
Tacoma	21,797	4.5%
Walla Walla	8,628	1.8%
Wenatchee Valley	9,167	1.9%
Whatcom	11,774	2.4%
Yakima Valley	15,708	3.3%
<b>System Total</b>	<b>482,144</b>	<b>100.0%</b>



Student Achievement Points - Using Revised Point Metrics											
Academic Year 2012-13											
Final Year-End											
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	2013 Final Total Points
Bates	8,748	1,477	577	1,362	2,338	1,881	1,248	491	1,597	784	11,755
Bellevue	22,003	2,720	2,466	3,921	5,183	3,885	2,312	2,954	5,682	1,828	30,951
Bellingham	4,355	509	307	1,067	911	750	800	657	1,178	602	6,781
Big Bend	3,468	1,275	800	1,432	827	681	566	481	1,027	421	7,510
Cascadia	4,458	830	34	1,797	1,247	907	426	766	1,174	386	7,567
Centralia	5,313	1,602	653	1,047	997	800	779	647	1,165	460	8,150
Clark	19,669	3,327	2,789	5,332	3,967	3,281	2,502	2,060	6,078	1,842	31,178
Clover Park	7,189	1,829	1,061	1,871	1,512	1,267	1,352	613	1,891	916	12,312
Columbia Basin	11,028	2,703	1,562	3,570	2,161	1,852	1,237	1,166	3,042	1,041	18,334
Edmonds	13,479	3,844	614	3,624	2,706	2,055	1,781	1,549	3,515	1,262	20,950
Everett	14,285	3,268	1,937	2,987	3,223	2,527	1,803	1,441	3,959	1,288	22,433
Grays Harbor	3,055	948	763	1,018	544	514	505	401	840	392	5,925
Green River	12,438	2,780	758	3,960	2,883	2,303	1,604	1,610	3,613	1,714	21,225
Highline	15,791	4,855	1,284	4,041	2,757	2,202	1,707	1,646	3,909	1,167	23,568
Lake Washington	6,749	2,863	1,151	1,388	1,317	1,083	1,226	765	1,934	714	12,441
Lower Columbia	5,845	1,300	1,124	1,846	1,078	930	825	685	1,651	775	10,214
Olympic	12,765	814	1,448	4,763	2,678	2,161	1,860	1,656	3,764	1,531	20,675
Peninsula	3,801	985	519	1,348	806	702	674	543	1,116	922	7,615
Pierce District	14,971	2,395	2,261	4,677	3,668	2,892	3,304	2,250	4,703	1,464	27,614
Renton	9,886	4,928	562	683	1,417	872	840	324	1,593	819	12,038
Seattle Central	11,621	3,666	1,423	2,298	2,147	1,658	1,174	849	2,870	807	16,892
Seattle North	10,931	1,986	436	1,390	2,120	1,387	862	867	2,463	642	12,153
Seattle South	10,907	3,467	497	1,611	1,947	1,356	1,028	877	2,490	979	14,252
Seattle Vocational	1,232	343	-	-	325	367	445	-	259	403	2,142
Shoreline	9,193	1,419	316	1,882	2,253	1,703	1,242	1,014	2,577	1,156	13,562
Skagit Valley	8,519	1,659	981	2,641	1,696	1,411	1,094	1,110	2,145	782	13,519
South Puget Sound	8,420	958	606	2,760	2,011	1,646	1,325	1,338	2,486	998	14,128
Spokane	10,649	-	1,826	2,777	2,537	2,161	1,869	1,252	3,014	1,355	16,791
Spokane Falls	16,369	6,697	1,211	1,977	2,631	2,107	1,120	991	3,111	952	20,797
Tacoma	11,479	1,802	2,463	5,213	2,829	2,284	1,669	1,848	3,689	1,146	22,943
Walla Walla	6,150	854	689	1,498	1,280	1,108	954	709	1,536	803	9,431
Wenatchee Valley	5,694	922	884	1,668	1,293	1,101	908	622	1,769	724	9,891
Whatcom	7,580	1,167	411	2,620	1,872	1,500	888	1,102	2,214	858	12,632
Yakima Valley	8,246	3,253	2,028	2,878	1,683	1,321	1,089	861	2,595	930	16,638
<b>System Total</b>	<b>326,286</b>	<b>73,445</b>	<b>36,441</b>	<b>82,947</b>	<b>68,844</b>	<b>54,655</b>	<b>43,018</b>	<b>36,145</b>	<b>86,649</b>	<b>32,863</b>	<b>515,007</b>

Student Achievement Points - Using Original Point Metrics											
2012-13 Cohort											
Final Year-End											
College	Total Headcount	Basic Skills	College Readiness	1st 15 Credits	1st 30 Credits	Quantitative/ Computation	Certificate, Degree, Apprenticeships	2013 Final Total Points	2012 Final Total Points	Variance	
BATES	10,620	1,570	742	1,867	1,563	436	866	7,044	6,159	885	
BELLEVUE	31,655	2,720	3,908	4,923	3,705	3,705	1,763	20,724	20,590	134	
BELLINGHAM	5,971	510	670	666	609	647	665	3,767	4,257	(490)	
BIG BEND	4,185	1,275	1,341	743	604	358	404	4,725	5,542	(817)	
CASCADIA	4,547	840	1,260	1,092	897	836	386	5,311	5,262	49	
CENTRALIA	5,933	1,632	1,191	893	757	619	511	5,603	5,412	191	
CLARK	25,037	3,389	6,647	3,877	3,238	2,103	1,867	21,121	22,593	(1,472)	
CLOVER PARK	7,825	1,851	1,927	1,125	1,082	674	852	7,511	8,717	(1,206)	
COLUMBIA BASIN	13,372	2,732	2,652	2,414	1,836	1,236	1,216	12,086	12,313	(227)	
EDMONDS	17,570	3,956	3,503	3,059	2,111	1,794	1,451	15,874	16,166	(292)	
EVERETT	19,097	3,560	3,212	3,321	2,511	1,946	1,254	15,804	16,363	(559)	
GRAYS HARBOR	3,859	963	1,087	510	455	387	355	3,757	4,492	(735)	
GREEN RIVER	19,106	2,817	3,032	2,596	2,097	1,524	1,575	13,641	15,475	(1,834)	
HIGHLINE	17,690	4,959	2,375	2,400	2,052	1,928	1,171	14,885	16,509	(1,624)	
LAKE WASHINGTON	7,930	2,871	1,410	1,038	942	718	758	7,737	8,396	(659)	
LOWER COLUMBIA	7,221	1,340	2,127	952	832	887	793	6,931	7,760	(829)	
OLYMPIC	14,916	849	3,733	2,677	2,106	1,856	1,589	12,810	13,300	(490)	
PENINSULA	5,050	1,039	914	669	560	526	756	4,464	4,962	(498)	
PIERCE FORT STEILACOOM	16,798	1,463	3,296	2,806	2,246	1,644	935	12,390	13,366	(976)	
PIERCE PUYALLUP	6,316	1,030	1,627	1,519	1,289	1,076	434	6,975	6,866	109	
RENTON	11,505	5,093	695	911	721	293	1,004	8,717	9,650	(933)	
SEATTLE CENTRAL	15,164	3,676	2,785	1,871	1,530	1,099	800	11,761	12,857	(1,096)	
SEATTLE NORTH	14,117	1,999	1,605	1,696	1,300	1,284	710	8,594	9,107	(513)	
SEATTLE SOUTH	13,778	3,521	1,207	1,495	1,218	948	1,175	9,564	10,346	(782)	
SEATTLE VOC INSTITUTE	1,232	343	-	178	186	-	212	919	1,222	(303)	
SHORELINE	9,749	1,445	1,634	1,705	1,481	1,301	1,084	8,650	9,300	(650)	
SKAGIT VALLEY	11,238	1,712	2,467	1,718	1,321	1,068	787	9,073	10,216	(1,143)	
SOUTH PUGET SOUND	10,843	1,097	1,962	1,777	1,500	1,330	1,036	8,702	9,145	(443)	
SPOKANE	12,770	1	2,771	2,170	1,908	1,287	1,588	9,725	9,926	(201)	
SPOKANE FALLS	19,571	6,743	2,729	2,339	1,964	1,357	927	16,059	16,294	(235)	
TACOMA	13,030	1,937	4,356	2,378	2,027	2,079	1,190	13,967	14,216	(249)	
WALLA WALLA	7,334	904	1,594	1,231	1,041	724	871	6,365	7,020	(655)	
WENATCHEE VALLEY	7,271	936	1,979	1,190	1,021	653	783	6,562	6,608	(46)	
WHATCOM	10,527	1,183	2,985	1,653	1,425	1,206	856	9,308	9,737	(429)	
YAKIMA VALLEY	9,879	3,416	3,316	1,543	1,220	897	906	11,298	11,571	(273)	
<b>Final 2013 Points</b>	<b>412,706</b>	<b>75,372</b>	<b>78,739</b>	<b>63,002</b>	<b>51,355</b>	<b>40,426</b>	<b>33,530</b>	<b>342,424</b>	361,715	(19,291)	
Final 2012 Points	442,262	81,809	86,006	66,322	52,954	41,162	33,462	361,715			

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

d. Accreditation Update

In September 2013, BBCC submitted its Year One Evaluation Report to the Northwest Commission on Colleges and Universities (NWCCU). The Year One Report is a written report that does not include a campus visit. The report is evaluated by NWCCU peer evaluators, who then submit their written findings to the NWCCU commissioners for approval.

Recently we received a preliminary report from the evaluators. While this report is not yet final until it is approved by NWCCU, the preliminary report contains no recommendations for improvement, and includes one commendation for the excellent progress that BBCC has made in reviewing and revising our mission statement.

The preliminary report will now go to the NWCCU commissioners; they are expected to approve the report at their next meeting. Shortly after that, we will receive final notice from the commission.

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

e. Assessment Update

The 2013 Spring Enrollment Survey Executive Summary provides a snapshot of students' perception of their engagement, how safe they feel, the campus climate, and student services.

National research shows that student engagement increases retention and success. Our survey results show that student engagement at BBCC is consistently high over the past five years. Students have positive relationships with instructors, staff and other students, feel welcomed and safe, and are satisfied with services.

BBCC safety efforts have increased. There are more safety staff, additional security cameras, and a summer lighting project addressed student concerns over campus lighting.

The Spring Enrollment Survey Results have been distributed across campus and are being discussed by staff. The detailed survey results with students' comments can be found at

<http://information.bigbend.edu/administration/IRP/Pages/SurveysResults.aspx> .

Prepared by VP Mohrbacher and Dean Kirkwood

**RECOMMENDATION:**

None

## **Spring Enrollment Survey 2013**

### **Executive Summary**

The Spring Enrollment Survey (SES) is administered at a time in the academic year when most students have had at least one quarter to experience instruction and services at BCC. In 2013, 399 students participated in this survey. Beginning in 2007, BCC participated in a national spring survey of student engagement called CCSSE (Community College Survey of Student Engagement). From that time forward, the college alternately administered the national CCSSE survey with our own college-developed SES survey, which asks similar questions and provides comparative data. In addition to a summary of responses to the 2013 SES questions, a comparison of key results from the past five survey cycles (a combination of CCSSE and SES surveys) is provided here.

#### **Who participated in the 2013 Spring Enrollment Survey?**

The top three ways students learned about BBCC (in order):

1. Friend or relative
2. High school counselor or teacher
3. BBCC website

The following areas will be discussed in this summary: student engagement, campus safety, culture on campus, and student services. The results from this and other surveys will be used to improve services and programs to students.

### **Student Engagement and Quality of Relationships**

Students highly rated their relationships with other students, faculty, and staff at BBCC. The majority of student comments highlighted how helpful, nice, friendly, respectful, and considerate BBCC faculty and staff are.

Indicators of student engagement include asking questions in class, communicating with instructors about class assignments or grades, working with other students on assignments outside of class time, and discussing ideas learned in class with people outside of class. Students are actively engaged by asking questions in class or contributing to class discussions (77%) and using e-mail to communicate with instructors (70%). However, fewer are discussing grades or assignments with instructors (60%) or discussing ideas from classes with others outside of class (58%). The lowest indicator – working with other students on projects outside of class (41% *often or very often* do this) – has increased approximately 14% over the past five years.

### **Campus Safety**

Nearly all students felt safe on campus – 66% *always* and 29% *usually* felt this way. The most commonly cited reason for not feeling safe was related to evening classes and walking between buildings or to/from parking lots after dark. Suggestions for improved safety on campus included: increased security, improved lighting, and installing cameras.

### **Culture on Campus**

Students felt welcomed on campus (97%), that their own cultural background is accepted by others (91%), and that their understanding and acceptance of other cultures has increased (82%). Only 59% of students felt that their experience at BBCC has increased their understanding of the fine arts (music, art, literature, etc.). These ratings are consistent over the past five years.

### **Student Services**

The five most important services (as rated by students) are listed in the table below, along with students' frequency of use and satisfaction with each.

**Frequency of use and satisfaction with the most important student services  
(as rated by students)**

	Importance	Frequency of Use		Satisfaction	
	"Very"	"Often"	"Sometimes"	"Very"	"Somewhat"
Angel/CANVAS	82%	80%	13%	62%	35%
Library	81%	54%	36%	83%	16%
Library computers	77%	47%	37%	68%	29%
BBCC e-mail account	76%	68%	23%	77%	21%
Guidance from instructor/counselor/ advisor	71%	28%	48%	67%	28%

The three least frequently used services were online tutoring (87% *rarely/never* used it), job placement services (81% *rarely/never* used), and transfer assistance (75% *rarely/never* used). However, students who did use these services were satisfied with them.

The most common reason students gave for not using services was that they did not need them. Nearly one-third did not use services because they were unaware the services were available to them, they were not sure where to go to access the services, or services were not offered at a convenient time. Suggestions for improvement to services included improving the speed and performance of the library computers and helping students better understand and more easily use CANVAS.

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

f. Capital Project Update

### **BACKGROUND:**

**Facilities Master Planning:** The Facilities Master Planning Committee has been formed and met on December 6 to start the process of updating the Facilities Master Plan. Three different facility assessment surveys will be distributed to business and industry, students, faculty, and staff. Input from these surveys will 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.



## BIG BEND COMMUNITY COLLEGE

Date: 10/24/13

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

g. Safety & Security Update

### MONTHLY REPORT NOVEMBER 2013

<b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>	731
<b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b>	3
<b>SAFETY INCIDENTS INVESTIGATED</b>	1
<b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>	0

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. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May 2013	Jun. 2013	July 2013	Aug. 2013	Sept. 2013	Oct. 2013	Nov. 2013	YTD
<b>Arrests and Violations</b>												
[90G] Liquor Law Arrests	0	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	0
[35A] Drug Law Arrests	0	0	0	0	0	1	0	0	0	0	0	1
[35A] Drug Law Violations	0	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	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Criminal Offenses</b>												
(1a) [09A] Murder/Non-Negligent Manslaughter	0	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	0
(3a, 3b, 3c, 3d) [120] Robbery	0	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	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	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	0
<b>Sex Offenses</b>												
<b>(2a) Forcible</b>												
[11A] Rape	0	0	0	0	0	0	0	0	0	0	0	0
[11B] Sodomy	0	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	0
[11D] Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
<b>(2b) Non-Forcible</b>												
[36A] Incest	0	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	0
<b>Hate Crimes</b>												
Any Incident	0	0	0	0	0	0	0	0	0	0	0	0

<b>Criminal Offenses</b>												
[510] Bribery	0	0	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	1	0	0	0	0	0	0	0	1	0	0	2
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	1	3	0	1	0	1	0	0	0	6
[270] Embezzlement	0	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	0
[26A] Fraud: False Pretenses/Confidence Game	0	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	0
[26C] Fraud: Impersonation	0	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	0
[39B] Gambling: Operating/Promoting	0	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	0
[23A] Larceny: Pocket Picking	0	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	0
[23C] Larceny: Shoplifting	0	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	2	0	2
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	0	0	0	0	0	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	1	0	0	0	0	0	1	2
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	1	0	0	0	0	0	0	0	0	0	0	1
[23H] Other Larceny	1	0	0	2	0	0	0	0	0	0	0	3
(6Xf) Larceny: Theft of Bicycle	0	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	0
[40A] Prostitution	0	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	0
<b>NIBRS Group B Offenses</b>												
[90A] Bad Checks	0	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	0
[90C] Disorderly Conduct	0	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	0
[90E] Drunkenness	0	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	0
[90J] Trespass of Real Property	0	0	0	0	0	1	0	0	0	0	0	1
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0	1	0	1
<b>Vehicle Collisions</b>												
Non-injury	1	1	0	0	1	0	0	0	1	1	1	6
Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Type Incident (Not categorized)</b>												
Overdose w/o Intent to Harm Self	0	0	0	0	1	0	0	0	0	0	0	1
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0	0	1	1
Hostile Person - No Assault/Crime	0	0	0	0	0	1	0	0	0	0	0	1

Total Combined Incidents

28

Prepared by Director of Safety & Security Kyle Foreman

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

#### h. Human Resources

#### **BACKGROUND:**

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

Jeremy Seda accepted the position of Web & Social Media Specialist. Jeremy's first day of work was November 18, 2013. This is a new position responsible for working collaboratively with a variety of internal and external customers to develop and execute strategies to enhance the college's Internet presence and convey an image that is community-oriented, inviting, and progressive.

James Saucedo accepted the position of Engineering Curriculum Specialist replacing Jim Hamm who returned to his faculty position this fall. James' first day of work was November 25, 2013. James will be tasked with the continued design and redesign of curriculum in the pre-engineering program, working closely with our industry and higher education partners.

Zach Welhouse accepted the position of eLearning Coordinator. His first day of work was December 2, 2013. This position meets the need for a full-time library staff member (replacing Carolyn Riddle) and provides additional support on the eLearning team as we look to utilize Canvas more fully and continue our expansion of the library's online resources and services.

Paul Holce accepted the position of Instruction & Classroom Support Tech 1. This is a part-time classified position supporting the AMT program and the Air Washington Grant. Paul previously worked for BBCC in this same capacity as a part-time hourly employee. The position was later changed to a classified position.

Interviews for the position of Medical Assistant Program Coordinator were conducted on November 24, 2013. A summary of each candidate's strengths and weaknesses was being prepared by the screening committee. An offer was extended December 2. There may be an update to this at the meeting. This is a full-time, admin/exempt position replacing Mandy Mann who resigned in September.

The position of Director of IT has been posted. This is a full-time, admin/exempt position. The director's position was last filled by Russ Beard. Russ left BBCC in early 2011, and the position was not posted due to budget constraints.

## **Training:**

Training for the month of October included a Lunch & Learn session on Microsoft Outlook taught by Tom Willingham, BIM Lab Coordinator. Twenty-one employees attended the sessions. Brian Willett from the State Auditor's Office conducted two training sessions on LEAN principles and techniques. The information was well-received by the 112 employees attending the sessions.

Training for the month of November included a Lunch & Learn session on Work/Life Balance taught by Sandy Cheek, Director of Basic Skills. Sixteen employees attended the class.

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

- Jille Shankar-Washington Financial Aid Administrators Conference on October 23-25 at Leavenworth
- Luis Alvarez, Raffaella Dowey-National Association of Educational Opportunity Programs Annual Conference on October 20-23 at Portland
- Linda Chadwick-Microsoft Excel-Beyond the Basics Training on October 23 at Wenatchee
- Tyler Wallace, Caren Courtright, Jeremy Iverson, and Todd Davis-Supervisory Skills-Session 101 on October 8 at BBCC
- Kim Garza-Position Allocation Training on October 30 at Olympia, CUPA Boot Camp via online learning
- Jennifer de Leon-NW eLearning Conference on October 10-11 at Spokane
- Lora Allen-WAPED AHEAD Documentation Guidelines Training on October 24 at Spokane
- Candy Lacher-ICRC Meeting on October 10 at Ellensburg; NWAACC Executive Board Meeting on October 21 at Vancouver; Admissions & Registration Council on October 23 at Seattle
- Char Rios-Cyber Liability on October 3 via Webinar; BAR on October 17-18 at Pierce CC; ctcLink on October 22 via Webinar; Weekly SME ctc Link Meeting on October 10 via Webinar

Prepared by VP Kim Garza.

## **RECOMMENDATIONS:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

- i. Classified Staff Report

### **BACKGROUND:**

#### **Committee Structure:**

The Classified Staff Committee has undergone some changes over the last few months. Not only do we have some new members on the committee, but we have a new name that reflects our upcoming goals of Staff Training and Recognition. The new STAR Committee will be sending out a survey to all Classified Staff for suggestions on various topics and types of training they would like to see on our campus. In addition to the annual exemplary awards, the committee will be looking for ways to recognize those employees that are going above and beyond their normal job duties. If any of you experience a classified staff member that is going the extra mile, please call #2038 or email Tana Richins at tanar@bigbend.edu.

#### **Classified Staff Activities:**

Thanks to all BBCC Faculty and Staff for donating 243 lbs. of food to the Moses Lake Food Bank this year. Although we tried our best, our students were able to win the competition by coming up with 443 lbs. of food. This makes our total donation to The Moses Lake Food Bank 686 lbs. and assists them in providing Thanksgiving Dinner to over 1,500 families in our area. A special thanks to the student pack leaders that worked so hard to coordinate this event and to Dale Casebolt for delivering all those heavy boxes to the Food Bank.

Classified Staff will be taking orders for assorted Christmas Cookies. They can be ordered in 1-3 dozen batches at \$6/dozen. Please call 793-2315 or email Barb Collins at barbc@bigbend.edu to place an order ASAP. Cookies will be delivered Friday, December 13 through Tuesday, December 17. Proceeds from this sale will help pay for conference registrations, trainings, scholarships for classified staff taking BBCC classes, purchasing text books, etc.

#### **Training:**

Classified staff had the opportunity to attend a training class on LEAN principles and techniques. Brian Willett from the State Auditor's Office conducted the sessions. Feedback from staff was positive.

The following is a list of additional classified staff training that has occurred since the last Board of Trustees meeting.

- Karen Okerlund, Angie Smith, Robin Arriaga-Health Care Authority Open Enrollment Training at Moses Lake on October 8
- Debbie Simpson-Running Start Coordinator's Meeting at Spokane on October 28
- Brad Beuckman-Fire Alarm Training at Moses Lake on October 1-3
- Jim Meyers-Security Training at BBCC on October 20
- Nancy Leach-NEAOP Conference in Portland on October 21-23
- Hope Candanoza-CASAS Cadre Training at Tri-Cities on October 18; Faculty and Staff of Color Conference in Spokane on October 30-November 1
- Randy Fish, Robert Russell-Hazardous Materials Training at BBCC on November 8
- Howard Temple, Jim Tincher-Hazard Communication Training at BBCC on November 15
- Rick Tincani-Safety Training Update at BBCC in November

Prepared by Tana Richins

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

j. Enrollment Report

**BACKGROUND:**

The 2013-14 FTE report as of November 26 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 130 (5.5%) higher than last year at the same time. State-funded FTE for fall quarter is 3.3% higher than last year.

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The tuition amount budgeted for 2013-2014 is \$4,264,284. As of October 31, 2013 we have collected \$2,254,794 or 52.8% of the budgeted amount. As of October 31, 2012 we had collected \$2,016,894 or 50.3%.

### TUITION COLLECTION REPORT

As of October 31, 2013 and October 31, 2012

Will be provided at the board meeting

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of October 31	\$2,254,794	\$2,016,894
As a % of annual budget	52.8%	50.3%
Left to collect to meet budget target	\$2,009,490	\$1,991,706

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

**RECOMMENDATION:**

None

# F.T.E. REPORT

11/26/2013

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
<b>1st year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
<b>2nd year (13-14)</b>		
SUMMER	337.3	112.4
FALL	1667.9	556.0
WINTER	1342.9	447.6
SPRING		0.0
<b>TOTAL</b>	<b><u>8536.3</u></b>	<b><u>2845.4</u></b>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2845.4
Past year + current year allocation		3370.0
% of allocation target attained to date		84.4%
Add'l FTEs to meet minimum 96%	1169.3	389.8
Add'l FTEs to meet target 100%	1573.7	524.6
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	-1700.9	-567.0



**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

**ITEM #6:** NWAACC President's Cup Resolution (for information/action)

**BACKGROUND:**

Board Chair Mike Blakely may present a resolution for the board's consideration.

Prepared by the President's office.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

**ITEM #7:** 2014 Regular Board Meeting Schedule (for action)

**BACKGROUND:**

Proposed 2014 Regular Board Meeting dates:

January 16, 2014, 1:30 p.m.

March 6, 2014, 1:30 p.m.

April 10, 2014, 1:30 p.m.

May 22, 2014, 1:30 p.m.

June 13, 2014, 3:00 p.m. (commencement date)

August 7, 2014, 1:30 p.m. (in the past, this meeting was cancelled for the Board Retreat)

August 21, 2014 Board/Admin Retreat

September 11, 2014 1:30 p.m.

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

December 11, 2014, 1:30 p.m.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

### **BACKGROUND:**

The 2013-14 Advisory Committee List for the Professional Technical programs at Big Bend Community College are attached for the board's reference.

### **RECOMMENDATION:**

None.

**AP2320 VOCATIONAL/TECHNICAL PROGRAM ADVISORY COMMITTEES AP2320**

- A. Each vocational program will have an advisory committee. Ad hoc committees will be set up to study proposed programs.
- B. Members will represent labor and management and will be private sector volunteers who share an expert working knowledge of the job tasks and competencies required for specific occupations. Other interested parties who can contribute to the program may serve on the committee.
- C. Committee members will be appointed annually. Members may volunteer for additional terms. Advisory committees will have seven to fifteen members.
- D. All faculty in the program, the Dean of Professional/Technical Education, and the appropriate division chairperson will be ex-officio members of the advisory committee.
- E. A chairperson will be elected from the private sector. His/her term may rotate at the decision of the advisory committee.
- F. Each vocational program will designate a faculty member to serve as the secretary to the advisory committee.
- G. Advisory committee functions and activities will include, but are not limited to, proposals, evaluations, reviews, and/or recommendations regarding:
  - curriculum,
  - program review,
  - job placement,
  - equipment and facilities,
  - community relations,
  - community resources,
  - recruitment,
  - student organizations,
  - legislation, and
  - staff development
- H. Each committee will meet at least two times per year to conduct business. Additional meetings may be held as needed.
- I. Dates of the meetings and agendas will be set by the committee chair and members in concert with the secretary.
- J. Notifications of meetings will be the responsibility of the secretary on behalf of the chairperson of the committee. Such notifications will be sent out on college stationery with at least two weeks notice. The minutes of the previous meeting and the agenda for the scheduled meeting will be included. In case of necessity, emergency meetings can be called on short notice by telephone contact.

- K. The secretary and/or other program faculty will call members after the meeting notification mailing, but prior to the meeting, to remind members of the meeting.
- L. The secretary will host the meeting, keep the minutes, obtain approval (signature) of the committee chairperson on the minutes, and distribute the minutes within four weeks. Minutes will be filed in the office of the Dean of Professional/Technical Education.
- M. Members who miss three sequential meetings may be dropped from the committee roster.
- N. Recommendations from the advisory committee will be addressed to the vocational director. A written response will be made in thirty days.

# Professional Technical Advisory Committee Member Statistics

Total of 152 members

Gender		
Male	85	56%
Female	67	44%

Race/Ethnicity		
Caucasian	97	63.8%
Hispanic	12	7.9%
American Indian	1	.7%
Not stated	42	27.6%

Location		
Moses Lake	76	50%
Quincy	11	7.2%
Othello	7	4.6%
Ephrata	7	4.6%
Wenatchee	6	3.9%
Tri-Cities	3	1.9%
Soap Lake	2	1.3%
Spokane	2	1.3%
Tacoma	2	1.3%
Warden	2	1.3%
Yakima	2	1.3%
Ritzville	1	.65%

Location (continued)		
Mesa	1	.65%
Wilson Creek	1	.65%
Prosser	1	.65%
Mattawa	1	.65%
Bonney Lake	1	.65%
Grand Coulee	1	.65%
George	1	.65%
Royal City	1	.65%
Lewiston, ID	1	.65%
Tacoma	1	.65%
Unknown	21	13.8%

Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda	3131 W. Wapato Dr.#5	Moses Lake WA 98837	509.431.2555 or rosa@performanceag.com	F	Hispanic
Accounting Technology	Central Washington Concrete	Vicki	Heaps	427 Sharon Ave	Moses Lake WA 98837	509.765.7687 vheaps@oldcastlematerials.com	F	Caucasian
Accounting Technology	Ephrata High School	Maggie	Killinger	333 4th Ave NW	Ephrata WA 98823	509.754.3060 Ext 2111 mkillinger@ephrataschools.org	F	Caucasian
Accounting Technology	Lakeside Optical	Cheryl	Aguilar	114 Bristlecone court	Moses Lake WA 98837	509.750.8209 edandcheryl@hotmail.com	F	Caucasian
Accounting Technology	CliftonLarsonAllen	Donna	Goude	1350 S Pioneer Way	Moses Lake WA 98837	509.765.1281 Ext 3016 donna.goude@claconnect.com	F	Caucasian
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock	P.O. Box 457	Quincy, WA	(509)750-6149 or brenda@sseqinc.com	F	Caucasian
Agriculture Technology	BBCC Instructor	Andrew	Williams	1408 N Longmeier Rd	Ritzville WA 99169	509.650.7014 awilliams@lrschools.org	M	Caucasian
Agriculture Technology	NW Farm Credit Services	George	Bagwell	1501 E Yonezawa Blvd NE	Moses Lake WA 98837	509.764.2715 george.bagwell@farm-credit.com	M	Caucasian
Agriculture Technology	Sackmann Farms	Jamie	Sackmann	3987 Road R.5 SE	Warden WA 98857	<a href="mailto:jeffandjaime@yahoo.com">jeffandjaime@yahoo.com</a>	F	Caucasian
Agriculture Technology	Stephen Syre Agricultural Consultant	Steve	Syre	202 W 5th Ave	Moses Lake WA 98837	<a href="mailto:ssyre@donobi.net">ssyre@donobi.net</a>	M	Caucasian
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling	13184 Wheeler Rd. Ste. 2	Moses Lake WA 98837	509.760.2007 huc.dilling@chsinc.com	M	Caucasian
Agriculture Technology	Cenex	Ron	Kozinsky	PO Box 608	Quincy, WA 98848		M	
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer	PO Box 46	Wilson Creek WA 98860	<a href="mailto:smortimer@wilsoncreek.org">smortimer@wilsoncreek.org</a>	M	Caucasian
Agriculture Technology		Phil	Anderson	15679 Rd 9 NW	Quincy WA 98848	<a href="mailto:plaza7@frontier.com">plaza7@frontier.com</a>	M	Caucasian
Agriculture Technology		Robert	Andrews	81 Loen Dr	Mesa WA 99343	<a href="mailto:randrews@eltopia.com">randrews@eltopia.com</a>	M	Caucasian
Automotive Technology	Cascade Diesel	Gus	Smith	3234 Rd L NE	Moses Lake WA 98837	509.765.5900 509.989.4049 gus@cascadediesel.biz	M	Caucasian
Automotive Technology	Central Machinery Sales	Wayne	Chandler	1201 E. Yonzawa Blvd.	Moses Lake WA 98837	509.765.1257 or 509.989.2587 wayne1257@hotmail.com	M	Caucasian
Automotive Technology	Moses Lake School District	Richard	Archer	12056 N Frontage Rd	Moses Lake WA 98837	509.765.4517 or 509.398.2616 rparcher@homenetnw.net	M	Caucasian
Automotive Technology	Lake Auto Parts	Art	Schimke	4297 Sun Drive	Moses Lake WA 98837	509.765.4750	M	Caucasian
Automotive Technology	Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake WA 98837	509.766.2666 Ext 2919 or 509.771.2191 carmstrong@mlsd.wednet.edu	F	Caucasian
Automotive Technology	Moses Lake High School	John	Heflin	c/o BBCC 7662 Chanute NE	Moses Lake WA 98837	509.793.2259 or 509.2899344 johnh@bigbend.edu	M	Caucasian
Automotive Technology	Moses Lake School District	Mike	Friedbauer	9541 Stone Rd	Moses Lake WA 98837	509.766.2676 Ext 2542 or 509.750.1320 ducky.boy.1@hotmail.com	M	Caucasian
Automotive Technology	Scotty's Repair	Jeanette	Myers	1625 Wheeler Rd	Moses Lake WA 98837	509.765.6906	F	Caucasian
Automotive Technology	Scotty's Repair	Scott	Myers	1625 Wheeler Rd	Moses Lake WA 98837	509.765.6906 or 509.855.3135 scottysautorepair@live.com	M	Caucasian
Automotive Technology	O'Reilly's Auto Parts	Steve	Vela		Moses Lake WA 98837	<a href="mailto:dsvela03@hotmail.com">dsvela03@hotmail.com</a>	M	Hispanic
Aviation Commercial Pilot	Executive Flight	Bob	Clarke	440 Lowe St.	Wenatchee WA 98801	509.884.1545 or 509.393.5550 bobc@execflight.com	M	Caucasian

Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Aviation Commercial Pilot		Dale	Devereaux	237 23rd ST NW	E Wenatchee WA 98802	cell 509.670.2358 home 509.886.7606 or daled@sellandconstruction.com	M	Caucasian
Aviation Commercial Pilot	Port of Moses Lake	Pat	Jones	7810 Andrews Street NE	Moses Lake WA 98837	509.762.5363 pjonas@portofmoseslake.com	M	Caucasian
Aviation Commercial Pilot	Grant County Tower (Manager)	Joe	Carrigan		Moses Lake WA 98837	<a href="mailto:joe.p.carrigan@faa.gov">joe.p.carrigan@faa.gov</a>	M	Caucasian
Aviation Commercial Pilot	Millionaire	Larry	Godden	Grant Co. International Airport	Moses Lake WA 98837	<a href="mailto:lgodden@millionair.com">lgodden@millionair.com</a> & 509.762.2121	M	Caucasian
Aviation Commercial Pilot	Retired Pilot (*)	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake WA 98837	509.765.5228	M	Caucasian
Aviation Commercial Pilot	The Crop Duster	Fred	Meise	11905 Rd 4 NE Bldg #2	Moses Lake WA 98837	509.765.7689 or 509.750.2309 mlair@scml.us	M	Caucasian
Aviation Commercial Pilot	Alaska Airlines Pilot	Bobby	Schwab			509.764.5117 or bobbyschwab@nwi.net	M	Caucasian
Aviation Commercial Pilot	Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake WA 98837		M	hispanic
Aviation Maintenance Technology	Fairweather Flyers	Bill	Musselman	219 Nunn Rd.	Prosser WA 99350	509.338.5222 hybanker@yahoo.com	M	Caucasian
Aviation Maintenance Technology	Aircraft Technical Services	Ron	Tisdale		Moses Lake WA 98837	509.434.9813 & ron.tisdale@atmro.com	M	
Aviation Maintenance Technology	Royal Flying Service	Kevin	Vogel	804 S. Michael Ave	Moses Lake WA 98837	360.220.1509 & vogel_512@hotmail.com	M	Caucasian
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton	6001 186th Ave	Bonney Lake W 98391	253.826.4345 cutter16@comcast.net mark.a.kempton@boeing.com	M	Caucasian
Commercial Driving	LTI Inc	Vance	Jansen	120 S Wiser Lane	Moses Lake WA 98837	509.765.5922 or 509.760.5115 vancej@lti.lynden.com	M	Caucasian
Commercial Driving		April	Stewart	11302 Bobwhite Dr.	Moses Lake WA 98837	509.765.9439	F	American Indian
Commercial Driving	Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston ID 83501		M	Caucasian
Computer Science	Yahoo Inc. NW Site Ops	Michael	Allbee			408.336.0124 or 509.429.8331 C & mallbee@yahoo-inc.com	M	
Computer Science	Backusmarketing.com	Jason	Backus			<a href="mailto:jason@backusmarketing.com">jason@backusmarketing.com</a> & 509.8552972	M	
Computer Science	EKA Chemicals, Inc.	Jim	Burnside			<a href="mailto:Jim.burnside@akzonobel.com">Jim.burnside@akzonobel.com</a>	M	
Computer Science	Grant County PUD	Mike	Conway			<a href="mailto:mike.conway@wiredbyte.com">mike.conway@wiredbyte.com</a>	M	
Computer Science	REC Group	Jeremy	Davis			509.793.9397 or jeremy.davis@recgroup.com	M	Caucasian
Computer Science	Intuit Data Center	Bruce	Eisele			<a href="mailto:Bruce_Eisele@Intuit.com">Bruce_Eisele@Intuit.com</a>	M	
Computer Science	Columbia Basin Job Corps	Noe	Guzman			<a href="mailto:Guzman.no@jobcorps.org">Guzman.no@jobcorps.org</a>	M	
Computer Science	Genie Industries	Matt	Johnson			509.762.3410 or matt.johnson@terex.com	M	
Computer Science	Atos	Gigi	Lowry			509.750.9895 C 509.787.6360 or v-gilowr@microsoft.com	M	
Computer Science	Ifiber	Bobby	McCurdy			<a href="mailto:bmccurdy@ifiber.tv">bmccurdy@ifiber.tv</a> & 509.754.2600 X140	F	
Computer Science	JR Simplot, Moses Lake	Willie	Quasne			509.760.7994 or willie.quasne@simplot.com	M	
Computer Science							M	



Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Computer Science	Big Bend CC	Clyde	Rasmussen			509.793.2053 or clyder@bigbend.edu	M	
Computer Science	Grant County PUD	Chris	Roseburg			<a href="mailto:croseburg@gcpud.com">croseburg@gcpud.com</a> & 509.994.7963	M	
Computer Science	ConAgra Foods-Lamb Weston	Aaron	Scott			509.859.4185 or aaron.scott@conagrafoods.com	M	
Computer Science	Monzilla Media Web & Graphic Design	Jeff	Starr			<a href="mailto:509.760.1920_mon@monzilla.biz">509.760.1920_mon@monzilla.biz</a>	M	
Early Childhood Education	Inspire-Warden & ML	Helen	Alvarado	118 W. 2nd St.	Warden WA 98857	509.349.0395 helen.alvarado@inspire-centers.org	F	Hispanic
Early Childhood Education	Heritage University	John	Bartkowski	Branch Campus Director located @ BBCC		<a href="mailto:bartkowski_j@heritage.edu">bartkowski_j@heritage.edu</a>	M	Caucasian
Early Childhood Education	DEL	Judy	Bunkelman	805 Mission St.	Wenatchee WA 98801	<a href="mailto:judy.bunkelman@del.wa.gov">judy.bunkelman@del.wa.gov</a>	F	Caucasian
Early Childhood Education	MLSD-High School	Vikki	Cadby	803 E. Sharon Ave	Moses Lake WA 98837	<a href="mailto:vcadby@mlsd.wednet.edu">vcadby@mlsd.wednet.edu</a>	F	Caucasian
Early Childhood Education	MLSD B-3	Jamie	Camp	920 W. Ivy St.	Moses Lake WA 98837	509.766.2657 jcamp@mlsd.wednet.edu	F	Caucasian
Early Childhood Education	Child Care Aware	Cynthia	DeVictoria		Yakima, WA	<a href="mailto:cde-victoria@ccyakima.org">cde-victoria@ccyakima.org</a>	F	hispanic
Early Childhood Education	Inspire-Othello	Vidal	Gonzales	750 N. 7th Ave	Othello, WA 99344	<a href="mailto:vidal.gonzales@inspire-centers.org">vidal.gonzales@inspire-centers.org</a>	F	Hispanic
Early Childhood Education	Licensed Family Home Provider	Susan	Key	18533 Division 5 NE	Soap Lake, WA 98851	<a href="mailto:susikay@hotmail.com">susikay@hotmail.com</a>	F	Caucasian
Early Childhood Education	Child Care Aware	Rebecca	Knox	5301 Tieton Dr. Suite C	Yakima, WA 98908	<a href="mailto:rknox@ccyakima.org">rknox@ccyakima.org</a>	F	Caucasian
Early Childhood Education	MLSD B-3	Sharon	Lange	920 W. Ivy St.	Moses Lake WA 98837	509.766.2657 slange@mlsd.wednet.edu	F	Caucasian
Early Childhood Education	Inspire-Royal City	Olivia	Ledezma	120 Acacia St. W	Royal City, WA 99357	<a href="mailto:olivialedezma@inspire-centers.org">olivialedezma@inspire-centers.org</a>	F	hispanic
Early Childhood Education	Inspire-George	Maribel	Martinez	403 S. Washington Way	George, WA	<a href="mailto:maribel.martinez@inspire-centers.org">maribel.martinez@inspire-centers.org</a>	F	Hispanic
Early Childhood Education	Inspire-Quincy	Imelda	Mendoza	310 H St. SW	Quincy, WA 98848	<a href="mailto:imelda.mendoza@inspire-centers.org">imelda.mendoza@inspire-centers.org</a>	F	Hispanic
Early Childhood Education	Child Care Aware	Lisa	Melvin	640 S. Mission	Wenatchee, WA 98801	<a href="mailto:lmelvin@cfcs.net">lmelvin@cfcs.net</a>	F	Caucasian
Early Childhood Education	Inspire-Mattawa	Roger	Rivera	310 4th St.	Mattawa, WA 99349	<a href="mailto:roger.rivera@inspire-centers.org">roger.rivera@inspire-centers.org</a>	M	hispanic
Early Childhood Education	FSGC (Head Start)	Vernell	Whitney	1402 E. Craig St.	Moses Lake WA 98837	<a href="mailto:vernellw@familyserviceqc.net">vernellw@familyserviceqc.net</a>	F	Caucasian
Industrial Systems Technology	Lamb-Weston	Rod	Arbuckle	PO Box 368	Quincy WA 98848	509.787.3567 rod.arbuckle@conagrafoods.com	M	Caucasian
Industrial Systems Technology	Lee Technologies	James	Ayers	501 Port Industrial Pkwy	Quincy WA 98848	509.750.8785 saintjamesa@hotmail.com	M	Caucasian
Industrial Systems Technology	GCPUD	David	Beech		Ephrata WA 98823	<a href="mailto:dbeech@gcpud.org">dbeech@gcpud.org</a>	M	Caucasian
Industrial Systems Technology	JR Simplot	Mark	Blazer	4112 Dunn St	Moses Lake WA 98837	509.793.1185 mark.blazer@simplot.com	M	Caucasian
Industrial Systems Technology	Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake WA 98837	509.766.7370 or 509.750.9674 cburton@baf.com	M	Caucasian
Industrial Systems Technology	MLCH	Jim	Craighead	605 Coolidge Street	Moses Lake WA 98837	509.766.3208 jcraghead@mlchc.org	M	Caucasian

Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Industrial Systems Technology	McCain Foods	Daniel	Gallagher	100 Lee Street	Othello, WA 99344	<a href="mailto:dan.gallagher@mccain.com">dan.gallagher@mccain.com</a> or 509.331.7766	M	Caucasian
Industrial Systems Technology	REC	Matthew	Goude		Moses Lake WA 98837	509.766.8907 <a href="mailto:matthew.goude@recgroup.com">matthew.goude@recgroup.com</a>	M	Caucasian
Industrial Systems Technology		Halden	Keen	1128 E. Wheeler Road	Moses Lake WA 98837	<a href="mailto:hkeen@ces-moseslake.com">hkeen@ces-moseslake.com</a> or (509)764-1707	M	Caucasian
Industrial Systems Technology	IBEW LU 191	Sean	Osborne	27 N Chelan	Wenatchee WA 98801	509.663.1163 <a href="mailto:sosborne@ibew191.com">sosborne@ibew191.com</a>	M	Caucasian
Industrial Systems Technology	MLHS	Rick	Rosenow	803 E Sharon Ave	Moses Lake WA 98837	<a href="mailto:rosenow@mlsd.wednet.edu">rosenow@mlsd.wednet.edu</a>	M	Hispanic
Industrial Systems Technology	D&L Foundry	Mark	Ross	12907 Rd 3 NE	Moses Lake WA 98837	509.765.7952 <a href="mailto:mross@dlfoundry.us">mross@dlfoundry.us</a>	M	Caucasian
Industrial Systems Technology	Columbia Electric	Dwight	Summers	2114 West Broadway	Moses Lake WA 98837	<a href="mailto:dsummers@ces-moseslake.com">dsummers@ces-moseslake.com</a>	M	Caucasian
Medical Assistant	Association of Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake WA 98837	<a href="mailto:mrodeback@samaritanhealthcare.com">mrodeback@samaritanhealthcare.com</a>	F	
Medical Assistant	Columbia Basin Health Association	Dulcye	Field	PO Box 546	Othello WA 99344	<a href="mailto:dulcvef@cbha.org">dulcvef@cbha.org</a>	F	
Medical Assistant	Coulee Community Hospital	Nita	Haag	411 Fortuyn Road	Grand Coulee WA 99133-8718		F	
Medical Assistant	Columbia Basin Hospital	Lisa	McWilliams	220 Nat Washington Way	Ephrata WA 98823	<a href="mailto:mcwilliamsl@columbiabasinhospital.org">mcwilliamsl@columbiabasinhospital.org</a>	F	
Medical Assistant	Moses Lake Clinic	Kimberly	Molendyk	840 E Hill	Moses Lake WA 98837	<a href="mailto:kmolendyk@wvmedical.com">kmolendyk@wvmedical.com</a>	F	
Medical Assistant	Employees International Union	Allan	Jacobson	3602 N Proctor St Ste 203	Tacoma WA 98407-5250	<a href="mailto:allan@opeiulocal123.org">allan@opeiulocal123.org</a>	m	
Medical Assistant	Parkview Pediatrics	Dr Jill	Bross	615 S Division St	Moses Lake WA 98837	<a href="mailto:jadbmd@usa.net">jadbmd@usa.net</a>	F	
Medical Assistant	Parkview Pediatrics	Dawn	Bross	615 S Division St	Moses Lake WA 98837	<a href="mailto:dawnbross@usa.net">dawnbross@usa.net</a>	F	
Medical Assistant	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue SW	Quincy WA 98848	<a href="mailto:canfiem@inhs.org">canfiem@inhs.org</a>	F	
Medical Assistant	Moses Lake Clinic	Charee	Wagner	840 E. Hill	Moses Lake WA 98837	<a href="mailto:cwagner@wvmedical.com">cwagner@wvmedical.com</a>	F	
Medical Assistant	Moses Lake Community Health Center	Charlene	Whitaker			<a href="mailto:cwhitaker@mlchc.org">cwhitaker@mlchc.org</a>	F	
Medical Assistant	Columbia Basin Health Association	Jennifer	Harris	140 E. Main Strret	Othello, WA 99344	<a href="mailto:jenniferh@cbha.org">jenniferh@cbha.org</a>	F	
Medical Assistant		Tara	Zammorrow			<a href="mailto:taraz@cbha.org">taraz@cbha.org</a>	F	
Medical Assistant	SkillSource	Emily	Anderson	309 East Fifth Avenue	Moses Lake WA 98837	<a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	Caucasian
Nursing	SkillSource	Emily	Anderson	309 E. 5th Ave	Moses Lake WA 98837	509.766.6315 <a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	Caucasian
Nursing	Othello Community Hospital	Tina	Bernsen	315 N. 14th Ave.	Othello, WA 99344	509.331.2669 or <a href="mailto:bernset@othellocommunityhospital.org">bernset@othellocommunityhospital.org</a>		
Nursing	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue SW	Quincy WA 98848	509.787.5396 <a href="mailto:colleen.canfield@quincyhospital.org">colleen.canfield@quincyhospital.org</a>	F	Caucasian
Nursing	Columbia Basin Hospital	Heidi	Cline	200 Nat Washington Way	Ephrata WA 98823	509.754.4631 Ext 226 <a href="mailto:clineh@columbiabasinhospital.org">clineh@columbiabasinhospital.org</a>	F	Caucasian
Nursing	Quincy Valley Medical Center	Sarina	Fahrner	908 Tenth Avenue SW	Quincy WA 98848	<a href="mailto:sarina.fahrner@quincyhospital.org">sarina.fahrner@quincyhospital.org</a>	F	Caucasian

Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Nursing	Central WA. Hospital	Stacey	Garland	1201 S. Miller	Wenatchee, WA 98801	<a href="tel:509.661.3539">509.661.3539</a> or <a href="mailto:sgarland@cwhs.com">sgarland@cwhs.com</a>		
Nursing	McKay Healthcare & Rehab Center	Dawn	Gentry	127 2nd Ave. S.W.	Soap Lake, WA 98851	509.245.1111 or <a href="mailto:dawn.gentry@mckayhealthcare.org">dawn.gentry@mckayhealthcare.org</a>	F	Caucasian
Nursing	Othello Community Hospital	Rhonda	Golladay	315 N. 14th Ave.	Othello, WA 99344	509.331.2669 or <a href="mailto:golladr@othellocommunityhospital.org">golladr@othellocommunityhospital.org</a>		
Nursing	Columbia Crest Care & Rehabilitation	Karl	Hernandez	1100 E Nelson Rd	Moses Lake WA 98837	509.765.6788 or <a href="mailto:karl.hernandez@sunh.com">karl.hernandez@sunh.com</a>	M	Hispanic
Nursing	Central Basin Home Health & Hospice	Debbi	Hill	311 W. 3rd Ave	Moses Lake WA 98837	509.766-2580 or <a href="mailto:debbi.hill@lhcgrouop.com">debbi.hill@lhcgrouop.com</a>	F	Caucasian
Nursing	Office and Professional Employees International Union	Allan	Jacobson	2602 N Proctor St Ste 203	Tacoma WA 98407-5250	800.622.4631 <a href="mailto:allan@opeiulocal23.org">allan@opeiulocal23.org</a>	M	Caucasian
Nursing	Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake WA 98837	509.764.6400 Ext 8067 <a href="mailto:jl Larson@wvmedical.com">jl Larson@wvmedical.com</a>	F	Caucasian
Nursing	Grant County Health District	Shawta	Sackett	P.O. Box 37	Ephrata WA 98823	<a href="mailto:ssackett@granthealth.org">ssackett@granthealth.org</a>	F	Caucasian
Nursing	Grant County Health District	Carol	Schimke	PO Box 37	Ephrata WA 98823	509.766.7960 X22 <a href="mailto:cschimke@granthealth.org">cschimke@granthealth.org</a>	F	Caucasian
Nursing	Samaritan Healthcare	Kathryn	Trumbull	801 E Wheeler Rd	Moses Lake WA 98837	509.765.5606 Ext 2325 <a href="mailto:ktrumbull@samaritanhealthcare.com">ktrumbull@samaritanhealthcare.com</a>	F	Caucasian
Nursing	Moses Lake Clinic	Jeanette	Wood	840 E. Hill	Moses Lake WA 98837	<a href="mailto:jwood@wvmedical.com">jwood@wvmedical.com</a>	F	Caucasian
Business Information Management	Horizon Credit Union	Juanita	Richards	1704 S Clover	Moses Lake WA 98837	509.765.0923 X3600 <a href="mailto:jrichards@hzcu.org">jrichards@hzcu.org</a>	F	
Business Information Management	Samaritan Healthcare	Chandra	Rodriguez	801 E Wheeler Rd	Moses Lake WA 98837	509.793.9614 <a href="mailto:crodriguez@samaritanhealthcare.com">crodriguez@samaritanhealthcare.com</a>	F	
Business Information Management	SkillSource	Emily	Anderson	PO Box 1517	Moses Lake WA 98837	509.766.6300 <a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	
Business Information Management	BBCC	Tom	Willingham	7662 Chanute St. NE	Moses Lake WA 98837	<a href="mailto:tomw@bigbend.edu">tomw@bigbend.edu</a>	M	
Business Information Management	Canfield & Associates	Paula	Gray	451 Diamond Drive	Ephrata WA 98823	<a href="mailto:pgray@canfieldsolutions.com">pgray@canfieldsolutions.com</a> 509.754.2027 Ext. 288	F	
Business Information Management	Million Air Moses Lake	Tammy	Johnson	10570 Park Dr. NE	Moses Lake WA 98837	<a href="tel:509.989.4713">509.989.4713</a> & <a href="mailto:rantom@q.com">rantom@q.com</a>	F	
Welding Technology	JR Simplot	Bob	Hunter	14124 Wheeler Rd NE	Moses Lake WA 98837	509.793.1194 <a href="mailto:robert.e.hunter@simplot.com">robert.e.hunter@simplot.com</a>	M	Caucasian
Welding Technology	Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake WA 98837	509.766.3208	M	Caucasian
Welding Technology	Columbia Basin Job Corps	Gina	Cutts	6739 24th St Bld 2402	Moses Lake WA 98837	509.793.1643 <a href="mailto:cutts.gina@jobcorps.org">cutts.gina@jobcorps.org</a>	F	Caucasian
Welding Technology	Genie Industries	Rick	Volk	8987 Graham Rd NE	Moses Lake WA 98837	509.762.3301 <a href="mailto:richard.volk@terex.com">richard.volk@terex.com</a>	M	Caucasian
Welding Technology	Pacific Northtwest Ironworkers	Andrew	Phillipson	16610 E Euclid	Spokane WA	<a href="mailto:jatc14@nwiw.com">jatc14@nwiw.com</a>	M	Caucasian
Welding Technology	Laserfab	Tom	Neil	2000 E Wheeler Rd	Moses Lake WA 98837	253.431.6387 <a href="mailto:tomn@laserfabusa.com">tomn@laserfabusa.com</a>	M	Caucasian
Welding Technology	Moses Lake High School	Chad	Utter	803 E Sharon	Moses Lake WA 98837	<a href="tel:509.766.2666">509.766.2666</a> <a href="mailto:cutter@mlsd.wednet.edu">cutter@mlsd.wednet.edu</a>	M	Caucasian
Welding Technology	Energy Solutions	Jim	Berkey	4375 Norris	Richland WA 99352	<a href="mailto:irberkey@energysolutions.com">irberkey@energysolutions.com</a>	M	Caucasian

Assigned Program	Business	First Name	Last Name	Address	City/State/Zip	Phone Number/Email	Gender	Race/Ethnicity
Welding Technology	Energy Northwest	John	Sisk		Richland	<a href="mailto:JJSISK@energy-northwest.com">JJSISK@energy-northwest.com</a>	M	Caucasian
Welding Technology	JR Simplot	Mark	Blazer	14124 Wheeler Rd NE	Moses Lake WA 98837	508.750.4664 <a href="mailto:mark.blazer@simplot.com">mark.blazer@simplot.com</a>	M	caucasian
Welding Technology	A-L Compressed Gasses	Ryan	Porter	323 E 3rd Ave	Moses Lake WA 98837	509.750.1070 or <a href="mailto:ryan.p@a-lcompressedgases.com">ryan.p@a-lcompressedgases.com</a>	M	caucasian
Welding Technology	Oxarc	Robert	Weedmark	1500 E Wheeler	Moses Lake WA 98837		M	caucasian
Welding Technology	Genie Industries	Jennifer	Hill		Moses Lake WA 98837		F	Caucasian
Welding Technology	Hanson Worldwide	Clark	Thomas		Spokane WA	515.229.9192 <a href="mailto:cst140@live.com">cst140@live.com</a>	M	caucasian
Welding Technology	REC Silicon	Gary	Koeppel	3322 Road N NE	Moses Lake WA 98837	509.766.8571 <a href="mailto:gary.koeppel@recgroup.com">gary.koeppel@recgroup.com</a>	M	caucasian
Welding Technology	Bechtel National, Inc	David	Koch			(509)371-4497 or <a href="mailto:dakoch1@bechtel.com">dakoch1@bechtel.com</a>	M	caucasian
Welding Technology	Norco, Inc	Joey	Vail	820 E Broadway	Moses Lake WA 98837	509.765.0631 or <a href="mailto:joevv@norco-inc.com">joevv@norco-inc.com</a>	M	caucasian
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Marty	Gregg	1328 Rd 28	Pasco WA 99301	509.542.9323 <a href="mailto:martingregg598@aol.com">martingregg598@aol.com</a>	M	caucasian
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Pete	Nacacio	1328 Rd 28	Moses Lake WA 98837	509.545.3035 <a href="mailto:pete@ua598.org">pete@ua598.org</a>	M	caucasian
Worker Retraining	SkillSource	Emily	Anderson		Moses Lake WA 98837	<a href="mailto:emilya@skillsource.org">emilya@skillsource.org</a>	F	Caucasian
Worker Retraining	Columbia Colstor	Mike	Bolander		Moses Lake WA 98837	<a href="mailto:mbolander@colstor.com">mbolander@colstor.com</a>	M	
Worker Retraining	WorkSource	Eileen	Boylston		Moses Lake WA 98837	<a href="mailto:eboylston@esd.wa.gov">eboylston@esd.wa.gov</a>	F	Caucasian
Worker Retraining	Grant County EDC	Emily	Braunwart		Moses Lake WA 98837	<a href="mailto:emily@grantedc.com">emily@grantedc.com</a>	F	Caucasian
Worker Retraining	Quincy Foods	Susan	Derting		Quincy WA	<a href="mailto:sderting@norpac.com">sderting@norpac.com</a>	F	Caucasian
Worker Retraining	ConAgra Foods-Lamb Weston	Kellie	Haney			<a href="mailto:kellie.haney@conagrafoods.com">kellie.haney@conagrafoods.com</a>	F	
Worker Retraining	SVZ-USA, Inc	Tad	Hildebrand		Othello WA	509.431.4199 or 509.488.9616 X273 <a href="mailto:tad.hildebrand@svz.com">tad.hildebrand@svz.com</a>	M	Caucasian
Worker Retraining	SGL ACF	Andrea	Schmaus		Moses Lake WA 98837	<a href="mailto:andrea.schmaus@sglacf.com">andrea.schmaus@sglacf.com</a>	F	
Worker Retraining	Quincy Foods	Chris	Scott		Quincy, WA	<a href="mailto:cscott@norpac.com">cscott@norpac.com</a>	M	
Worker Retraining	Grant County EDC	Jonathan	Smith		Moses Lake WA 98837	509.764.6579 or 509.793.4639 or <a href="mailto:jonathan@grantedc.com">jonathan@grantedc.com</a>	M	Caucasian
Worker Retraining	WorkSource	Kassandra	Watson		Moses Lake WA 98837	<a href="mailto:kwatson@esd.wa.gov">kwatson@esd.wa.gov</a>	F	Caucasian
Worker Retraining	LambWeston/BSW	Patricia	Wold			509.349.2210 or <a href="mailto:patricia.wold@conagrafoods.com">patricia.wold@conagrafoods.com</a>	F	Caucasian

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

**ITEM #9:** Ends Statements Crosswalk (for information/action)

### **BACKGROUND:**

During the October 24 board meeting, the trustees reviewed the current Ends Statements. The trustees requested a crosswalk between the current ends statements, board goals, new mission statement, core themes and values. The crosswalk is on the following pages. An excerpt from the book *Reinventing Your Board, A Step-by-Step Guide to Implementing Policy Governance* written by John Carver and Miriam Mayhew Carver is attached.

Prepared by the President's office, VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None

[Type text]

# CROSSWALK

Current Ends	Current Board Goals	New Mission	Core Themes	Values
<p><b>Definition:</b> Ends in Policy Governance refer to the effect an organization seeks to have on the world outside itself.</p> <p>This is BBCC’s impact, difference, change, benefit or outcome obtained in the lives of our constituents.</p>	<p><b>Definition:</b> The board will involve itself as a body in working to achieve the following goals (BBCC web site)</p>	<p><b>Definition:</b> The mission statement “articulates a purpose appropriate for the institution of higher learning, gives direction for its efforts, and derives from, and is generally understood by, its community.” (NWCCU, 1.A.1)</p>	<p><b>Definition:</b> The institution identifies core themes that individually manifest essential elements of its mission and collectively encompass its mission. (NWCCU, 1.B.1)</p>	<p><b>Definition:</b> Principles (fundamental beliefs) or qualities that shape institutional attitudes, opinions, decisions, and actions</p>
<p><b>E-1 Mission</b> The mission of BBCC is to serve the educational needs of a diverse population throughout its service district.</p>		<p><b>Mission:</b> Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.</p>	<p><b>Outcomes</b> <b>Student Success:</b> Big Bend community College provides access to opportunities, assists student in completion of their goals, and develops skills for lifelong learning. <b>Excellence in Teaching &amp; Learning:</b> Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth. <b>Community Engagement:</b> Big Bend Community College supports economic development, nurtures community and industry partnerships, and acts as a responsible steward of resources.</p>	
<p><b>E-2 ACCESS</b> BBCC provides quality resources and affordable access to the diverse population of its entire district.</p>	<p><b>ACCESS-</b> The Board will establish and maintain policies to ensure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with</p>		<p><b>Community Engagement Objectives</b></p> <ul style="list-style-type: none"> <li>• 3.2 BBCC works with K-12 &amp; university partners to provide educational opportunities</li> <li>• 3.3 BBCC practices responsible use of resources, including fiscal and natural resources</li> </ul>	<p><b>Integrity &amp; Stewardship</b></p> <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Sustainability</li> <li>• Ethics and honesty</li> <li>• Resource management</li> </ul>

# CROSSWALK

[Type text]

Current Ends	Current Board Goals	New Mission	Core Themes	Values
	<p>stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.</p> <p><b>RESOURCES</b> - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.</p>		<p><b>Student Success</b>            BBCC provides access to programs and services that meet the needs of our service district</p> <p><b>Objective</b></p> <ul style="list-style-type: none"> <li>1.1 BBCC provides access to programs and services that meet the educational needs of our students and prospective students.</li> </ul>	
<p><b>E-3 PARTNERSHIPS</b>            BBCC works with organizations and agencies to enhance access and service for our district population.</p>	<p><b>INNOVATION/PARTNERSHIPS</b> - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.</p>		<p><b>Community Engagement Objective</b></p> <ul style="list-style-type: none"> <li>3.1 BBCC works with community partners to support economic development</li> </ul>	<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Outreach</li> <li>• Partnerships</li> <li>• Improving quality of life</li> </ul>

# CROSSWALK

[Type text]

Current Ends	Current Board Goals	New Mission	Core Themes	Values
<p><b>E-4 STUDENT ACHIEVEMENT</b> BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners. Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.</p>	<p><b>STUDENT ACHIEVEMENT-</b> The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.</p>		<p><b>Excellence in Teaching &amp; Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• 2.1 BBCC implements innovation and creativity in programs and services</li> <li>• 2.2 BBCC helps students attain high academic standards</li> <li>• 2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes</li> </ul> <p><b>Student Success Objectives</b></p> <ul style="list-style-type: none"> <li>• 1.2 Use of services correlates with success, retention, and completion</li> <li>• 1.3 Students are prepared to graduate and to transfer or to seek employment</li> </ul>	<p><b>Excellence</b></p> <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Commitment to quality</li> <li>• High standards</li> <li>• Continuous improvement</li> </ul> <p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>• Academic achievement</li> <li>• Empowerment</li> <li>• Lifelong learning</li> <li>• Service to students</li> </ul>
<p><b>E-5 CLIMATE</b> BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners. This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff. The college efforts in its personnel and student recruitment policies reflect a commitment to cultural inclusiveness.</p>	<p><b>COLLEGE CLIMATE -</b> The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.</p>		<p><b>Community Engagement Objective</b></p> <ul style="list-style-type: none"> <li>• 3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community</li> </ul>	



# CROSSWALK

[Type text]

Current Ends	Current Board Goals	New Mission	Core Themes	Values
<p><b>E-6 MULTICULTURALISM</b>            The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.</p>			<p><b>Community Engagement Objective</b></p> <ul style="list-style-type: none"> <li>• 3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community</li> </ul>	<p><b>Inclusion</b></p> <ul style="list-style-type: none"> <li>• Diversity</li> <li>• Access</li> <li>• Opportunity</li> <li>• Equity</li> </ul>

# **Reinventing Your Board**

**A Step-by-Step Guide  
to Implementing Policy  
Governance**

John Carver

Miriam Mayhew Carver




Jossey-Bass Publishers • San Francisco

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## Ends Policies

### The Real Bottom Line

In this chapter, we are going to guide you through the process of developing the Ends policies of your organization. Although this challenge will be the heart of the board's work forever, it is not necessary to finish your Ends work prior to putting the other three categories of policies into effect.

Policies in the other three categories should be relatively complete in order to codify the board's job and the board's relationship with management, as well as to provide the safety to "let go" afforded by Executive Limitations. But with those policies in place, the board and CEO can begin operating in a Policy Governance manner. We refer you to Chapter Nine for tips on getting that process started.

The work of this chapter, however, is to describe the board's never-ending task of determining not what the organization does but what it is for. Our attention turns, then, to the creation of Ends. *Ends* in Policy Governance refers to the effect an organization seeks to have on the world outside itself. It will cause something to be different for someone at some cost. The concept *ends* embraces:

- The impact, difference, change, benefit, or outcome to be obtained in the lives of consumers or consumer-like populations. Let's call this *results*.
- The identity, description, or characteristics of the consumers or populations to receive the results. Let's call these *recipients*.
- The monetary expense, relative worth, or relative priority of a result or set of results, or the comparative priority of certain

recipients rather than others getting the results. Let's call this feature *cost*.

Ends policies, then, are policies that address a threefold concept: your organization's results, recipients, and cost of results. To qualify as an ends statement, a proposition must describe at least one of the three components. Taken as a whole, of course, your Ends policies will describe all three. We intentionally risk overkill in defining the ends concept, for we have found that despite its simplicity, it is persistently misinterpreted. *We strongly urge compulsive attention to the ends definition.*

You will sometimes hear ends mistakenly equated with results only. Be careful not to fall into this trap, as the concept is broader than a simple designation of outcome. (If results were the only meaning of ends, there would have been no need for using a word other than *results* in the first place.) You will find yourself tempted to define ends as anything that is important, required by law, or the end point of a process. None of these are correct definitions. You will find yourself tempted to define ends as your programs, services, or curricula. These are not ends; they are packages of means. Fiscal soundness and a good budget are means also. You will find yourself calling all of these *ends* occasionally. Watch out for this! We suggest that board members develop a habit of friendly but rigorous policing of each other in order that the concept not deteriorate with misuse.

Ends issues are located on the circle diagram in the top right-hand quadrant, as shown in Figure 7.1.

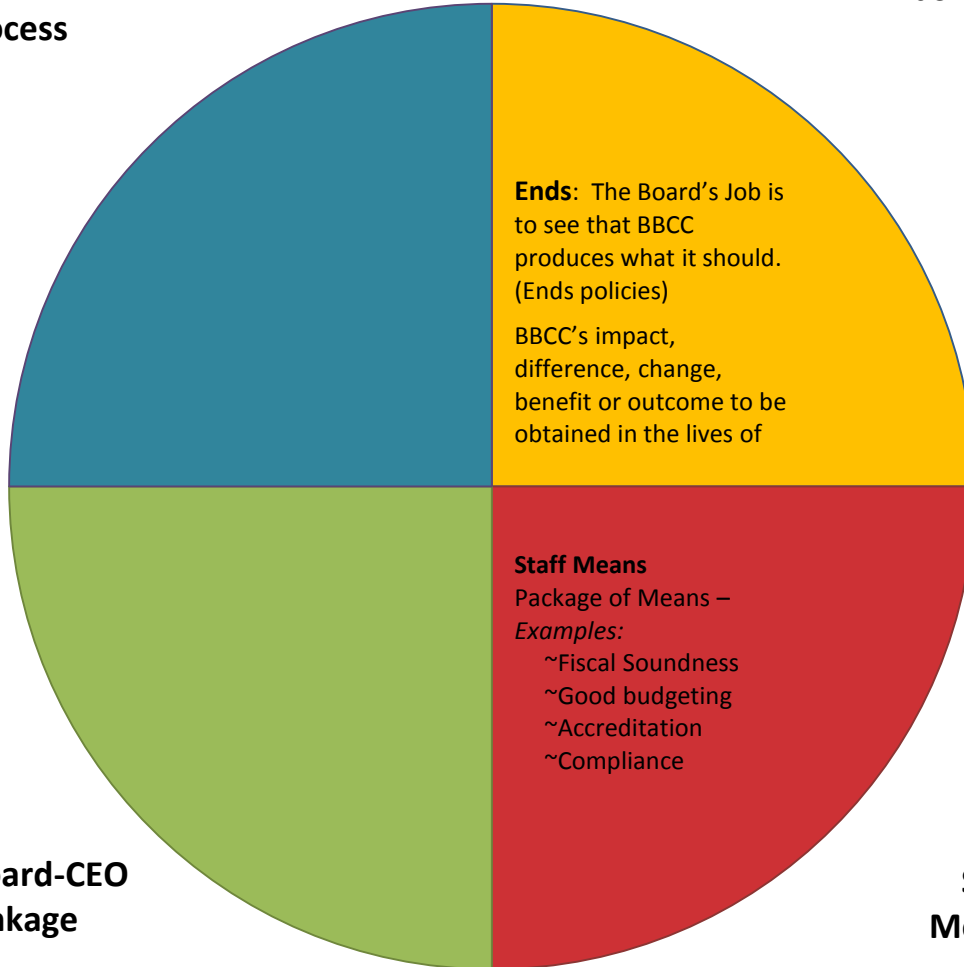
As with all other policy types, Ends are developed beginning from the broadest, most inclusive and general level first, then toward progressively more defined levels. Also in common with the other policy types, they are developed to the point that the board can accept any reasonable interpretation of a delegatee. In this case, the delegatee is the CEO.

Despite these features in common with the other policy types, this chapter will be very different from the three preceding chapters. For policy development within Executive Limitations, Governance Process, and Board-CEO Linkage (all means policies), we were able to present you with some generic samples. Those policies were model-consistent examples of what many boards have

# Policy Governance

**Governance  
Process**

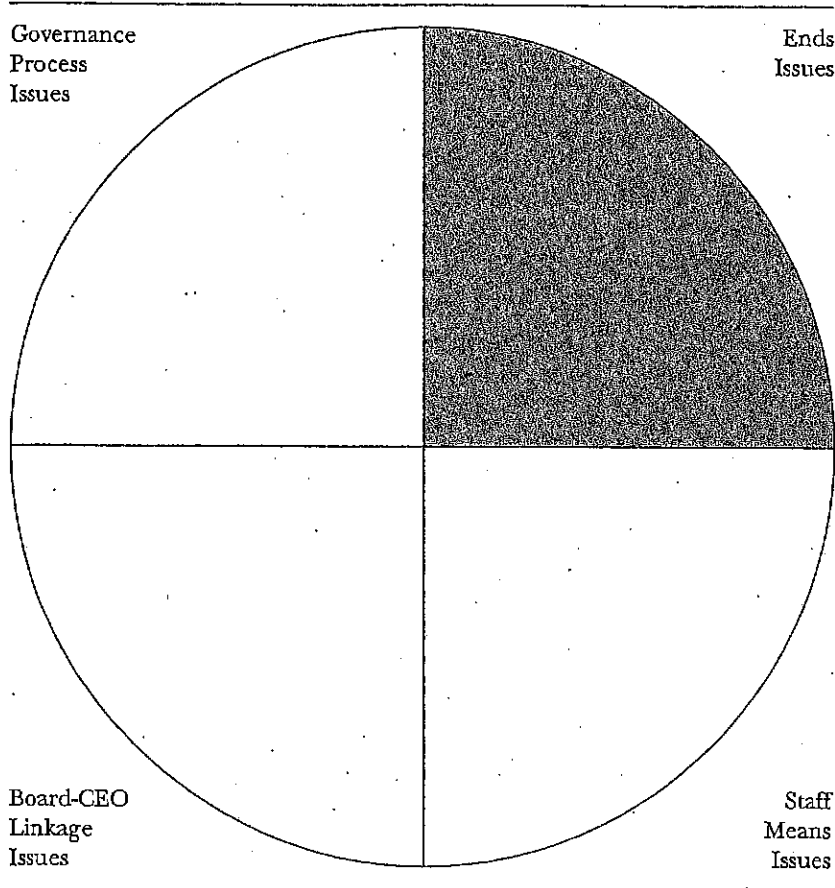
**Ends**



**Board-CEO  
Linkage**

**Staff  
Means**

Figure 7.1. The Ends Quadrant.



*Note:* On the circle diagram introduced in Chapter Two, the policies dealt with in this chapter are in the upper right-hand quadrant.

used. While we expect that you will have changed them somewhat, the format and content of means policies have general applicability across organizations of all types.

- Governance Process and Board-CEO Linkage policies describe both the Policy Governance model and its practical application. If you accept the model, your policies in these categories will merely be slightly tailored restatements of the model itself.

- Executive Limitations policies are really an expression of the board's values of prudence and ethics, since these values are the only reasons to constrain the choice of means. Because people in a culture have somewhat similar ideas about ethics and prudence, these policies tend to be similar across organizations of very different types. (While policies that tell the CEO *how* to manage would not be generically applicable, policies that tell the CEO *how not* to manage are.)

- Ends policies, in sharp distinction, are not generic at all. In fact, the uniqueness of any organization lies in its Ends. The meaningful difference between a city government and a hospital, or a mental health center and a trade association, lies not in different concepts of what is prudent and ethical nor in the principles of governance. The meaningful difference lies in the results they seek to produce for consumers, the particular consumers to whom they are targeted, and the worth or priority they assign to those results and recipients.

A further difference between the process of developing means policies (for board and staff) and that of developing Ends policies is the time involved in the policy work. Means policies, as you have seen, can be developed in a relatively short time. They are internally focused, and most of the information required for their formulation is available inside the board or staff organization. Ends policies, on the other hand, deal directly with issues of the world outside the board and the operating organization. Your board, in making its Ends policies, will be making hard choices about who will and who will not benefit from your organization, and in what ways. Such decisions are difficult, perhaps painful, and may be politically charged. They always need to be made with proper diligence from a very informed position, for a board makes such determinations on behalf not of itself, or its staff, or even today's consumers, but on behalf of the ownership in general.

Hence, we are not able to present you with samples of Ends policies that you can work from, as we did in the other policy quadrants. What this chapter will do is provide a format, or a sequence, for your board to use when it involves itself in the long and difficult task of Ends policy development.



When your board sets out on its Ends work, approach the task with the following perspectives:

1. *Don't assume that your existing mission statement is an Ends policy.* We often find that our clients have inspiring and rhetorically attractive mission statements, and we do not at all mean to minimize either the effort that went into preparing such documents or their possible public relations value. It is rare, however, that they are written in ends terminology, that is, that they define who is to benefit from the organization, in what way, or at what cost. They therefore do not qualify as Ends policies.

2. *Expect it to be difficult.* This may be counterintuitive. Our clients often start the policy development process expecting that means policies will be difficult to write and that Ends policies will be easy. After all, they reason, it's pretty obvious why the organization exists. After not very long, they realize it is not at all obvious what benefits should accrue, much less to which consumers at what cost. It is clear that boards have seldom considered such issues and that, as a result, they need to start virtually from scratch to define organizational purpose.

3. *Be rigorous about Ends attributes.* This is difficult at first, since you will find that it feels more natural to describe activities and intentions than to prescribe results, recipients, and cost. In time, you will get used to speaking in ends terminology, but for this to happen, you must learn to recognize that effort and action words almost always describe means, not ends. If you prescribe means to your staff, you will surely get them, but you will still be in the dark as to whether the right results were produced for the right people at the right cost.

4. *Never assume that your existing strategic plan is or contains Ends policy.* You may have spent some time developing a strategic plan. These plans usually contain a number of goals, objectives, or strategies for future years. Our experience is that they almost always are means documents. Plans, after all, describe how to get from here to there. Ends policies describe "there" with a consumer benefit focus. It only illustrates the aimless means focus of many nonprofit and governmental organizations that it is common to have extensive strategic planning even though ends are largely undefined! In

Policy Governance, the CEO has the same prerogatives with strategic planning as with any other staff means issue: he or she must make sure that all planning is within constraints placed on him or her by the board.

5. *Develop Ends policies with a long-term perspective.* Your board should aim at defining what the organization is to accomplish, for whom, and at what cost over the next several years, not by next month. Using a horizon that is appropriately distant will force the board to have a future orientation and to inform itself about future developments in the profile of needs and populations. It also recognizes that the staff needs time to plan and implement change in pursuit of the board's Ends.

6. *Make sure Ends are doable.* Ends policies, even at the most global level, describe the achievements for which the CEO will be held accountable. Accordingly, the board must be careful to make its requirements realistically ambitious. You should expect the maximum *possible*, not the maximum conceivable. So avoid rhetorical flourish: "A world that works for everyone," "A community free of alcoholism," or "Every child a wanted child" are Ends statements, but probably not yours! These are ideal states to which your board may have a philosophical commitment and, for that reason, bear stating. In other words, your board may want to make a statement of philosophy or be explicit about its motivation or the beliefs that bring it together in the first place. This is understandable, but such statements are not Ends. They belong in the Governance Process quadrant of board policy, declaring, in effect, where the board is "coming from" or the board's mentality.

7. *Ignore current organizational divisions or departments.* Your board should not make Ends policy on a department-by-department basis. Remember that the organizational structure, or division of labor, is a staff means issue and has been delegated to the CEO. The CEO has the right, unless specifically constrained by Executive Limitations policies, to change internal organizational structure. Do not allow staff structure to drive board thinking about the impact your organization should have.

8. *Never allow the problem of measurement to come up as you decide Ends.* We are aware of how odd this sounds. We, too, have heard the rules about always having measurable objectives. We are not opposed to measurement! We are simply asserting that if the board

allows measurement questions to contaminate its deliberations about what is to be accomplished, for whom, and at what cost, it will prescribe what is measurable rather than what is meaningful. We urge you to demand meaningful performance from your organization. The CEO will be required to convince the board that a reasonable interpretation of the board's Ends demands was delivered. So let measurement be the CEO's problem, but be realistically prepared to accept crude measures. It would be wonderful if Ends could be precisely measured, but at this stage of history they will likely be measured only crudely. A useful adage to remember states, "A crude measure of the right thing beats a precise measure of the wrong thing." For too long, our nonprofit and public organizations have been precisely measuring the wrong things!

9. *Expect to find that there is information you need and don't have.* Policy Governance boards spend a large amount of time getting educated. To demand doable results, to specify recipients, and to set acceptable costs raise many difficult questions. Just what is doable? Who are the potential consumers for whom we could make a difference, and how do we choose among them? What choices do our owners want us to make, and how will we deal with the inevitability that the owners themselves don't agree? How much should the results we demand cost? How should the results we seek change over the next few years? How will changes in public policy affect our choices? You can undoubtedly think of many more examples of information required for Ends decisions.

Now with those observations in mind, let us proceed through a set of exercises aimed at assisting your board to find the broadest, most inclusive, largest-mixing-bowl Ends policy for your organization. In order to do these exercises, it would help to appoint a member of the board to use a flip chart so that the various attempts that your board makes can be kept together. We strongly urge that all board members be involved in this exercise.

### **Let's Take It from the Top: Level One**

Your board will start its Ends policy development by deciding on the largest appropriate Ends statement.

We have found that focusing on the results aspect of ends is a good start-up strategy. That is, don't try to cover results, recipients,

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

**ITEM #10:** Exceptional Faculty Award Recommendation (for action)

### **BACKGROUND:**

The Exceptional Faculty Awards Committee is pleased to recommend awards to Aviation Maintenance Technology Instructors Dan Moore and Erik Borg in the amount of \$2,000 each. The awards will fund their attendance at the Aviation Technician Education Council Conference in San Antonio, TX.

The committee also recommends a \$2,000 award be approved for Criminal Justice and Psychology Instructor, Dr. Ryann Leonard. She will attend the American Psychology – Law Society Conference in Louisiana.

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 Awards for Dan Moore, Erik Borg, and Dr. Ryann Leonard.



November 8, 2013

Dear President Leas,

The Exceptional Faculty Award committee is pleased to inform you that we have three EFA applications for your consideration. The committee believes each plan fits the guidelines and spirit of the awards. Each activity may add dimension and quality to our instructional offerings as well personal growth, expertise, and inspiration for our esteemed instructors.

Dan Moore has requested an award so he may attend the ATEC Conference (Aviation Technician Education Council) in San Antonio Texas. The conference will give Dan the opportunity to network with many of his fellow aviation maintenance instructors, attend FAA rule making meetings and this experience may ultimately bring new ideas to the classroom.

Ryann Leonard is asking for an award to attend the American Psychology – Law Society Conference in New Orleans LA. The conference represents a connection with her peers. We believe this activity is of great value to her expertise and surely creates the occasion for her to contribute and stay current with the latest developments in her chosen discipline.

Finally, Eric Borg applied for an award that he may attend the ATEC conference in San Antonio. as Aircraft Maintenance has become a high growth industry, he will be able to promote his program in a national forum and participate in workshops to improve curriculum development and build relationships with industry and governmental concerns.

The committee is inspired by each instructor's desire to make a difference in their respective fields and enthusiastically supports each endeavor.

We have included copies of the applications and other materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. The EFA committee wishes to thank you, President Leas, the Foundation, and the Board of Trustees, for your support, trust and guidance.

Sincerely,

Sonia Farag

Steve Close

  
Gregory O'Jane

Charlene Rios

Bill Autry

## BIG BEND COMMUNITY COLLEGE

Date: 12/12/13

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

### **BACKGROUND:**

The following board policy drafts were included for your consideration in the October 24 board agenda. They are presented today for action.

#### BP 6114 Credit Hour

No change to actual practice, fulfills NWCCU requirement.

#### BP8060 Records Management

BP8060 documents current BBCC practices and provides direction for all electronic messaging such as twitter, office communicator and all other forms of communication to be archived per RCW 40.14

#### BP Non-Fraternization

BBCC currently does not have a board policy that addresses this issue.

#### BP 6000 Institutional Fund Balances, Reserves, and Contingencies

Changes to the operating reserve amount and the distribution of tuition funds were noted by VP Gail Hamburg during the October 24, 2013 budget presentation.

Prepared by the President's office.

### **RECOMMENDATION:**

None

Washington community and technical college boards of trustees and administrators, with the assistance of the faculty, have statutory authority to establish the course of study for community and technical colleges and to publish catalogs and bulletins that describe the conditions under which college programs may be utilized by students (see RCW 28B.50.140(11)).

In accordance with this authority, BBCC follows consistent and clearly published policies for the conversion of classroom contact hours to credit hour equivalents. BBCC credit hour policies will comply with state and federal regulations (RCW 28B.50.090; 34 CFR 600), as well as the accreditation standards of the Northwest Commission on Colleges and Universities (NWCCU).

BBCC establishes standard ratios for the translation of classroom contact hours into credit hours. These ratios comply with guidelines established in the Washington State Board for Community & Technical Colleges Policy Manual (Chapter 4, Appendix B), and are updated as changes to state or federal regulations or NWCCU standards mandate.

Big Bend Community College maintains records in accordance with RCW 40.14 - Preservation and Destruction of Public Records. The college Records Retention Officer, appointed by the president as required by state law, is responsible for the development and maintenance of the college's Records Management Program, and serves as the contact between the college and the SBCTC Records Officer. Records Coordinators are responsible for implementing the Records Management Program at the department, division, and office level.

All offices, departments, and divisions of the college will work with the college Records Retention Officer to ensure that:

- Only active records are stored in valuable office space
- Inactive records are regularly shifted to storage
- Historically valuable records are transferred to the Division of Archives
- Records are destroyed at the end of the retention period specified on the retention schedule
- Records essential to college authority and operations are adequately protected from damage or loss
- The college will be prepared to recover or replace records damaged by fire, flood, or other disaster
- All information systems, including hard copy, microfilm, electronic messaging, and other forms of communication that are considered public records, shall be preserved and accessible for the duration of the established retention period
- Records will be made accessible for public inspection and their security will be maintained according to the provisions of the Public Disclosure Act



Big Bend Community College is committed to providing an environment conducive to individual development and learning.

As a matter of sound judgment, all employees in the college community accept responsibility to avoid conflicts of interest between their professional responsibilities and their personal relationships with students or those whom they supervise, evaluate, or exercise other relationships of power or authority.

Romantic and/or sexual relationships between an employee and a student or a supervisor and a subordinate, may potentially pose risks to the employee, student, supervisor, subordinate, third parties, and department morale. A romantic and/or sexual relationship between an employee and a student, or a supervisor and subordinate, can lead to a complaint of sexual harassment when the student or subordinate perceives he or she was exploited.

In addition, other employees or students may express concern about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging to the college whether the favoritism is real or perceived. Concerns may also arise in cases where the relationship between the employee and student, or supervisor and subordinate is familial in nature.

To ensure the activities of advising, mentoring, evaluation and supervision of students or subordinates are conducted fairly, employees are prohibited from the following:

1. Entering into romantic and/or sexual relationship with a student or employee with whom the employee has a current supervisory/subordinate relationship.
2. Entering into a romantic or sexual relationship with a student who is currently enrolled in the employee's class(es).
3. Entering into a romantic or sexual relationship with a student who is currently a member of an athletic team coached by the employee.

This policy does not apply to romantic and/or sexual relationships that are prohibited by law under [RCW 9A.44](#) or relationships that violate discrimination or sexual harassment laws and policies.

Some professionals employed by the college (i.e., counselors, nurses, childcare workers and others) may have different, more stringent professional standards that must be met for continued

licensure and/or certification. This policy does not preclude or replace any guidelines published by a particular professional organization. Big Bend Community College expects its employees to abide by the guidelines of any professional organization in which they are members in addition to the standards set forth in this policy.

Legal Reference: RCW 9A.44

DRAFT

New _____	Non-Fraternization Policy BP _____
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**BP6000.1 General Statement**

Institutional fund balances fall into two categories - Dedicated and Discretionary. The Dedicated Fund category includes:

- Grants and Contracts (Fund 145)
- Plant (Fund 147)
- Dedicated Local Fees (Fund 148)
- Operating portion of tuition collections \*(Fund 149)
- Central Stores (Fund 440)
- Data Processing Replacement funds – Center for Information Services (CIS)
- Motor Pool (Fund 460)
- Associated Student Body (Fund 522)
- Bookstore (Fund 524)
- Parking (Fund 528)
- Aviation (Fund 570)
- European Project (Fund 571, Debt Reserve)
- Housing and Foods (Fund 573)
- Payroll Clearing Fund (Fund 790)
- Agency (Fund 840)
- Grants in Aid (Fund 846)
- Student Loans (Fund 849)
- Financial Aid (Fund 860)
- Operating Budget Contingency
- President’s Contingency

Fund source areas included in the Discretionary Fund category include:

- International Students Fund 145)
- Administrative fees and interest earnings on Grants and Contracts (Fund 145)
- Running Start (Fund 145)
- Excess Enrollments (Fund 148)
- Interest on dedicated local fees (Fund 148)
- Excess tuition collections (earnings realized above the allocation and above budgeted expense) (Fund 149)
- Interest on Operating Fees \*(Fund 149)

**BP6000.2 Reserve & Contingency Policy**

The establishment of adequate reserves policies for Big Bend Community College (BBCC) is required to meet the Board of Trustees objectives to implement financial standards that will assure fiscal viability by the establishment of reserve funds for current operation, capital debt, and new program offerings. The Vice President for Financial & Administrative Services shall provide a report of reserve balances during the annual financial report to the Board.

**Reserve Funds for the following purposes are identified as follows:**

Operating Reserves: The College will maintain an operating reserve of up to ~~two~~ three months of the operating budgeted expenditures.

Unplanned Capital Repair and Replacement Reserve: This reserve covers the largest (e.g. HVAC or roof system) failure that might occur in or outside the biennial capital repair and minor improvement funding.

Debt Reserve: The purpose of this reserve is to provide for debt payments on the COP.

Planned Future Operations: The purpose of this fund is for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College.

Other Reserves: As warranted by Board action other reserves may be created.

**Contingency Fund:** The President is expected to start each fiscal year with dedicated contingencies of at least 2.5% of the total General Operating Budget as contained in the State General Fund (Fund 001) and Operating Tuition Fund \*(Fund 149). Two percent of the General Operating Budget shall be set aside to establish an Operating Budget Contingency account and .5% of the General Operating Budget shall be set aside to establish a President's Contingency account.

The existence of Contingency Fund balances shall not negate Article XXIV of the Negotiated Agreement between the Faculty Association and the Board of Trustees. The Article XXIV Reduction-In-Force Policy shall prevail in the event of financial emergency regardless of Contingency Fund balances.

Following the annual fund balance review the President is authorized, provided there are demonstrated sufficient discretionary fund balances, to budget excess fund balances to meet the needs of the College.

\*Tuition is distributed as follows:

Retained Locally for Operating Budget	<del>80%</del> <u>75.7%</u>
Remitted to the State Building Fund	<del>10%</del> <u>9.6%</u>
ASB Service & Activity Fee	<del>10%</del> <u>9.6%</u>
<u>Financial Aid</u>	<u>3.5%</u>
<u>Innovation Fund</u>	<u>1.6%</u>

**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

**ITEM #12:** Board Policies (for information)

**BACKGROUND:**

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

BP 8053 Information Technology (IT) Security Policy

Prepared by the President's office.

**RECOMMENDATION:**

None

## BOARD POLICY

### BP8053 INFORMATION TECHNOLOGY (IT) SECURITY POLICY

BP8053

Big Bend Community College (BBCC) acknowledges the obligation to provide adequate security and protection of all Information Technology (IT) usage within its domain of ownership and control. This policy serves as an umbrella that governs all other BBCC policies pertaining to IT usage on campus and is intended to comply with the Washington State ~~Department of Information Services (DIS) IT Security Audit Process~~ *Office of the Chief Information Officer (OCIO) Standard No. 141.10: Securing Information Technology Assets*.

*(For full text of OCIO policy, see <http://ofm.wa.gov/ocio/policies/documents/141.10.pdf>)*

The BBCC IT Security Policy is acknowledged as a "living" document that may require alteration periodically to address changes in technology, applications, procedures, legal and social imperatives, and unanticipated dangers.

#### **Applicability**

This policy applies to all members of the BBCC community, with specific duties and responsibilities placed upon departments within Big Bend Technology (BBT). This policy applies to all campus facilities, equipment and services that are managed by the Big Bend Technology department, including off-site data storage, computing and telecommunications equipment. This policy also applies to application-related services purchased from other state agencies or commercial concerns, and internet-related applications and connectivity.

#### **Intended Exemptions**

It is not the intent of this policy to restrict academic freedom in any way, nor to impinge on the intellectual property rights of authorized users, therefore this policy exercises the exemption granted in the Washington State ~~Department of Information Services (DIS) Information Technology (IT) Security Policy for Institutions of Higher Education~~, pursuant to RCW 43.105.200, which states that, “~~in the case of institutions of higher education, the provisions of chapter 20, Laws of 1992, apply to business and administrative applications but do not apply to academic and research applications.~~” Office of the Chief Information Officer (OCIO) Standard No. 141.10: Securing Information Technology Assets, which states the following:

*Agencies must develop, document and implement policies and procedures for the IT security program in Section 1 and the functional areas in Sections 2 through 11. Agencies may exceed these IT security standards based on the risk and complexity of the IT environment.*

#### **SCOPE**

- (1) The IT security policy applies to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education.*
- (2) These IT security standards apply to state of Washington executive branch agencies and agencies headed by separately elected officials, referred to as “agencies” throughout this document.*

Board approved  
Revised 9/30/06

Information Technology (IT) Security Policy  
BP8053

1

- (3) *Institutions of higher education shall develop standards that are appropriate to their respective missions and that are consistent with the intended outcomes of the OCIO to secure data, systems and infrastructure. At a minimum, higher education institutions' security standards shall address:*
- a. Appropriate levels of security and integrity for data exchange and business transactions.*
  - b. Effective authentication processes, security architectures(s), and trust fabric(s).*
  - c. Staff training.*
  - d. Compliance, testing, and audit provisions.*

*Academic and research applications and infrastructure at institutions of higher education are exempt.*

It is the intent of Big Bend Community College to take precautions to prevent revealing specific security policies, standards and practices containing information that may be confidential or private regarding BBCC business, communications, and computing operations or employees. Persons responsible for distribution of these documents should consider the sensitive nature of the information as well as related statutory exemptions from public disclosure (See RCW ~~42.17.310~~ 42.56.210 and ~~42.17.330~~ 42.56.540). Policy Contact: ~~Director of Information and Communication Services~~ Information Systems Manager

#### **RELEVANT LAWS AND OTHER RESOURCES**

RCW ~~42.17.310~~ 42.56.210  
RCW ~~42.17.330~~ 42.56.540  
RCW 43.88.160  
RCW ~~43.105.200~~

**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

**BACKGROUND:**

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

Prepared by the President's Office.

**RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

**BACKGROUND:**

The next board meeting is scheduled on January 16, 2014 at 1:30 p.m. A study session may include a visit the Moses Lake Skills Center at 11:00 a.m.

Prepared by the President's Office.

**RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/12/13

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

### **BACKGROUND:**

President Leas met with Congressman Doc Hastings on campus November 8. They toured the nursing department.

President Leas attended an NWCCU Evaluator Workshop November 6.

President Leas will share about his attendance at the Education Law Association Conference, November 13-16, 2013.

The Career Development in Manufacturing Program is transitioning in to the Community Leadership Program.

The TACTC Transforming Lives Award dinner will be held Sunday, January 19, 2014, and TACTC meetings will be held Monday, January 20, 2014, in Olympia. .

President Leas will discuss options for recognizing the eleven BBCC nominations for the TACTC Transforming Lives Awards. Two options mentioned during the previous board meeting included a cash award funded by the trustees scholarship fund and inviting the nominees to lunch with the board.

Prepared by the President's office.

### **RECOMMENDATION:**

None.