



Board of Trustees Regular Board Meeting

**December 12, 2016
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Winter 2017 Campus Events

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

Month	Date	Event
December	12	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	16	Holiday Potluck, Masto Conference Center, Noon
	26	Campus Closed for Holiday
January	2	Campus Closed for Holiday
	3	Winter Quarter Begins
	7	Basketball vs. Blue Mtn CC, DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	10	ASB L'eggo-fest Lunchfest, Masto Conference Center, 10:30 a.m.-1:00 p.m.
	11	Basketball vs CC of Spokane, DeVries Activity Center, Women's 600 p.m., Men's 8:00 p.m.
	12	ASB Movie Night, Lee Theater, Ephrata, 7:00 p.m.
	16	Campus Closed for Holiday
	18	Basketball vs Treasure Valley, DeVries Activity Center, Women's 600 p.m., Men's 8:00 p.m.
	19	ASB Grocery Bingo, Masto Conference Center,
	21	Basketball vs. Columbia Basin College, DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	26	<i>Tentative</i> Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Bowling Night, Lake Bowl, 10:00 p.m. to midnight





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Monday, December 12, 2016, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Anna Franz, J.D.
 Chair

Miguel Villarreal, Ed.D.
 Vice Chair

Jon Lane

Stephen McFadden

Juanita Richards

Terry Leas, Ph.D.
 President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

- | | | | |
|-----|-----|--|-----|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran Timaney Anderson | |
| I | 2. | Introductions – Men’s Basketball Team
Women’s Basketball Team | |
| I/A | 3. | Consent Agenda | |
| | a. | Meeting Minutes October 27, 2016, | (A) |
| | b. | President’s Activity Update | (I) |
| | c. | Student Success | (I) |
| | d. | Accreditation | (I) |
| | e. | Assessment | (I) |
| | f. | Finance & Administration Report | (I) |
| | g. | Safety & Security Update | (I) |
| | h. | Human Resources Report | (I) |
| | i. | Classified Staff Report | (I) |
| | j. | Enrollment Report | (I) |
| | k. | Public Correspondence | (I) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) | |
| | a. | ASB President – Matt Alvarado | |
| | b. | Classified Staff Representative – Barbi Johnson | |
| | c. | Faculty Association President – Kathleen Duvall | |
| | d. | VP Finance & Administration – Linda Schoonmaker | |
| | e. | VP Learning & Student Success – Dr. Bryce Humpherys | |
| | f. | VP Human Resources & Labor – Kim Garza | |
| | g. | Executive Director BBCC Foundation – LeAnne Parton | |
| A | 5. | Proprietary Budget Report – VP Linda Schoonmaker
Executive Director of Business Services Charlene Rios | |
| | | -----BREAK----- | |
| A | 6. | Exceptional Faculty Award Request – Dr. Bryce Humpherys
Executive Session | |
| A | 7. | 2017 Board Meeting Schedule | |
| I/A | 8. | Assessment of Board Activity – Trustees | |
| A | 9. | Next Regularly Scheduled Board Meeting – Trustees | |
| I | 10. | Miscellaneous – Chair Anna Franz, 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 – tentative January 26, 2017

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

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting October 27, 2016, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, October 27, 2016, 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: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Mike Villarreal

Veteran US Army Staff Sargent Ricardo Ruiz from Othello led the pledge of allegiance. He served two tours in Afghanistan. This is his first quarter at BBCC, and he plans to earn a transfer degree, a bachelor's in finance, and then an MBA.

2. Introductions

Ed LaFrance, Instruction & Classroom Support; Matt Killebrew, Director of Communications; Deborah Danner Assistant Attorney General were introduced. AAG Danner reported that BBCC's newly assigned AAG, Catherine Kardong, will attend the next board meeting.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes August 11, 2016 and Board/Admin Strategic Summit September 30, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Safety & Security Report (I); h) Human Resources Report (I); i) Classified Staff Report (I); j.) Enrollment Report (I); k) Quarterly Budget Report (I); l) Public Correspondence.

Motion 16-42 Trustee Jon Lane moved to approve the consent agenda. Trustee Juanita Richards seconded the motion, and the motion carried.

Public Comment

Trustee Emeritus Felix Ramon stated he served 18 years on the board of trustees. He complimented the board for fulfilling their responsibilities to the BBCC students and communities with sometimes fewer resources than needed. He encouraged the trustees to continue to donate to the trustees' scholarship fund.

4. Remarks

- a. ASB President Matt Alvarado shared news from the students. ASB has been busy sponsoring the following great opportunities for students: the Back-to-School BBQ, a soccer tournament, an Olympic athlete motivational speaker, a hypnotist, leadership training for ASB and club members, an Oktoberfest lunchfest, Campus spa, a fantastic disabilities awareness month speaker, movie night in Ephrata, a blood drive, and providing halftime activities during the home volleyball games. Over 1,000 people have attended the events this quarter. The annual ASB Halloween Dance is tonight. There have also been several training opportunities this quarter including Strengths Finder training, diversity training with Dion Jordan, leadership training with Bobby Audley, Campus Clarity training, SALT training, Sexual Harassment and Clery Act training. Tomorrow and Saturday the ASB officers and programmers will participate in an intensive 22-hour Heart of the Leader training, here on campus. There will be a graduation ceremony on Saturday at 4:00 p.m.

ASB has also been busy with service activities, such as making dog chew toys for an animal shelter and little bears made out of towels for New Hope Domestic Violence Center, helping with decorations at Star Night, and coordinating a blood drive.

Upcoming events include motivational speaker Houston Kraft next Tuesday. The following Tuesday, Thanksgiving-fest will be held and Big Bend Veterans will be honored with a free lunch.

Other programs and clubs on campus are also hosting events. The Student Success Center will be sharing multicultural events in November including "Day of the Dead" (dia de los muertos) on November 1-2 and Native American Month in November.

BBCC's Rho Zeta Chapter of Phi Theta Kappa worked with the *Columbia Basin Herald*, preparing flyers for the Health/Wellness expo. They also assisted in the Viking Orientation and held a successful car wash. The chapter provided concessions for an ASB event and Allied Arts. They attended the Bobby Audley leadership presentation. They also assisted with the registration at Star Night. The chapter inducted 17 students into Phi Theta Kappa this quarter. The chapter is preparing for their annual Silent Auction November 16 and welcomes any donations. Congratulations to Rho Zeta member Melinda Dourte who is now the Greater Northwest Regional President, a first for BBCC.

- b. Classified Staff Representative Barbara Collins provided information from the STAR committee's activities. She also presented the Regional Outstanding Classified Staff Award to Randy Fish. He has worked at BBCC for 30 years. Randy is well known on campus as a positive team player, and he said "BBCC is a great place to work."

- c. Faculty Association President Kathleen Duvall shared faculty news. Social Science Instructor Dr. David Holliway reported that the anthropology class toured CWU's anthropology program and visited their primate reorientation program.

AMT Instructor Dan Moore and the other AMT instructors are working with the advisory committee, and they very concerned about PTEC and their hangar. They hope to plan a presentation to bring to the board about their possible move.

English Instructor Matt Sullivan is giving a talk at the Moses Lake Museum and Art Center November 2, 3:00 p.m. regarding victim roles in mystery writing.

Librarian Libby Sullivan shared news about One book, One college. Author Jess Walter will be on campus November 16 to read from his book *Anything Helps* and sign books. A grant from the BBCC Foundation and President Emeritus Dr. Bill Bonaudi made it possible for the library to give *Anything Helps* to interested students and staff.

Simulation Technology Coordinator Andrea Elliot reported that she presented "Standardizing Debriefing" at the Simulation User Network Conference in Seattle October 18. The Sim Tech program also had their moulage, the art of applying mock injuries with makeup, event for the Sim Tech program.

Early Childhood Education Development Specialist Jenny Nighswonger shared that BBCC is offering another Spanish cohort in Othello for family home and center providers to obtain their initial certificates, and there are 25 enrolled. The I-Best (co-teaching) model with ESL support will be used. Both instructors are previous family home providers, bilingual, and live in the Othello community. This is meeting an important community need. She also co-hosted a training last Saturday at CB Tech for school district staff, family home and center providers who provide home visits to families they serve. Thirty-five participants attended. BBCC's Early Childhood Education program has also been hosting trainings on campus such as Strengthening Families, School Readiness, and Cultural Competence.

Dr. Jim Hamm reported that his astronomy class held stargazing events with the Park Orchard Elementary and North Elementary schools. Students and families viewed the Moon, Saturn, and Mars through telescopes.

Medical Assistant (MA) Program Coordinator and Instructor Kyla Ohs reported that MA program is actively involved with supporting the Moses Lake School District by providing vision and hearing screenings at the elementary and middle schools this fall. This support builds strong relationships with the community and the public school district and has been a huge success with lots of positive feedback regarding the professionalism and quality of students who are representing the BBCC MA program. MA students also volunteered their time to help with the "moulage" make-up wound clinic that the Sim Tech Program hosted

for CB Tech students. The MA students were involved in helping the CB Tech students apply the “moulage” in order to simulate real wounds and other emergency situations.

Business Information Management (BIM) Lab Coordinator Tom Willingham reported that their program is in a continual state of "self-auditing" in order to find new ways to engage students better in an effort to attain better success, retention, and completion. BIM is beginning a cohort model with seven students, similar to Guided Pathways model. BIM is working with Disability Services to improve the accessibility of the information technology for their e-learning environment. In addition to delivering the classes differently, the program has begun the Fall Quarter 2016 with a plan for BIM cohorts using linked classes with weekly meetings with the instructors/advisor. Each subsequent fall, a new cohort of students will begin the limited enrollment courses. The cohorts are intended for students who want to earn their BIM degree in two years, six consecutive quarters on a full-time basis. Students preferring to complete the program on a part-time basis may take longer than six sequential quarters and may begin at any time during the academic year. This environment provides a way for students to support each other, instructors to gain better face-to-face access, and a better venue within which to motivate and help students stay on track. Offering the first BIM certificate in the first quarter will be a great, reinforcing motivator.

- d. VP Linda Schoonmaker shared the *BBCC ctclink Status* flyer authored by Director of BBT Rick Sparks. ctclink has been very frustrating for the First Link colleges due to implementation issues.

The PTEC building capital project is a replacement project, which requires demolishing a building to replace the square footage. The hangar was chosen for demolishing due to the condition of the building and “facility points” in the documentation. Building 1700 also has low scores; however, the SIM lab was added and that will increase the building’s score. There are many options to consider like natural gas, restroom styles, hallways, ceilings, insulations, outlets, windows and more that suit the 50-year building plan. Value engineering may allow for an option to build space similar to Sonico’s new building with concrete tip ups. The AMT program could vacate a portion of their hangar allowing for a partial demolish and then move into a new Sonico-type building. There are many things to consider with the long-term plan in mind. The project will be registered as a LEEDs facility and will be completed in 2019. All of the programs currently located on “professional technical row” except flight training will be housed in PTEC.

Trustee Jon Lane stated having the AMT program on the flight line is a unique advantage for BBCC’s nationally-rated program. Trustee Mike Villarreal stated it is exciting to look forward to the possibilities and important to approach the project creatively.

Faculty Association President Kathleen Duvall stated planning long term requires stepping back. She reminded the group that faculty need to be integrated into the conversation. The impact on AMT will be huge. VP Linda Schoonmaker stated that faculty have been attending meetings with the architects.

- e. Dean Daneen Berry-Guerin provided VP Bryce Humpherys' report. She stated that faculty are working together with administrators to address advising needs. BBCC currently has three large grants with advising-related outcomes. Shared Governance Council and Cabinet have met and discussed developing a structure around advising.
- f. VP Kim Garza reported that hiring and recruitment continues in her area. There are five confirmed retirements in the spring. Two new full-time tenure positions will be added. She reminded all that changes take place in a culture when the balance of new people is greater than the number of long-term members. Human resources is implementing the NeoGov online application process to streamline the hiring process. The BBCC holiday potluck is scheduled on Friday, December 16, and trustees are invited.
- g. Executive Director LeAnne Parton shared that the Foundation had record attendance at the Star Night event October 13. The STEM endowment goal was met and qualified for the federal match by September 30. The College received another STEM grant, which includes a \$345,000 endowment match over the next five years.

The current Grant County EDC President has taken a job in Oregon and Executive Director Parton was elected as President of the EDC effective immediately. She also announced that Jerry Moberg, Attorney at Law, joined the Foundation Board at their meeting on October 20.

Executive Director Parton and Program Assistant Jennifer Starr attended the CASE conference for community college development directors and staff in San Diego on October 5-7.

The BBCC Family Campaign started this week and runs through November 20, 2016. The theme is "I've Got a Golden Ticket" from *Willy Wonka and the Chocolate Factory*.

Community member Mr. Bob Fisk has donated a 2013 Harley Davidson Blackline Softail Motorcycle with only 500 miles to the Foundation. It will be raffled off at Cellarbration! They plan to sell 1,000 tickets \$20 each.

5. AMP Student Success Monitoring Report

Dean Valerie Parton shared the student success monitoring report information. This information informs strategies and areas of focus for 2016-17, include advising

consistently with comprehensive services and a holistic approach, and communicating clearly about resources available on campus.

Faculty Association President Kathleen Duvall stated faculty members are positive about advising.

Motion 16-43

Trustee Stephen McFadden moved to approve the AMP Student Success Monitoring Report. Trustee Jon Lane seconded the motion, and the motion carried.

6. Sabbatical Report

English Instructor Matthew Sullivan provided a report about his sabbatical experience. During his sabbatical he worked with his editor on rewriting his book, *Midnight at the Bright Ideas Bookstore*, which will be published by Scribner June of 2017. Instructor Sullivan reported he is sharing his experience of working with editors and agents in the publishing industry with his students.

7. Exceptional Faculty Award

Automotive Instructor Dick Wynder shared his experience at the 2016 North American Council of Automotive Teachers (NACAT) Conference in Houston, TX. This conference is for instructors, and they network with each other and exhibitors. Instructor Wynder shared photos of the facility and equipment to provide ideas for BBCC's PTEC building.

Instructor Wynder also discussed hosting an NACAT Conference at BBCC in 2021, after the PTEC building is completed. Approximately 200-350 hotel rooms will be needed in the community to support the event. NACAT insures the event and coordinates sponsors. BBCC's responsibilities would be to provide local logistics and food services. The profit from the event is split between NACAT and the host college. Any losses are absorbed by NACAT.

8. CBIS Report

Director of the Center for Business and Industry Services (CBIS) presented information about the program beginning with introducing her assistant Jordan Shipley. Director Laszlo described CBIS as a self-support program offering educational opportunities and workforce development to BBCC's service district communities. This program integrates with the BBCC Mission, Vision, and Values. CBIS contracts with instructors from around the nation to deliver education to business and industry partners. They work closely with Skillsource and the North Central Workforce Council with a focus on customized flexible training. Training is offered at the industry site, or the employees can come to BBCC. CBIS is separate from BBCC, and classes are non-credit.

Director Laszlo thanked human resources, the business office and the registrar's office for their support of CBIS. They served more than 1,400 employees from the community with more than 65 training sessions teaching leadership, soft skills, technical training like electrical and welding, communications skills, first aid training and more. The Customized Training Program (CTP) offers tax breaks, and CBIS also has private pay

contracts available. CBIS also offers community education; for example, community choir, band, drama, private instrument, voice lessons, pottery, and more. The ARFF program is also administered through CBIS.

Director Laszlo is working on providing a teacher prep program, solar grant program, Upskill-backfill, and FEMA trainings. CBIS is a gateway to professional development and college. She is working to partner with UAS and the Medical SIM program to begin an entry training in which students could flow into the BBCC programs.

Board Chair Anna Franz announced a 10-minute break at 3:59 p.m.

The meeting reconvened at 4:09 p.m. with no action taken.

Two new faculty members were introduced. Dr. Allison Palumbo earned her doctorate at the University of Kentucky, and she began teaching English at BBCC this quarter. Jody Quitadamo earned her Master's degree at CWU, and she teaches History and Political Science; she also began this quarter.

9. Transforming Lives Nomination

The trustees discussed the nominations and expressed how difficult it was to choose only one nominee to represent BBCC at the state level.

Motion 16-44 Trustee Stephen McFadden moved to nominate Phillip Christian as BBCC's Transforming Lives nominee and Erica Martell as the alternate nominee. Trustee Jon Lane seconded the motion, and the motion carried.

10 Board Resolution

The board reviewed the revised board resolution regarding delegation of authority. Changes included updating job titles.

Motion 16-45 Trustee Stephen McFadden moved to approve Board Resolution 2016-1. Trustee Jon Lane seconded the motion, and the motion carried.

At 4:25 p.m. Chair Anna Franz announced a 15-minute Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The meeting reconvened at 4:40 p.m. with no action taken.

11. President's Evaluation

Board Chair Anna Franz read the board's evaluation of President Leas into the record.

With great appreciation, the Board of Trustees congratulates our President, Dr. Terry Leas, on another successful year of guiding our community college. In evaluating Dr. Leas' performance, the Board reviewed the End Statements of the College and found that the institution has met the expectations of the Board. This past year has

demonstrated the positive changes made by Dr. Leas and his implementation of a “culture of inquiry” on the campus.

The Board takes note of the many achievements made in the previous year, including participation in programs to expand access to an increasingly diverse student body and to support their success such as rejoining Achieving the Dream and receiving grant funding for the Working Students Success Network. The outcomes of Big Bend’s efforts to increase student success is demonstrated by the 2% increase in student graduation and completion rates and an FTE increase of 23.8% in ABE/ESL students. Under Dr. Leas’ guidance, the programs offered by Big Bend have expanded with the accreditation of two new degrees in Criminal Justice and Medical Simulation Technology, creating new opportunities for our students. The Board is pleased to see the dedication of Dr. Leas to supporting an inclusive campus culture to open opportunities to all members of our community and to continue to make Big Bend a positive environment for learning. Even as Big Bend has faced challenges in the form of multiple retirements and replacements of key leadership positions, Dr. Leas has used these opportunities to find qualified candidates to add new and diverse voices to our college.

The Board encourages Dr. Leas to continue to advocate on behalf of the college in our community and beyond. Continuing to guide the completion of the Professional Technical Education Center through the state capital process and soliciting community support through donations and establishing new partnerships is of paramount priority. The Board also supports Dr. Leas’ outreach to, and work with, community groups and stakeholders including K-12 Districts within Big Bend’s service area, Samaritan Hospital’s strategic finance and planning committee, Rotary, GCEDC, ACDC, the Othello Industry Council, the Big Bend Foundation, and others. These relationships are vital to the continued success of Big Bend’s role in the community and the Board encourages the President to continue to foster these relationships. The Board is very appreciative of Dr. Leas’ efforts to continue to increase knowledge of and access to the programs offered by Big Bend by improving the College’s web presence and creating marketing tools such as the workforce resume and brag sheet.

The Board additionally encourages Dr. Leas to continue to strengthen communication with the Board of Trustees to establish a structure of continued contact, transparency, and guidance between the Board and the President’s Office for the future.

The Board commends Dr. Leas for his leadership and guidance in managing Big Bend Community College and encourages his continued work at expanding the success of our community.

Motion 16-46 Trustee Juanita Richards moved to approve President Leas' 2017-18 contract, including a 1.8% salary increase. Trustee Mike Villarreal seconded the motion, and the motion carried.

12. Board Self-Evaluation

Board Chair Anna Franz read the board's self-evaluation statement into the record.

The Board of Trustees commenced its annual self-evaluation by reviewing the Board Job Description set forth in the Board Policy Governance Bylaws. Pursuant to the Board's governance policies setting forth the adoption of policy governance, the Board reviewed its End Statements to ensure that they reflected the goals of the Board for Big Bend Community College. Upon a review of the End Statements, the Board determined that they are an accurate reflection of the Board's desired outcomes for the College.

The Board resolved to continue work in the coming year on reviewing and strengthening the evaluation processes established for the President, College, and Board to ensure that the duties of the Board are being fulfilled and that communication between the offices of the Board and the President is open and effective. The Board also determined to continue to strengthen communication with and support of the Foundation's efforts to support the College.

Motion 16-47 Trustee Jon Lane moved to approve the board's self-evaluation statement. Trustee Juanita Richards seconded the motion, and the motion carried.

13 Assessment of Board Activity

Trustee Stephen McFadden reported that he spoke at the Othello Rotary Club October 27.

Trustee Jon Lane reported that he attended the ACCT Conference in New Orleans, and Washington State was recognized with three awards. He also attended Star Night, a WACTC Meeting, and planning meetings for the Spring ACT Conference, which will be held at BBCC May 25-26, 2017. Trustee Lane reported that he is serving on the Law & Justice Advisory Board at CBTech, which feeds the BBCC Criminal Justice program.

Trustee Mike Villarreal reported that he attended Star Night, and it was a great event.

Board Chair Anna Franz reported that she drafted the president's evaluation and the board self-evaluation. She also reviewed the agenda with President Leas.

14. Next Regularly Scheduled Board Meeting

Motion 16-48

Trustee Jon Lane moved to reschedule the December 1, 2016 board meeting to December 12, 2016, Trustee Mike Villarreal seconded, and the motion carried.

15. Miscellaneous

Dr. Leas explained that he recently attended a Regional Governance Education Session called Raising the Bar: Effective Governance hosted by Samaritan Healthcare. He said he learned about preparing board job descriptions, which could be used when talking with potential trustees. Trustee Jon Lane said this may be a good ACT training.

Adjourned at 5:02 p.m.

Board Chair, Anna Franz

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from October 3 through November 30, 2016, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/03/16	Donor Meetings	Support Foundation	Spokane	
10/04/16	JATP Closing Ceremony	Program Support	Seattle	
10/05/16	New Employee Orientation	Employee Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	HR Meeting	Performance Evaluation	BBCC	
	Project Rainier Conference Call	Economic Development		
	Project Falcon	Economic Development	Moses Lake	
10/06/16	Grants Meeting	Program Support	BBCC	
	Veterans' Club Fundraiser	Student Support	BBCC	
	Othello Rotary	Community Engagement	Othello	
	Othello SD Superintendent Dr. Chris Hurst	K-12 Partnerships	Othello	
	Soap Lake SD Superintendent	K-12 Partnerships	Soap Lake	
10/07/16	Shared Governance Council	Information Sharing, Strategic Planning	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
	M&O Safety Meeting	Department Support	BBCC	
10/10/16	Foundation Donor	Foundation Support	BBCC	
	HSI STEM Grant Meeting	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
	Quincy Leadership Roundtable Legislative Contacts	BBCC Support Community Engagement	BBCC	
10/11/16	Rainier Meeting	Community Engagement	Othello	
	Dean of IR Valerie Parton	Program Support	BBCC	
	CBIS Workforce Education Opportunity	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	STEM Grant Evaluator Meeting	Program Support	BBCC	
	IST Advisory Committee Meeting	Program Support	BBCC	
10/12/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	Multi-cultural Development Team	Inclusion & Diversity	BBCC	
	Title V NOA UAS Grant Evaluators	Exit Conference	BBCC	
10/13/16	Star Night	Student Success	BBCC	
10/14/16	Blue Mtn CC President Cam Preus	Campus Tour	BBCC	
10/17/16	Title V NOA Director Pat Ford	Program Support	BBCC	
	Transforming Lives Event Planning Meeting	Student Success	BBCC	
	Board Agenda Review	College Guidance	BBCC	Board Chair Anna Franz
	Phi Theta Kappa Induction	Student Success	BBCC	
	Title V Program Evaluation	Exit Conference	BBCC	
10/18/16	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Visit Ephrata Superintendent Dr. Jerry Simon	K-12 Partnership	Ephrata	
	Ephrata Rotary Luncheon Presentation	Community Engagement	BBCC	
	Regional Governance Education – Raising the Bar: Effective Governance for Turbulent Times	Community Engagement Professional Development	BBCC	
10/19/16	Grant County EDC Meeting	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Pathway Access to Healthcare Professional Internal Monitoring Team Meeting	Program Support	BBCC	
10/20-21/16	WACTC Meetings	System Support	SBCTC Olympia	
10/24/16	Education Advisory Board Community College Exec Forum	Exploration	Conference Call	
	Blindspot From Me to We	Professional Development	BBCC	
10/25/16	Dean of IR Valerie Parton	Program Support	BBCC	
10/26/16	Title III/V HIS STEM Grant	Program Support	Conference Call	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
10/27/16	Director of Communication Matt Killebrew	Program Support	BBCC	
	PTEC Planning	Capital Project Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
10/28/16	PTEC Planning	Capital Project Support	BBCC	
11/2-4/16	Education Law Association	Professional Development	BBCC	
11/07/16	Meet Sodexo Regional VP Pam Smith	Partnership	BBCC	
	UAS Internal Monitoring Team Meeting	Program Support	BBCC	
	PTEC Planning Meeting	Capital Project Support	BBCC	
11/08/16	Port of Moses Lake Executive Director Jeff Bishop	Port Discussion	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Faculty Member Discussion	College Support	BBCC	
	STAR Committee Planning	Presentation Preparation	BBCC	
	Community Member	VA Funding for Aviation	BBCC	
11/09/16	Capital Project	Support	Conference Call	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Community Member Running Start Program	Discussion	BBCC	
11/10/16	State Auditors Entrance Conference	College Support	BBCC	
	Veteran Corps Navigator George Turner	Program Support	BBCC	
	Library Staff	Program Support	BBCC	
	Foundation Staff	Discussion	BBCC	
	CWU Tabatha DeLong	Partnership	BBCC	
	Faculty Members	Lunch	BBCC	
	BBCC Alum	Discussion	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

c. Student Success:

Comprehensive advising and improving support services were identified as institutional instruction and student services priorities that emerged from external mandates, existing commitments, and a review of internal student success data. The winter inservice will include professional development activities related to advising practices.

The Executive Summaries of the Arts and Science and Workforce Education former student surveys follow. The surveys were administered in Spring Quarter 2016. Students responded to questions on Instruction Quality, Transfer Process, Employment, General Education, Quality of Services and Activity attendance. We are in the process of interpreting the survey results and determining how the data can inform our work.

Prepared by VP of Learning & Student Success Dr. Bryce Humpherys and Dean of Institutional Research Valerie Parton.

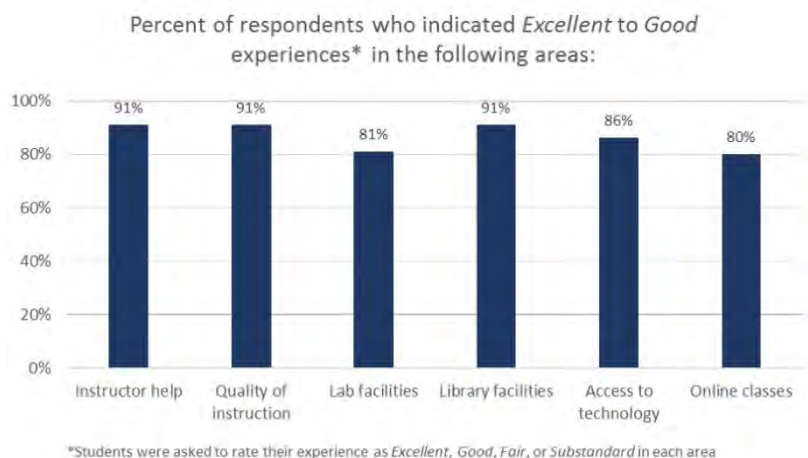
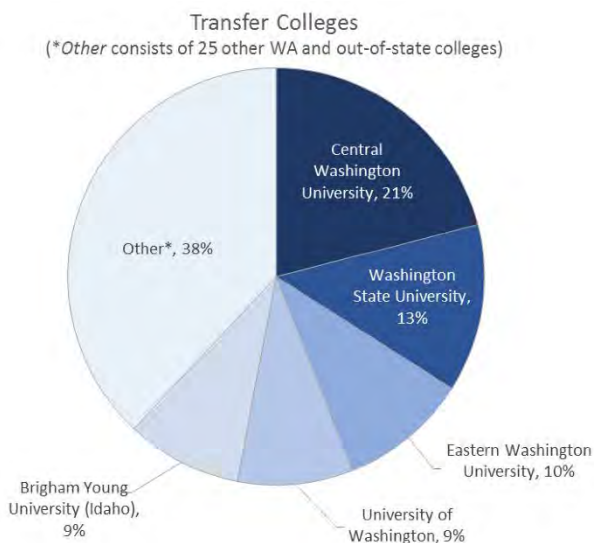
RECOMMENDATION: None

2016 Former Arts & Sciences Student Survey Summary

Former academic students^a were surveyed about their transfer experiences, the quality of BBCC education and services, and the impact of extracurricular activities. One hundred and twenty-seven (127) students completed the survey. Their feedback allows BBCC to determine what is working well for students and identify opportunities to improve the student experience.

TRANSFER INFORMATION

Understanding students' transfer experience allows BBCC to work with universities to help students transfer seamlessly. Approximately 70% of respondents transferred to baccalaureate institutions. Less than 20% had problems transferring. Of students experiencing problems, the primary issue was that BBCC credits were not accepted as the students had expected. The most commonly reported transfer majors were Elementary Education and Business.

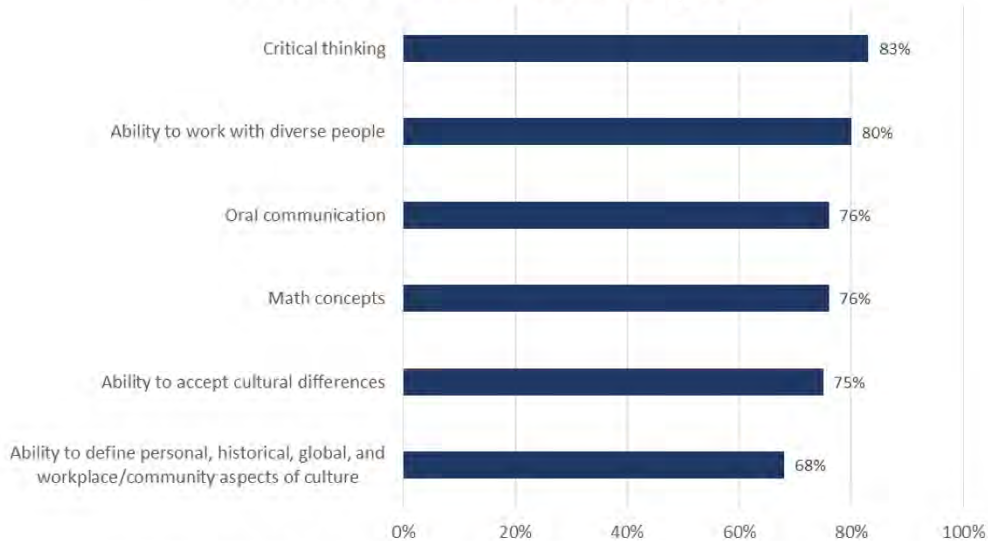


QUALITY OF INSTRUCTION

Quality of instruction and instructor help each were rated as *excellent or good*^b by 91% of respondents. Major trends on how BBCC could improve students' transfer preparedness included: Expect more from students, improve advising so students do not take classes they do not need, and teach students how to write a research paper with APA citation.

GENERAL EDUCATION SKILLS GAINS

Percent of respondents who felt that BBCC coursework improved their skills *A lot* or *Somewhat** in the following areas:



*Students were asked to rate the amount of skill improvement their coursework contributed to in each area on a scale of *A lot of improvement, Some improvement, Little improvement, or No improvement*

QUALITY OF SERVICES

Library Services, the STEM Center, and Career Services were all rated as *excellent* or *good*^b by at least 90% of respondents. Most all areas that provided service to students were rated as *excellent* or *good* by at least 80% of respondents.

Percent of respondents who indicated *Excellent* to *Good* quality of services* in the five most commonly used areas:



*Students were asked to rate the quality of services at BBCC as *Excellent, Good, Fair, or Substandard* in each area

ACTIVITY ATTENDANCE

Studies show that students who are active in campus activities are more engaged in the campus community and succeed more academically. ASB food and cultural events, guest lectures or other presentations, athletic events, and performing arts events (plays, music events, etc.) had the most self-reported student attendance at BBCC and only 56%, 47%, 35%, and 31% (respectively) of respondents indicated that these events added *a lot* or *some*^c value to their college experience. However, the response rate was so low on this item that no definitive conclusions can be drawn.

2016 Former Workforce Education Student Survey Summary

Former workforce education students^a were surveyed about their educational experiences, quality of services, and overall perception of their time at BBCC. Ninety-three (93) students completed the survey. Their feedback allows BBCC to understand what is working well for students and identify opportunities to improve the student experience.

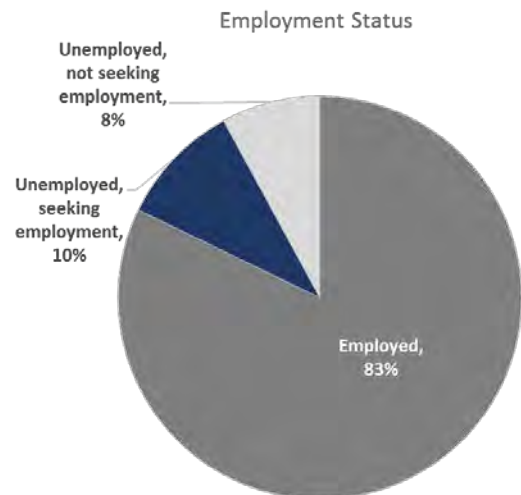
PROGRAMS OF STUDY

Program (students could mark more than one)	# Responses
Accounting	11
Agriculture	1
Automotive	3
Aviation (Commercial Pilot)	6
Aviation Maintenance	4
Business Information Management	8
Business Medical Services	3
Child & Family Education/Early Childhood Education	9
Commercial Driver's License (CDL)	3

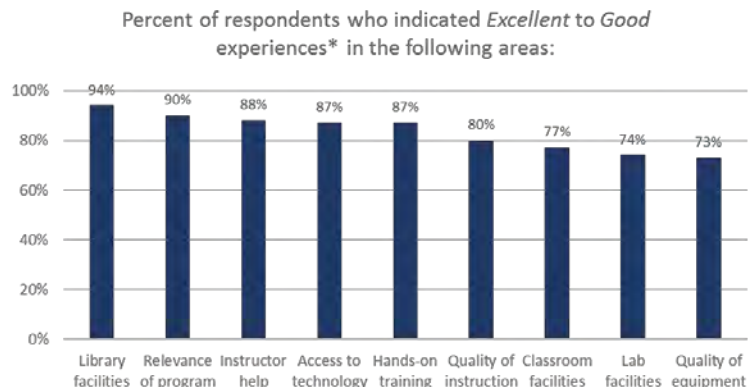
Program (students could mark more than one)	# Responses
Computing Systems/Computer Science	2
Industrial Electrical	5
Maintenance Mechanics	0
Medical Assistant	11
Micro Computer Specialist	0
Nursing, Certified Assistant (CNA)	14
Nursing, ADN	28
Welding	4

EMPLOYMENT

Although 61% of students said they were employed in the area they studied, 78% said they were using the skills they learned – both specific technical skills and soft skills, such as communication and workplace values.



QUALITY OF INSTRUCTION



*Students were asked to rate their experience as *Excellent, Good, Fair, or Substandard* in each area

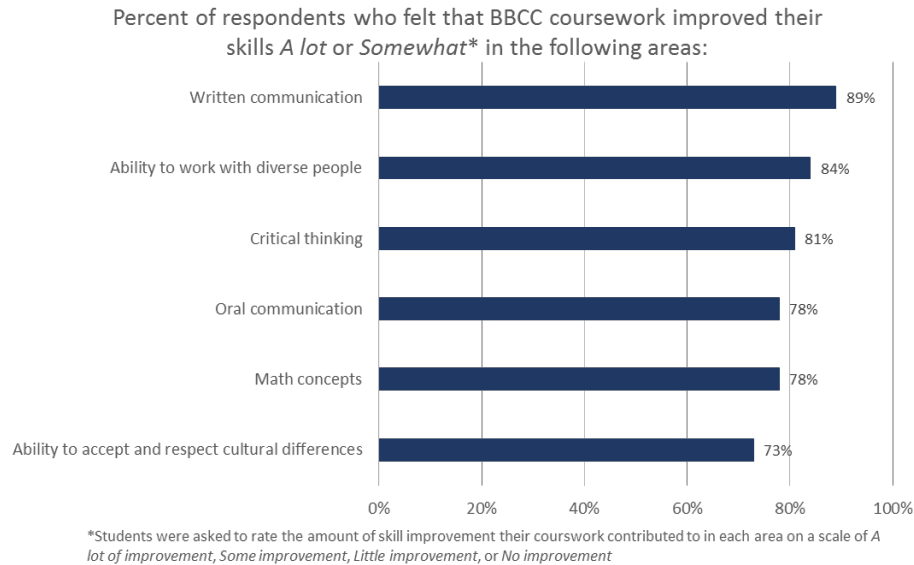
Classroom facilities, laboratory facilities, and quality of equipment received the lowest ratings on this question, suggesting that facilities and equipment may need upgrades. Students indicated that hands-on experiences allowed them to apply classroom instruction and learn technical skills more effectively.

^aStudents had attended between fall 2012 and spring 2015

^bRating scale: *excellent, good, fair, or substandard*

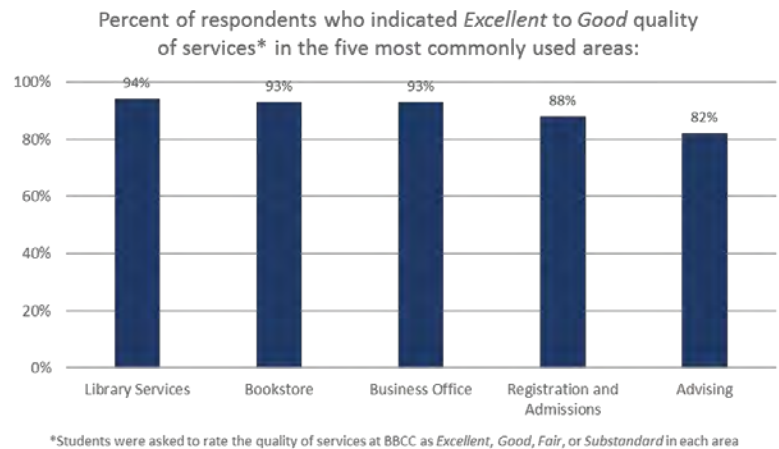
^cRating scale: *a lot, some, little, or no value*

GENERAL EDUCATION SKILLS GAINS



QUALITY OF SERVICES

Almost all services were rated *excellent* or *good*^b by 90% or more of respondents. Advising and career services were rated at 82% and 85% respectively, although only 33 students indicated they had used career services.



ACTIVITY ATTENDANCE

Studies show that students who are active in campus activities are more engaged in the campus community and succeed more academically. Athletic events, guest lectures, and ASB food and cultural events had the most self-reported attendance and only 10%, 46%, and 40% (respectively) of respondents indicated that these events add *a lot* or *some*^c value to their college experience. **A greater percent of transfer students attended events than workforce education students.** Additional research is needed to further understand the impact of student attendance at campus events.

^aStudents had attended between fall 2012 and spring 2015

^bRating scale: *excellent, good, fair, or substandard*

^cRating scale: *a lot, some, little, or no value*

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

The Northwest Commission on Colleges and Universities (NWCCU) requested that Big Bend Community College prepare an Ad Hoc Report and host a visit by Commission representatives based on a recommendation from the 2012 Comprehensive Evaluation and Report.

Recommendation:

The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3)

BBCC received communication from the Northwest Commission that the report is due to the evaluators and to the NWCCU on March 1, 2017. A date has not been set for the evaluator visit.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

This fall, the Assessment Committee has made significant progress developing an assessment of student learning framework that will meet the NWCCU accreditation standards on assessment. The committee is fleshing out a work plan that will inform winter inservice activities on February 3 and the NWCCU Ad Hoc Report due on March 1.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: WAVE 1 'GoLive' date scheduled for January 2017 has been postponed. No future date has been determined at this time. As of today, BBCC is still in the WAVE 2 group.

Financial Statements: The WA State Auditor's Office has completed their onsite review of our 14/15 Financial Statements. Their review work continues from their office.

Ongoing Capital Projects:

Building 1700 ADA access and Doors: Permit from county received after Thanksgiving and work continues to proceed on completing installation of the new doors.

Drone Netted Facility: Fencing is completed around perimeter. Work continues on planning ADA accessibility. Facility is in use.

Professional Technical Education Center (New Building): Continuing with design development and value engineering.

Building 1400 Student Center Remodel: Exterior doors are scheduled to arrive the first week of December, and the punch list continues to be worked. Beginning to schedule move-in dates over the break for staff.

History:

Building 1700 ADA access and Doors:

10/27/2016: ADA access ramp is completed. Permit request for new doors has been submitted to county.

Drone Netted Facility:

10/27/2016: The nets and poles are completed, asphalt work is done inside the netting. Dr. Ford has had a demonstration using the facility. We do still need to provide ADA access from the sidewalk on College Parkway to the net entrance to the facility.

8/11/2016: We experienced some delay in the variance permitting application process, and the County Planning department provided recommendations for us to obtain a height clearance letter from the Port of Moses Lake instead of the variance application. The Port was gracious enough to do so, and we now have our County permits. We are currently waiting for Federal Aviation Administration (FAA) paperwork to be approved. We anticipate an August 22 start date for the poles and netting to be erected.

5/26/2016: We received approval from the federal contracting officer to move forward. Burton Construction was issued the NTP (Notice to Proceed) on May 4th. Scheduling of the resurfacing of the tennis courts and the removal of the old tennis net poles is being planned now between Burton and their asphalt subcontractor.

4/7/2016: We have a project quote and construction documents for the work to be performed to repair the old tennis court surface and to erect the netted facility, to include an 8-ft-high cyclone fence enclosure to restrict casual access. At this time, the grant director is reviewing these documents with the federal contracting officer to gain the necessary authorization to proceed with obligating the federal funds.

3/3/2016: A Public Works Request has been submitted to DES to include possible engineering design for the netting enclosure. Small discussion with Kansas State University-- they actually used a golfing range designer out of Florida to assist with their design! This facility is planned to be located over the unused tennis courts directly south of the Baseball field.

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony:

10/27/2016: This project is still on the schedule for summer of 2017.

8/11/2016: The glass-panel-railing system was selected, and the lead time was identified as 4 to 6 weeks. Unfortunately, the calendar starts to get tricky now with various sports programs beginning their seasons and requiring access to the facility. This work will be scheduled for summer of 2017. There is no immediate danger/risk to students, staff, or the public in utilizing the surrounding access to other spaces.

5/26/2016: The contractor has been back out to take some core samples from both the wall and the balcony floor to determine 'makeup' to ensure that we fasten the railing appropriately. The actual design of the glass panel railing system is still being reviewed.

4/7/2016: We are reviewing tempered-glass panels for replacement of the wiggly wall and the railing along both sides of the upper deck of the gymnasium. We determined that the first solution to repair the wiggly wall was not the best option in the long run since once we touched the railing at any point we would need to bring the rest up to current safety code—that we would proceed with replacing the wiggly wall and the current side railings with a new glass panel railing system.

3/3/2016: The engineer provided us with options and estimates for repair. We selected the least disruptive to the esthetics of the wall, but still accomplishing the repair in an efficient and long-lasting method. We are now waiting for an estimate from the construction contractor.

1/21/2016: We are currently waiting for response from engineer on estimating the costs and timelines with the various options for repair proposed.

Professional Technical Education Center (New Building):

10/27/2016: Value Engineering is completed. This provides us with options for the design that may potentially provide more efficiency or expanded use.

8/11/2016: the Design contract was signed July 19, and we are scheduled to meet each week until the end of September to attempt to accelerate the design and construction-document time period in order to meet a summer 2017 construction window for ground work. Without an accepted accelerated process, it may be late spring of 2018 before we could break ground.

5/26/2016: Predesign was approved by OFM on April 27th. DES is currently working on the contract for the Design portion of the project.

4/7/2016: The final version of the Predesign was submitted to OFM on March 8th. We probably have a 60-day turnaround time for OFM to complete their review and give approval for us to proceed. During this wait time, we have the RFQ (Request for Qualifications) out for the Design and Construction Management Services with a submittal cutoff date of April 1, review of submittals by mid-April, and top ranking firms with oral interviews the week of May 2nd.

3/3/2016: We are currently working on the final drafts of the Predesign submission for OFM review. We are planning on submission to OFM in March.

1/21/2016: Instructors and staff met to review the three site selections and raise the pros and cons of each site. Meeting for more detailed analysis will possibly occur 4th week of January.

Building 1400 Student Center Remodel:

10/27/2016: The remodel/renovation work is basically completed, however, there is a delay in the delivery of the exterior doors. We are still on track for a late December occupation of the new space.

8/11/2016: Construction began on time, June 27, 2016. The contractor has completed demolition and is completing interior framing. Relocated services for students are functioning well.

5/26/2016: Bids are completed and the selected construction contractor is Western States. We are waiting on the plan review from Grant County and expect to have approval the 4th week of June, and then a NTP for Western States the week following. Approximately 120 days from NTP to completion of the work.

4/7/2016: We met with the architect and the lighting engineer to go over the final construction plans and locations of electrical, IT cabling, and wireless points. We should have final design mid-April and out for construction bid shortly thereafter. We will be locating staff to various locations around campus but trying to keep essential student contact (registration/financial aid/counselors) in bldg. 1400 to make access easier for our students.

3/3/2016: We met several times to discuss and review several possible floor plans for this space. We wish it to be inviting and welcoming and continue to serve our students as well as our staff in an efficient manner.

1/21/2016: The second meeting was held, and general agreements on how the space should be organized were made. A couple of possible floor plans have been provided and another meeting is to be scheduled the 4th week of January.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

Director of Safety & Security Kyle Foreman provided the following information.

Campus Safety has experienced an unusually busy quarter with the following occurrences:

- Vetting and managing 5 registered sex offenders attending classes.
- Investigating drug and alcohol offenses (illegal possession or use) in the dormitories.
- Assisting with Title IX (sexual misconduct) investigations.
- Assisting with multiple Student Conduct investigations.
- Assisting local law enforcement agencies with investigations involving BBCC students.
- One attempted daytime vehicle theft (10/24/2016).

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

Report Number	Report Date	Report Incident Types	Location
Total Records: 51			
16-BC-003	01/05/16	MEDICAL EMERGENCY	BLDG 7700
16-BC-005	01/10/16	NON-CLERY CRIMINAL OFFENSES : [23E] LARCENY: THEFT FROM COIN OPERATED MACHINE	BLDG 1600
16-BC-007	01/10/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1700 : PARKING
16-BC-008	01/20/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 3400
16-BC-010	01/20/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 5000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-012	01/26/16	CLERY OFFENSES : CRIMINAL OFFENSES : DOMESTIC VIOLENCE	BLDG 3300 : PARKING
16-BC-017	02/09/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 1200 : INTERIOR
16-BC-020	02/10/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-021	02/17/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 1200 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 3300 : INTERIOR
16-BC-027	03/02/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-028	03/08/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1400 : INTERIOR
16-BC-029	03/09/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 6000 : INTERIOR
16-BC-030	03/23/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-031	03/28/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 1200 : PARKING
16-BC-032	04/04/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-033	04/07/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 4200 : PARKING
16-BC-034	04/12/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-035	03/22/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	OFF CAMPUS LOCATION

16-BC-036	04/19/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600 : PARKING
16-BC-040	04/24/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90E] DRUNKENNESS	BLDG 1400 : PARKING
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 1400 : PARKING
16-BC-045	05/09/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 1600 : PARKING
16-BC-061	05/01/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 2000 : PARKING
16-BC-062	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	OFF CAMPUS LOCATION
16-BC-063	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING
16-BC-066	05/30/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1100 : INTERIOR
16-BC-068	05/30/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600
16-BC-069	05/26/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1300B
16-BC-070	05/31/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1400
16-BC-071	06/02/16	DORM VIOLATION : NOISE VIOLATION	BLDG 5000
16-BC-072	06/08/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 3600 : INTERIOR
16-BC-073	06/14/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING
16-BC-074	07/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-075	07/14/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR
16-BC-076	08/17/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1500
16-BC-079	08/30/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 1800 : INTERIOR
16-BC-080	09/07/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-082	09/21/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 5000
16-BC-083	09/05/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1500
16-BC-084	10/02/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 3300
16-BC-085	10/11/16	NON-CLERY CRIMINAL OFFENSES : [90J] TRESPASS OF REAL PROPERTY	BLDG 6000 : INTERIOR
16-BC-088	10/17/16	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT	BLDG 1600 : PARKING
16-BC-090	10/25/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-091	11/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR
16-BC-092	11/18/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 5000 : INTERIOR

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources Report

BACKGROUND:

Recruitment & Selection:

Cassandra Fry was promoted to the position of Program Specialist 2 in the Financial Aid Office. Cassandra will replace Rita Jordan, who is retiring on January 31. She will begin her new position on January 3.

Sherry Donovan accepted the position of Nursing Instructor. This is a full-time position replacing Amber Bravo. Sherry began work at BBCC on November 28.

Interviews for the position of Career Services Coordinator were conducted on December 2, 2016. This is a full-time, admin/exempt position replacing Bonnie Jeffery. A letter summarizing the strengths and weaknesses of the finalists will be forwarded to the President for his review and final selection.

Applications for the positions of Budget Analyst 2, Title III HSI STEM Grant Director, and Assistant Director of Business Services have been sent to the screening committees for review. It is anticipated that interviews for the positions will be conducted prior to the end of December.

The college is accepting applications for the following open positions:

- Flight Instructor
- Electrician
- Director of Residence Halls & Residential Life

Training:

Training below was completed online or in a group setting at BBCC. Participants include Admin/Exempt, Faculty, and Classified Staff.

Basic Accessibility Training-Creating Accessible Documents-October 13 & October 26, 2016- 37 participants

BlindSpot "From Me to We"-October 24, 2016- 17 participants

Recruitment & Selection Process Training – October 14, 2016 – 19 participants

Travel Procedures Training – October 7 & 21, 2016 – 32 participants

FMS Query Training-November 4, 2016 - 20 participants

WA State DES Trainings-October 2016:

- WA State Purchasing & Procurement Ethics-1
- WA State Contract Management 101 – 4 Modules-1
- WA State Small Purchases-1

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

Brendan Abonyi-

Positive Approaches to Being Your Best-Coach Sherry Winn on September 27
Megamation Online on October 5 at BBCC

Lora Allen-

Disability Support Services Council Meeting via GoToMeeting on October 19 at BBCC

Daneen Berry-Guerin-

JNGI Small Enrollment Institution Retention Webinar on September 1 at BBCC
Workforce Education Council on October 6-7 at South Seattle College
FY2016 Post-Award Webinar for New DHSI Grantees Webinar on October 13 at BBCC
Fighting 147 Quarterly on October 14 at BBCC
Guided Pathways Conference on October 25 at Columbia Basin College
Talon ETA Training on October 28 at BBCC

Linda Chadwick-

Administrative Professional Today September issue at BBCC
Office Pro September issue at BBCC
Higher Education Legal Alert October issue at BBCC
Office Pro October Issue at BBCC

Ruth Coffin-

Registrar Updates & Info, ctcLink, new SBCTC Manual on October 5-7 at South Seattle College Georgetown

Caren Courtright-

Demystifying Online Sourcing Webinar on October 27 at BBCC

Mike De Hoog-

Health Emergencies: Asthma Awareness-Safe Schools on October 4 at MLSD
HIV/AIDS Awareness-Safe Schools on October 4 at MLSD
Health Emergencies: Diabetes Awareness-Safe Schools on October 4 at MLSD
Sexual Misconduct: Staff-to-Student-Safe Schools on October 5 at MLSD

Mike De Hoog-(continued)

Health Emergencies: Life Threatening Allergies-Safe Schools on October 5 at MLSD

Sexual Harassment: Student Issues & Response-Safe Schools on October 5 at MLSD

Bullying: Recognition & Response (K-12 WA Primer)-Safe Schools on October 5 at MLSD

Child Abuse: Mandatory Reporting (Primer)-Safe Schools on October 5 at MLSD

Tim Fuhrman-

Alma Training on October 25-28 at Green River CC

Kara Garrett-

Articulation and Transfer Council (ATC) on October 6-7 at Shoreline CC

Inter-College Relations Commission on October 20-21 in Pullman

Kim Garza-

Human Resource Commission Meeting on November 3-4 in LaConner, WA

Bryce Humpherys-

Washington Student Services Commission Meeting on October 13-14 in Bellingham

Guided Pathways Meeting on October 25 in Pasco

Instruction Commission Meeting on October 27-28 in Vancouver, WA

Jeremy Iverson-

Washington Financial Aid Association on October 12-14 in Spokane

Terry Leas-

Regional Governance Education – Raising the Bar: Effective Governance for Turbulent Times by Samaritan Hospital on October 18 in Moses Lake

Jenny Nighswonger-

WAEYC/ECTPC Conference on October 27-28 in Lynnwood

LeAnne Parton-

CASE - Council for Advancement and Support of Education on October 5-7 in San Diego

Valerie Parton-

Data and Analytics Summit on September 7-9 in Hyattsville, MD

Nash Management & Leadership Training Workshop on September 28-29 in Wenatchee

Nash Management & Leadership Training Workshop on October 5-6 in Wenatchee

Char Rios-

BAC (Business Affairs Commission) on October 13-14 in Spokane
Advanced Government Accounting Seminar by Washington Finance Officers
Association (WFOA) on October 18-19 in Kennewick
BAR (Budget, Accounting and Reporting) on October 27-28 at Tacoma CC

Linda Schoonmaker-

Campus Security Authority on September 12 at BBCC
Fraud Conference on September 13 in Lacey
Payroll Operations for the Mobile Workforce: Emerging Trends, Opportunities,
and Risks Webinar on September 21 at BBCC
Advanced Government Accounting Seminar by Washington Finance Officers
Association (WFOA) on October 18-19 in Kennewick

Heidi Summers-

BFET Fiscal and Program Training on October 18 in Olympia
WorkFirst Education and Training Forum on October 24-26 in Wenatchee

Tyler Wallace-

Radical Math Workshop on October 21 at BBCC
Pathways Workshop on October 25 at Columbia Basin College
Team Teaching Training Workshop on October 28 at BBCC

Susan Workman-

NAEOP Conference – Regional Fall Conference for TRiO Programs on October
15-19 in Boise

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

The STAR Committee is still recruiting new members to fill their membership of 12. Current members include:

Ex Officio	Robin Arriaga
Co-chair Lead	Barbara Collins
Co-chair Assistant	Barbi Johnson
Secretary/Treasurer	Heidi Bratsch
Marketing/Publicist	Amber Jacobs
Members at Large	Alicia Wallace, Cassandra Fry, Ted Mata, Lisa Johnson

2016-2017 TRAINING SCHEULE: (see attached)

Throughout the months of October and November, more than 165 hours were logged for classified staff members in a variety of trainings and workshops offered on and off the Big Bend campus.

October 28, The STAR Committee hosted Mark Poth BBCC communications instructor and basketball coach as our motivational speaker. Coach Poth presented "Be the best you; it's hard to lose with a fistful of aces." Twenty nine (29) classified staff employees participated in this interactive event. His ideas will help individuals enhance their personal and professional communication skills. He also shared techniques for handling difficult situations.

November 18, the STAR Committee organized the first Program Learning Experience featuring the 1000 building. This is patterned after campus tours BBCC has held in the past. The focus is educating all campus personnel about the BBCC campus and support programs, and having a better understanding about inclusion and student success as it aligns with the BBCC Mission and Vision Statement.

The 1000 building is home of the BBCC Testing Center and the TRIO Upward Bound Program. Facilitators did an excellent job sharing history about the Big Bend campus, TRiO resources, and explaining the testing process.

COMMUNITY SERVICE PROJECT:

The STAR Committee helped promote for donations to the BBCC Viking Food Pantry until November 30. In December, they began campus promotion for the annual toy drive and the winter clothing drive. Final toy donations will be at the annual holiday luncheon, December 16. The winter clothing drive donations are for foster families in Grant and Adams counties and will end on January 20.

The Committee placed collection boxes on campus for fall quarter in support of the Viking Food Pantry and will send out regular reminders to campus personnel about the project.

Reported trainings for October and November 2016

STAR Training	Dates	Participants	Department	Location
Mark Poth, Motivational Speaker	10-28	29	Various Departments	BBCC

Other Training	Date(s)	Participants	Department	Location
Open Enrollment for 2017 HCA	10-05-16	3	Human Resources/Payroll	BBCC
Fast Friday, Travel Procedures	10-07 & 10-21	14	Various Departments	BBCC
Recruitment & Selection Process	10-14-16			BBCC
CASE Conference	10-05 to 10-21	1	BBCC Foundation	San Diego CA
Recruitment & Selection Process	10-14-16	5	Various Departments	BBCC
Grant Writing & NAEOP Conference	10-16 to 10-18	1	TRiO Upward Bound	Boise ID
FEMA Disaster	10-13	1	Title V Programs	Pierce College
SALT; White House Debt Challenge	10-18	1	Business/Finance	BBCC
Basic Accessibility; creating documents	10-13 & 10-26	7	Various Departments	BBCC
ALMA Training	10-24 to 10-26	1	Library	Auburn WA

Prepared by STAR Co-Chair Barbara Collins

RECOMMENDATIONS:

None.

CONSENT AGENDA; CLASSIFIED STAFF TRAINING REPORT

STAR Training; Mark Poth Motivational Speaker		
Oct 28, 2016 ("Be the best you, it's hard to lose with a fistful of aces")		43.5
ARRIAGA, ROBIN M.	Human Resources/Payroll	
BERGEN, ANTHONY J	Maintenance & Operations	
BRATSCH, HEIDI A	Healthcare Education	
BROWN, AMBER L	Bookstore	
CANDANOZA, ESPERANZA L "HOPE"	Developmental Ed	
CASEBOLT, DALE L.	Business/Finance	
CHRISTIAN, CARLA LOUISE	STEM Program	
COLLINS, BARBARA L.	Title V Program	
COOLEY, MICHAEL	M&O - Carpenter	
FISH, RANDY R.	Maintenance & Operations	
FRY, CASSANDRA L	Financial Aid/Counseling	
GAMBOA, JULIA C	Prof/Tech Programs	
GIRONE, KAREN L	Human Resources/Payroll	
GOODALL, LAURA L	BB Technology	
JOHNSON, BARBARA M "BARBI"	Business/Finance	
JONES, RICHARD A "RICK"	Maintenance & Operations	
OKERLUND, KAREN L.	Human Resources/Payroll	
RICHINS, TANA L	Bookstore	
RUSSELL, ROBERT "JOE"	Maintenance & Operations	
SHIPLEY, JORDAN R	CBIS	
SIMPSON, DEBBIE L	Admissions/Student Services	
STARR, JENNIFER A	BBCC Foundation	
THEIS, NANCY E.	Maintenance & Operations	
TIMOFEYEV, TAISA	WorkFirst Education Services	
TINCHER, JAMES E.	Maintenance & Operations	
URESTI, ANGEL B	Maintenance & Operations	
WALKER, JONIE M.	Financial Aid/Counseling	
WALLACE, ALICIA B	WorkFirst Education Services	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
Open Enrollment for 2017 HCA (BBCC Campus)		7.5
Oct 5, 2016		
ARRIAGA, ROBIN M.	Human Resources/Payroll	
JACOBS, AMBER R	Human Resources/Payroll	
OKERLUND, KAREN L.	Human Resources/Payroll	
CASE Conference		22
Oct 5 to Oct 10		
STARR, JENNIFER A	BBCC Foundation	
Recruitment & Selection Process		
Oct 14, 2016		5
ALDRICH, KATHY L.	Library	
COLLINS, BARBARA L.	Title V Program	
JACOBS, AMBER R	Human Resources/Payroll	
SEARCY, BRANDY S	BB Technology	
VALDEZ, ESTHER	Admissions/Student Services	
FEMA Disaster		
Oct 13, 2016		8
GOODALL, LAURA	Title V Programs	

Grant Writing		
Oct 16, 2016		7
LEACH, NANCY	TRiO Upward Bound	
NAEOP FA Conference		
Oct 17, to Oct 18		24
LEACH, NANCY	TRiO Upward Bound	
SALT; White House Debt Challenge		
Oct 18, 2016		1
JOHNSON, BARBI	Business/Finance	
Basic Accessibility; Creating Documents		
Oct 13, 2016		9
BERNHARDT, STARR X	Institutional Research & Planning	
CANDANOZA, ESPERANZA L "HOPE"	Developmental Ed	
CHRISTIAN, CARLA LOUISE	STEM Program	
GAMBOA, JULIA C	Prof/Tech Programs	
TIMOFEYEV, TAISA	WorkFirst Education Services	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
Basic Accessibility; Creating Documents		
Oct 26, 2016		4.5
FRY, CASSANDRA L	Financial Aid/Counseling	
FURMAN, KERRI L	Admissions/Student Services	
WALKER, JONIE M.	Financial Aid/Counseling	
Fast Friday - Travel Procedures		
Oct 7 or Oct 21		14
ALDRICH, KATHY L.	Library	
BARTLESON, TRACI E.	Instruction	
BERNHARDT, STARR X	Institutional Research & Planning	
BRATSCH, HEIDI A	Healthcare Education	
BRISCHLE, CHERYL J.	TRIO SSS	
CANDANOZA, ESPERANZA L "HOPE"	Developmental Ed	
CHRISTIAN, CARLA LOUISE	STEM Program	
COLLINS, BARBARA	Title V Programs	
LEACH, NANCY	TRiO Upward Bound	
SHIPLEY, JORDAN R	CBIS	
THEIS, NANCY E.	Maintenance & Operations	
TIMOFEYEV, TAISA	WorkFirst Education Services	
WALLACE, ALICIA B	WorkFirst Education Services	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
Blind Spot; From Me to You		
Oct 24, 2016		4
CHRISTIAN, CARLA LOUISE	STEM Program	
FRY, CASSANDRA L	Financial Aid/Counseling	
GIRONE, KAREN L	Human Resources/Payroll	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
Alma Training		
Oct 25-26, 2016		16
CURRAN-SWEENEY, TERESA A	Library	
Subtotal Hours		165.5

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The 2015-17 FTE report as of November 23 is included for your review. The current Fall Quarter headcount is 2,680 which is an increase of 163 (6.5%) over last year at this time. Total FTEs are up 2.5% over November 2015, but State FTEs are even. This is most likely due to our continuing increase in Running Start enrollments.

Winter Quarter registration is in process. Our headcount, state FTEs, and total FTES are all slightly ahead of last year on this date.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of Oct 31, 2016, we have collected \$1,486,302 or 35.4% of the budgeted amount. As of Oct 31, 2015, we had collected \$1,571,456 or 37.4%.

TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$4,200,000
Total Collections as of October 31	\$ 1,486,302	\$ 1,571,456
As a % of annual budget	35.4%	37.4%
Left to collect to meet budget target	\$2,713,698	\$2,628,544

Prepared by Registrar Ruth Coffin and Executive Director of Business Services Charlene Rios.

F.T.E. REPORT							
2014-2017							
		QTRLY	ANNUAL				
		<u>FTEs</u>	<u>FTEs</u>				
1st year (14-15)							
SUMMER		314.0	104.7				
FALL		1591.1	530.4				
WINTER		1619.9	540.0				
SPRING		1496.1	498.7				
2nd year (15-16)							
SUMMER		360.8	120.3				
FALL		1640.4	546.8				
WINTER		1669.0	556.3				
SPRING		1505.1	501.7				1725.1
3rd year (16-17)							
SUMMER		368.4	122.8				
FALL		1615.0	538.3				
WINTER		1435.8	478.6				
SPRING							1139.7
TOTAL		<u>13615.6</u>	<u>4538.5</u>				
1st year annual FTE Target		5181	1727				96.92%
2nd year annual FTE Target		5175	1725				100.01%
3rd year annual FTE Target		5208	1736				
The state is using a new method for determining our FTE target.							
I do not have information on correctly calculating our target attainment percentages.							
Using previous years' system:							
SBCTC 2-year rolling enrollment count							
Past year + current year actual FTE			2864.8				
Past year + current year allocation			3461.0				
% of allocation target attained to date			82.8%				
If our current enrollment trend of slight increases continues, we should be on track to meet our target.							

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #3: CONSENT AGENDA (for action)

k. Public Correspondence

BACKGROUND:

Correspondence received from People for People is following.

RECOMMENDATIONS:

None.



PEOPLE FOR PEOPLE

November 21, 2016

Dr. Terrence Leas
7662 Chanute Street N.E.
Moses Lake, WA 98837

Dear Dr. Leas,

People For People has submitted our application for consideration to receive continued funding from Washington State Department of Transportation (WSDOT) for our special needs transportation. I am writing to express my gratitude for your time and consideration to support our application for WSDOT funding. Your perspective and encouragement for People For People will have a positive impact on the evaluators of our application.

The letter of support you provided will show the needs of the vulnerable populations we serve. Our riders also shared the importance of the transportation services. One rider indicated that using People For People transportation services allowed them to retain their independence and remain in their home and community. Another rider indicated that since her mother was diagnosed as disabled she needed special needs transportation services. This family has been able to utilize People For People transportation for medical appointment needs, and her mother's health has improved due to accessing medical care.

People For People should receive notification by May 2017 on the funding to continue providing the special needs transportation. We look forward to continuing to provide responsive and effective transportation resources to our communities. Thank you for your continued support in helping our most vulnerable individuals to access health care, education, employment, social services, nutrition, and other basic needs.

Sincerely,

Madelyn Carlson
Chief Executive Officer
People For People

304 West Lincoln, Yakima, WA 98902, (509) 248-6726

We are an Equal Opportunity Agency and provider of employment & training services. Auxiliary aids and services are available upon request to individuals with disabilities. TTY

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #5: 2016-17 Proprietary Funds Budget & Financial Statements (for action)

BACKGROUND:

The 2016-17 Proprietary Funds Budget & Financial Statements will be presented to the Board.

RECOMMENDATION:

President Leas and VP Schoonmaker recommend approval of the 2016-17 Proprietary Funds Budget & Financial Statements.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

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

BACKGROUND:

The Exceptional Faculty Awards Committee is pleased to recommend awards to the following faculty.

CDL Instructor Guillermo Garza in the amount of \$2,000 to attend the 2017 27th Annual NAPFTDS Convention in St Pete Beach, Florida.

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

RECOMMENDATION:

President Leas and VP of Learning and Student Success Dr. Bryce Humpherys recommend approval of the Exceptional Faculty Award as presented.



RECEIVED
NOV 14 2016
pres office

November 14, 2016

Dear President Leas,

The Exceptional Faculty Awards Committee is pleased to inform you that we have an application submitted by Guillermo Garza of the CDL Education Work Force this fall. The committee has reviewed his application and finds it conforms to the guidelines and the spirit of the EFA.

Guillermo is applying for the award so that he may attend the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) convention in St. Pete Beach, Florida. We are confident his planned activity is worthy of consideration. This is a national conference that will strengthen the truck driving program at Big Bend. The EFA committee whole-heartedly supports Guillermo in his desire to attend this meeting.

Copies of the application and description are included for your review. We look forward to your recommendation and, ultimately, the Board's consideration. We thank you and the Board of Trustees for your continued support of the Big Bend faculty through these awards.

Sincerely,

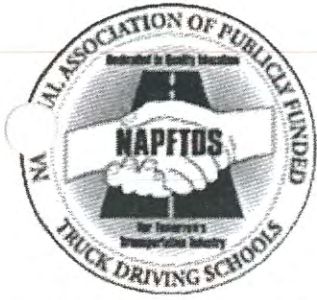
Brinn Harberts *Brinn Harberts*

Charlene Rios *Charlene Rios*

Mark Poth *Mark Poth*

Libby Sullivan *Libby Sullivan*

John Peterson *John Peterson*



CONVENTION

NAPFTDS 27th Annual Convention

2017 27th Annual NAPFTDS Convention

February 13-15, 2017

St Pete Beach, Florida

*Sirata Beach Resort & Conference Center
5300 Gulf Blvd
Room Rate \$174 + tax/night*

Reservations made by phone: 1-800-344-5999

CODE: NAPFTDS

Cut-off date Thursday, January 19, 2017

APPLICATION FORM
BBCC EXCEPTIONAL FACULTY AWARD

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

NAME: Guillermo Garza

DATE: October 24, 2016

DIVISION: CDL Education Work Force

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

Full-Time teaching CDL Instructor at Big Bend Community College

2. Amount requested: \$2000

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

2017 NAPFTDS National Convention

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

Flight \$520, Hotel \$600, Registration \$325, Meals \$280, Mileage \$155, Taxi \$120 (depending on hotel location),

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

6. When was your last sabbatical? N/A

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

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

- This convention is an excellent source for information on new and pending rules and regulations that have been set and enforced by the FMCSA, Federal DOT, State Patrol and CMVSA.
- There will be updates on new and upcoming technology and strategies that can help CDL instructors be more effective in a classroom setting.
- Industry leaders will talk about new equipment technologies as well as transportation industry needs as it relates to new driver employees.
- Communication between Industry Leaders, Employers and many other CDL Instructors from around the United States, will help me to stay up-dated and informed to what is happening in today's the trucking industry
- All of the information that will be shared at the NAPFTDS 2017 convention will be educational and enlighten me to the possibilities of new teaching strategies.

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

I have worked for various faculty and departments here on campus transporting different commodities that have been used to help improve instruction and or facilities.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #7: 2017 Board Meeting Schedule

BACKGROUND:

The following suggested 2017 Board meeting dates are provided for the trustees' consideration.

Thursday, January 26, 2017, at 1:30 p.m.
Thursday, March 9, 2017, at 1:30 p.m.
Thursday, April 20, 2017, at 1:30 p.m.
Thursday, June 8, 2017, at 1:30 p.m.
Thursday, June 16, 2017, at 1:30 p.m.
Thursday, August, 10, 2017, 15 1:30 p.m.
Thursday, October 5, 2017, 1:30 p.m.
Friday, October 27, 2017 (Retreat)
Thursday, November 16, 2017, 1:30 p.m.
Thursday, December 21, 2017, 1:30 p.m.

RECOMMENDATION:

President Leas recommends the trustees adopt the schedule as presented.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #8: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #9: Regularly Scheduled Board Meeting Date (action)

BACKGROUND:

The next regular board meeting is tentatively scheduled for Thursday, January 26, 2017.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/12/16

ITEM #10: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Anna Franz may discuss miscellaneous topics.

Upcoming trustee events:

ACT Transforming Lives Recognition January 23, Olympia

ACT Conference January 24, Olympia

Prepared by the President's Office.

RECOMMENDATION:

None.