

Big Bend Community College

Board of Trustees Regular Board Meeting



**Thursday, December 20, 2012
1:30 p.m.**

ATEC
Hardin Community Room

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

Winter 2013 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

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		

Month	Date	Event
December	17	Quarter Break Begins
	20	Board of Trustees Meeting; Hardin Room 1:30 p.m.
January	2	Winter Quarter Begins
	8	ASB Breakfastfest; Masto Conference Center, 10:30 – 1:00 p.m.
	9	Viking Basketball Games vs. Yakima Valley Community College; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	10	Board of Trustees Meeting; Hardin Room 1:30 p.m.
	16	ASB Pool Tournament, 1400 Game Rm
	18	Viking Basketball Games vs. Blue Mtn Community College; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	19	Viking Basketball Games vs. Treasure Valley Community College; DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	21	Martin Luther King, Jr. Day, Campus Closed
	24	ASB Movie Night @ Ephrata Lee Theater, 6:30 p.m., free for BBCC students/staff,
	26	Viking Basketball Games vs. Walla Walla Community College; DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	30	Viking Basketball Games vs. Community Colleges of Spokane; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	31	ASB Students Free Ice Skating/Batting Cages; Larson Rec Center, 10-Midnight





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Thursday, December 20, 2012, 1:30 p.m.
ATEC- Hardin Community Room

Governing Board Members:

Vacant
Chair

Mike Blakely
Vice Chair

Jon Lane

Anna Franz

Stephen McFadden

Mike Villarreal, Ed.D.

Terry Leas, Ph.D.
President

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

Innovation/Partnerships
Access
Student Achievement
College Climate
Resources

Action

- | | |
|----------------------------|---|
| A | 1. Call to Order/Roll Call
Pledge of Allegiance - Timothy Paulson, Veterans Club President |
| I | 2. Introductions- |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes Nov 1, (A) Special Meeting Minutes Nov 2, Dec 11 b. President's Activity Update (I) c. Student Success (I) Student Achievement Initiative Academic Master Plan d. Accreditation Update (I) e. Assessment Update (I) f. Capital Project Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Enrollment Report (I) j. Legislative Update (I) k. Donations (A) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB Representative ASB Programming – Brindy Byington b. Classified Staff Representative – Tana Richins c. Faculty Association President – Mike O’Konek, d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – VP Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director Foundation – LeAnne Parton |
| I/A | 5. Mission, Vision, Values – VP Mohrbacher |
| -----BREAK----- | |
| A | Executive Session |
| A | 6. Board Chair Matrix – Trustee Blakely |
| A | 7. TACTC Transforming Lives Award Information – Trustee Blakely |
| A | 8. GISS Board Self-Evaluation Results – Trustee Blakely |
| I/A | 9. Assessment of Board Activity – Board |
| I/A | 10. Regularly Scheduled Board Meeting – Board |
| I/A | 11. Miscellaneous – President Leas |
| I | 12. 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 10, 2013, 1:30 p.m.

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Meeting Minutes November 1, 2012
Special Meeting Minutes November 2, 2012
Special Meeting Minutes December 11, 2012

BACKGROUND:

The minutes of the Regular Meeting November 1, 2012, and Special Meetings November 2, and December 11, 2012, 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 Regular Board Meeting Thursday, November 1, 2012, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

2. Introductions.

Associate VP of Student Services, Candy Lacher, introduced the 2012 Viking Volleyball team. BBCC Alumni and Coach Natalie Coulston is in her first season of coaching, and she played on the team four years ago. She announced the team beat Blue Mountain Community College last night. The players introduced themselves: Katelyn Riste from Redmond OR, Taylor Varneau from Redmond OR, Brooke Brown from Kendrick ID, Christian Hill-Erickson from Spokane WA, Samantha McGhie from Rupert ID, Kayla Curtsinger from Naches WA, Katie Reeder from Naches WA, Katie Demarest from Leavenworth WA and McCall Miller from St Anthony ID. They have a volleyball match tomorrow at 6:00 pm

Mike Wallace WA Ag Educators' Association presented a lifetime achievement award to honor Trustee Mike Blakely. Mr. Wallace explained that Trustee Blakely left the St John School District to expand his agricultural experience and teach at the Quincy High School in 1968. Trustee Blakely raised his family in Quincy, and after teaching for many years, he continues to be active by grading high school senior presentations. Mr. Wallace was hired to fill the position vacated by Trustee Blakely's retirement. Trustee Blakely worked hard with the WA Ag Educators' Association to the benefit of students in agriculture.

VP of Human Resources and Labor Kim Garza introduced the Contract Process Improvement Team. She described the team as accomplishing significant improvements in four months. Julia Gamboa, Barbara Collins, Annemarie Cadle, Tracy Bartleson, Linda Chadwick, Angie Smith, and Robin Arriaga received certificates recognizing their intense work in a short time period. The group developed an e-contract request form, updated job class codes, updated legal language, outlined and documented processes for contract generation, streamlined the process and worked well together. Robin Arriaga thanked Kim Garza for leading the team.

5. **Exceptional Faculty Award**

Nursing Instructor Jennifer Brooks was thankful for the funding to attend the National League for Nursing (NLN) conference during the summer. NLN is the accrediting body for BBCC's nursing program. Instructor Brooks deepened her understanding of NLN and research based programs. She learned about using text based programs and other programs during lectures. She also understands better how diversity within classes and maintaining retention result in better education. Research shows same gender groups work well together. Instructor Brooks is also the BBCC National Student Nurses Association (NSNA) club advisor. The club has held fundraisers to pay for their NCLEX exam preparation. Passing the NCLEX exam is required to become a nurse. All 2012 BBCC graduates passed this national test. The pass rates from previous years have been around 60%. President Leas presented Ms. Brooks with her check.

3. **Consent Agenda**

a) Approval of Study Session and Regular Board Meeting Minutes September 20, 2012, and; Special Board Meeting Minutes October 1, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Quarterly Budget Status.

Motion 12-42

Trustee Stephen McFadden moved to approve the consent agenda, and Trustee Mike Blakely seconded it. The motion passed.

4. **Remarks**

- a. ASB Jazlyn Nielsen provided the ASB activities report. Two weeks ago ASB sponsored a Disability/Motivational Speaker Marc Elliot and more than 80 students attended. ASB sponsored Movie Night at the Lee Theater in Ephrata with 120 attendees, including 36 staff members.

An attendance record was set at the annual Halloween Dance with 136 attendees. This week ASB decorated and helped the BBCC Foundation with Star Night. The ASB Dodge ball Tournament will be held tonight with guest referee Craig Dorsing, who is a Big Bend Community College alum. Mr. Dorsing is also a retired school teacher and has enjoyed playing 30 years of Dodge ball with his classes.

Tuesday, November 6, ASB & Phi Theta Kappa are co-sponsoring motivational nutrition speaker Deanna Latson. She is amazing and has been on our campus several times over the past few years. Thursday, November 8, ASB will sponsor Bowling night from 10:00 to midnight free of charge to students showing their BBCC ID

- b. Tana Richins Classified Staff Representative presented the Classified Staff report. September 5, T.C. Bergen, Brad Beuckman, Randy Fish, Jeff Robnett, Robert Russell, Rick Tincani, and Angel Uresti attended a Fall Protection Safety Training, here on campus.

Dina Moskvich attended an ELMS Training on September 6 in Renton, WA. Karen Okerlund attended training on September 13 at the BBSI in Moses Lake regarding the Dept. of Labor & Industries Stay at Work Program. September 17, Kathy Aldrich participated in an online training regarding the New Proquest Platform. September 25, Karen Okerlund and Robin Arriaga both attended a Public Employees Benefits Board Training Seminar at the Moses Lake Fire Department.

Fifty-two (52) Classified Staff attended the Sexual Harassment, Ethics & Mandatory Reporting Training presented by Kim Garza as part of the Welcome Back Breakfast on September 17.

October 25 the Classified Staff held a successful used book sale in the ATEC Building. The books were donated, and the sale resulted in \$600 that will fund registrations for classified staff to attend the STTACC Conference next summer. Some books were set aside for a craft project. They will be turned into Holiday table decorations that will be sold at the Holiday Craft Bazaar in December.

Classified Staff asked faculty and staff to join them in a canned food drive competition with the students from the Student Success Center Mentoring Programs the second week in November. The cans and non-perishable boxed items will be donated to the Moses Lake Food Bank. Drop off locations are in the Library, Aviation Building, Business Office, and TRiO Upward Bound.

- e. Mike O'Konek, Faculty Association President reported faculty activities. Counselor Max Heinzmann reported Big Bend Community College and the Washington Council for High School-College Relations held a College Transfer Fair in the hallway of ATEC just outside the Dining Commons. Students talked with representatives from a spectrum of baccalaureate institutions from places as close as the north end of the building to a college in Australia that teaches computer game/cinema graphics. Counselor Heinzmann commented, "Big Bend is a place where dreams are launched."

Criminal Justice Instructor, Dr. Ryann Leonard, reported that a few Criminal Justice students will be working with the Police Department and the Liquor Control Board over the next year to perform compliance checks for our local liquor providing vendors. Our local partnerships offer good opportunities for our students to help in their chosen career.

Philosophy Instructor, Dr. Dennis Knepp reported he has published two new pieces, "Bilbo Baggins: The Cosmopolitan Hobbit" in *The Hobbit and Philosophy*

and "Gods, Drugs, and Ghosts: finding Apollo and Dionysius in Black Sabbath and the Birth of Heavy Metal" in *Black Sabbath and Philosophy*.

- d. VP of Financial and Administrative Services Gail Hamburg reported structural steel deliveries have begun, and the construction projects in buildings 1200 and 1400 are on schedule.
- e. Associate VP of Student Services Candy Lacher reported on Instruction and Student Services in VP Bob Mohrbacher's absence. Enrollment is down this year, and the SBCTC projection for BBCC for the year is 101% of the target.

BBCC had the highest achievement point gains of any community and technical college in WA State in the Student Achievement Initiative (SAI). This is a performance funding plan that reports how students are progressing through their degree pathways and awards points for accomplishing certain benchmarks. Benchmarks include completing basic skills level gain, completing pre-college courses in English and math, completing the first 15 and 30 credits, completing a college-level quantitative skills course and completing a degree or certificate of at least 45 credits.

There are several factors leading to this success: Student success initiatives that started with Achieving the Dream with support from Title V and STEM grants. Student retention efforts including the student success center, basic skills students' progress, and the largest gain was in pre-college English and math due in part to the Emporium math model.

This success resulted in \$189,168 in additional state funding for BBCC.

- f. VP of Human Resources and Labor Kim Garza shared that two academic advising positions will be filled from 30+ applicants. Compensation and benefits open enrollment started today. In 2013, health insurance benefits costs will be noted on W-2's.

6. **Adult Literacy**

Adult Basic Education and JATP Director Sandy Cheek presented Adult Literacy Week information. Governor Gregoire declared October 15-21 Adult Literacy Week. In WA State, one in six adults does not have a high school diploma or equivalent; in this area it is one in four. Adult literacy supports better skills, better jobs, building a better WA.

Director Cheek said basic skills are taught in the Opportunity Center on campus, and there are classes offered in Mattawa, Quincy, Othello, Soap Lake, Warden, and Grand Coulee. There are 20-32 part-time faculty who support these classes. BBCC partners with Lamb Weston, OIC, SkillsSource and WA State Migrant Council. Classes are offered at their worksites, and employees attend after working their shifts. Students include adults trying to get better jobs, moms,

neighbors, orchard and retail workers. Director Cheek explained that parents are the best pathfinders for students; the more education parents obtain, the better chance their children have for navigating higher education successfully.

Director Cheek introduced student Ms. Carolina Ayala Torres. Carolina explained that she came from El Salvador and accelerated through the GED program very quickly. The English as a Second Language (ESL) and ABE programs are helping her reach her goals to become a nurse and then a doctor. She was the GED valedictorian and is currently a BBCC student in the Phi Theta Kappa Honor Society and a mentor.

Director Cheek encouraged the Trustees to share the need for basic skills in our communities with the “thinking, voting public” and legislators.

7. 2009-14 Outcomes Report

Dean Valerie Kirkwood introduced the 2012 AMP Outcomes Report. The AMP Committee, Cabinet members and Trustees reviewed and analyzed the data which results in this report.

Motion 12-43 Trustee Mike Blakely moved to accept the 2012 AMP Outcomes Report, and Trustee Jon Lane seconded it. The motion passed.

8. Advisory Committee Lists

Dean Clyde Rasmussen presented the Advisory Committee lists. The committees look at improvement ideas for instruction, and they help with materials and equipment donations. Trustee Mike Blakely said these committees are important and while they help BBCC, the committee members also learn more about BBCC. He would like to see more members from outlying areas.

Motion 12-44 Trustee Mike Blakely moved to accept the 2012 Advisory Committee lists, and Trustee Stephen McFadden seconded it. The motion passed.

9. Board Policy Updates

President Terry Leas stated Board Policies 1004, 3000 and 6400 were being updated to reflect RCW references and current dates.

Motion 12-45 Trustee Jon Lane made a motion to adopt the proposed revisions to BP 1004. Trustee Mike Blakely seconded it. The motion passed.

Motion 12-46 Trustee Stephen McFadden made a motion to adopt the proposed revisions to BP 3000. Trustee Jon Lane seconded it. The motion passed.

Motion 12-47 Trustee Anna Franz made a motion to adopt the proposed revisions to BP 6400. Trustee Mike Blakely seconded it. The motion passed.

Board Chair Mike Wren announced a 10-minute break at 2:30 p.m. The meeting reconvened at 2:40 p.m. with no action taken.

Board Chair Mike Wren announced a 10-minute Executive Session at 2:40 p.m. in accordance with 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. At 2:50 p.m. Chair Mike Wren extended the session 10 additional minutes. The meeting reconvened at 3:00 p.m. with no action taken.

10. 2013 Board Meeting Schedule

President Terry Leas presented the 2013 Board meeting schedule. This includes a proposed change in the commencement day activities to include a Board meeting. President Leas explained a commencement day of “meaningful involvement” with the Board would include a campus-wide celebration banquet 1-3 p.m., Board meeting 3-5 p.m., Board dinner 5-6:30 p.m. and then Commencement at 7:00 p.m. Faculty Association President Mike O’Konek stated June 14 is a finals day, which could affect faculty involvement. Trustee Mike Wren asked about the challenge for staff, and Trustee Stephen McFadden suggested keeping the Board agenda light.

Motion 12-48 Trustee Jon Lane made a motion to adopt the 2013 Board Meeting schedule as proposed. Trustee Stephen McFadden seconded it. The motion passed.

11. TACTC Transforming Lives Award

Trustee Mike Blakely is serving on the TACTC Transforming Lives Committee. He shared information on the TACTC Transforming Lives Award, noting the awards criteria have changed this year: nominees need to have had a positive economic impact on their community. Trustee Blakely mentioned Trustee Emeritus Felix Ramon as a possible nominee. Trustee Stephen McFadden asked if the staff could gather a few nominations from which the Board could choose. Trustee Jon Lane asked Faculty Association President Mike O’Konek for his thoughts. Mr. O’Konek responded that faculty and advisors would have good ideas for nominees.

Trustee Mike Blakely said the SBCTC plans to introduce the award winners to legislators to illustrate the value of community colleges. The President’s Office

will facilitate gathering nominations from faculty, and they will be presented at the next Board meeting.

12. Board Goals and Self-Evaluation

Board Chair Mike Wren read his prepared Board Self-Evaluation statement.

This has been a year of significant transformation for the Board with the resignation of the long standing president of Big Bend Community College coupled with the multiple changes in those serving as trustees.

The intensity and urgency of the presidential search process imposed a unique environment that produced very distinct and beneficial results for the Board:

1. *A more cohesive sense of purpose and direction.*
2. *A much higher level of engagement in the organization by the trustees.*
3. *More depth, interaction and unity amongst the Trustees as they worked together to narrow the candidates to the ultimate selectee.*
4. *A deeper understanding of the residents within our district as the Board participated in processes crafted to gather input from staff, students, businesses and communities within the district relating to what qualities they desired in our next college president.*

The Board's self-evaluation indicates that the board sees themselves as "Moderately Accomplishing" five of the six goals, scoring them from 3.2 to 3.5 out of a possible 4 points. The lowest score was given to the goal of Access where the Board felt that more emphasis needed to be placed on personal contact, community outreach and policies that enable Big Bend to offer more courses. The single goal that was rated as "Fully Accomplished" was Climate, which so clearly represents the heart of Big Bend Community College in giving everyone the ultimate environment in which to succeed.

In an effort to move all goals forward with more intentionality, each board member selected a goal for which they will be the "champion" throughout the year. It will be the responsibility of each trustee to evaluate and pursue opportunities to improve the Board's effectiveness for the goal they are championing.

Though self-evaluation is an important component of the board assessment; evaluation by outside organizations provides an important tool for validating the self-assessment results. The preliminary report from the NWCCU Accreditation Team affirmed both the overarching principles and the upcoming year's focus in their commendation:

“Board of Trustees’ unwavering commitment to BBCC. Ensuring access to educational programs by bringing visibility to all corners of the college district, their intentional assignment of a college priority to each of the five Board members, and their unified and firm grasp of policy governance.”

Overall, the board believes that they are at a high level of accomplishment of their goals but see the next year as an opportunity to be even more effective as advocates, policy setters and partners that empower the administration, faculty and staff in providing the best educational experience to be had in the State Community and Technical College System.

Motion 12-49 Trustee Mike Blakely made a motion to accept Board self-evaluation statement presented by Chair Mike Wren. Trustee Jon Lane seconded it. The motion passed.

Trustee Jon Lane commented the statement was expressive and well written.

13. Assessment of Board Activity

Trustee Stephen McFadden reported he arranged and attended the Ritzville Community meeting to introduce President Leas. Senator Mark Schoesler, Representative Joe Schmick and Representative Susan Fagan attended the meeting. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian. Trustee McFadden was asked to join the TACTC Visioning Committee. He participated in a conference call Monday November 5. Trustee McFadden thanked VP Hamburg for taking him on a campus tour following the last Board meeting. Last, he reported that he attended Star Night and was impressed by the engagement between the scholarship donors and student recipients. He congratulated Executive Director LeAnne Parton for a great event.

Trustee Jon Lane reported he attended Star Night, and he enjoyed the keynote speaker, Ms. Susan Landon. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.

Trustee Mike Wren attended Star Night and commented that dinner was a great addition to the event. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian, and the Exit meeting October 3. Trustee Wren accompanied President Leas to visit with Othello High School Assistant Supt Mike Villarreal about serving as Trustee.

Trustee Mike Blakely attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian, and the Exit meeting October 3. He also attended the Paul Hirai Building Dedication meeting, Advisory Committee meeting, and Foundation Board meeting. Trustee Blakely participated in the TACTC awards teleconference. He also attended the GISS TACTC Conference with President Leas.

Trustee Anna Franz attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.

14. **Regular Scheduled Board Meeting**

Motion 12-50 Trustee Stephen McFadden made a motion to move the December 13, 2012, Board meeting to December 20, 2012. Trustee Anna Franz seconded it. The motion passed.

15. **Miscellaneous**

President Leas announced the Annual Holiday Potluck will be held December 14 at noon. The Accreditation Celebration today was well attended and a good opportunity to share more good news about BBCC's student achievement indicators. Faculty and staff are being acknowledged for their excellent work; the focus on student success and completion is impressive. Institutional Research does a great job of collecting and disseminating information. The improvement increments will get smaller as BBCC makes progress toward the highest goals.

President Leas reported that he and VP Gail Hamburg attended the CWU Economic Forecast Conference. Washington State is not seeing red flags and is eighth in the nation for recovery.

The meeting adjourned at 3:30.

Mike Wren Chair

ATTEST:

Dr. Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special Board meeting Friday, November 2, 2012 at 10:00 a.m. in the Ritzville City Hall, Ritzville, Washington.

Present: Mike Blakely
 Anna Franz
 Stephen McFadden

The Trustees shared a social time with Ritzville Community leaders: 9th District Representative Susan Fagan, Ritzville Mayor Linda Kadlec, President-Elect Ritzville Area Chamber of Commerce, Adams County Commissioner Rudy Plager, Ms. Kris Robbins City of Ritzville, Ritzville School District Superintendent Rob Roettger, Ritzville School District Counselor Lindsey Ross, Ms. Jennifer Saunders Ritzville Area Chamber of Commerce, 9th District Representative Joe Schmick, 9th District Senator Mark Schoesler,

No action was taken.

The meeting adjourned at 11:00 a.m.

Mike Wren Chair

ATTEST:

Dr. Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special Board meeting Tuesday, December 11, 2012 at 10:30 a.m. in the Ephrata City Hall, Ephrata, Washington.

Present: Mike Blakely
Jon Lane

The Trustees shared a social time with Ephrata Community leaders including Ephrata City Councilmembers Stephanie Knitter and Valli Millard, Ephrata City Administrator Wes Crago, Ephrata School District Superintendent Dr. Jerry Simon, Ephrata High School Principal Dan Martell, Ephrata School Board member Bill Correll, Grant County Commissioners Richard Stevens, Cindy Carter and Carolann Swartz, Ephrata Port Commissioner Dr. George Sisson, Grant County Journal Editor Randy Bracht, 13th District State Representative Judy Warnick, community member Janice Moore, and Trustees Emeriti Katherine Kenison and Felix Ramon.

No action was taken.

The meeting adjourned at 11:30 a.m.

Mike Blakely Vice Chair

ATTEST:

Dr. Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/2012

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from October 20, 2012 through December 12, 2012.

Prepared by the President's Office.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/22/12	Kiwanis Club Lunch	Community Collaboration	Moses Lake	
	Bob Pusey Connect Telecom	Community Support	Phone	
	STEM Grant	Grant Support	BBCC	
10/23/12	JATP 50 th Anniversary Planning	Event Planning	BBCC	
	Mike Villarreal, Mike Wren	Succession Planning	Othello	
	Learning Network	Orientation	BBCC	
10/24/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Moses Lake School District Supt Michelle Price	Education Support	BBCC	
	Learning Network	Orientation	BBCC	
10/25/12	Learning Network	Orientation	BBCC	
	BBCC Administrators	Continuity of Gov Operations	BBCC	
	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
	Fine Arts Naming Meeting	Recognition	BBCC	Trustee Mike Blakely
10/26/12	Cabinet Meeting	College Guidance	BBCC	
	Academic Master Plan Meeting	College Guidance	BBCC	
	Learning Network	Orientation	BBCC	
10/29/12	Dean Kara Garrett	Childcare Tour	BBCC	
	Learning Network	Orientation	BBCC	
	Star Night	Foundation Support	BBCC	
10/30/12	13 th Annual CWU Economic Outlook Conference	Community Support	CWU-Ellensburg	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/31/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Whitworth University Terry Ratcliff	Higher Education Support	BBCC	
	Executive Council	College Guidance	BBCC	
11/1/12	Accreditation Celebration	Recognition	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
11/2/12	Ritzville Community Meeting	Community Collaboration	BBCC	Special Board Meeting
	Aviation Program	Program Support	BBCC	
11/5/12	Learning Network	Orientation	BBCC	
	STEM Mtg	Grant Support	BBCC	
	Star Night Debrief	Planning	BBCC	
11/7-10/12	Education Law Association Conference	Professional Development	South Carolina	Dr. Leas is former President of this organization
11/13/12	WA Campus Compact	Grant Support	BBCC	
11/14/12	Othello Chamber President Shawn Logan	Community Collaboration	Othello	Trustee Jon Lane
	Othello Community Meeting	Community Collaboration	Othello	
11/15/12	WGU Presentation	Higher Education Support	BBCC	
	WGU President Jean Floten	Higher Education Support	BBCC	
11/19/12	Legislative Asst Kyle Lynch	Introduction, College Support	BBCC	Trustee Mike Blakely
11/20/12	North Central WorkForce Development Council Dinner & Meeting	Community Support	Moses Lake	
11/26/12	Classroom Observation	Student Connection	BBCC	
	ASB Officers, VPs Dinner	ASB Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/27/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Administrators	Strategic Planning	BBCC	
11/28/12	Classroom Observation	Student Connection	BBCC	
11/29/12	Classroom Observation	Student Connection	BBCC	
	LDS Club Meeting	Club Support	BBCC	
	Hot Rod Garage Meeting	Community Support	BBCC	
11/30/12	Moses Lake AG Appreciation Parade	Community Support	BBCC	
12/3/12	CWU/BBCC Aviation Bryan McKune	Program Support	BBCC	
12/4/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	CWU President Jim Gaudino Luncheon	Higher Education Collaboration	BBCC	
	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
12/5/12	Emperor's Birthday Celebration	JATP Support	Consul General's Residence - Seattle	
12/6/12	Classroom Observation	Student Connection	BBCC	
	Mission, Vision, Values Mtg	College Success	BBCC	
	Million Air Christmas Party	Community Collaboration	BBCC	
12/7/12	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Cabinet Meeting	College Guidance	BBCC	
	Faculty	Introduction	BBCC	
	STEM	Grant Support	BBCC	
	Floch Memorial Games	College/Foundation Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/10/12	Classroom Observation	Student Connection	BBCC	
	Trustee Mike Blakely	Review Board Agenda	BBCC	
12/10/12	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Administrators Mtg	Commencement Day Planning	BBCC	
12/11/12	Ephrata Community Meeting	Community Collaboration	Ephrata	Trustees Mike Blakely, Jon Lane
12/12/12	9 th District Senator Mark Schoesler	Legislative Support	Ritzville	

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

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

The chart on the following page describes the Transfer Pathways for Big Bend students between 2010 and 2012. As you can see from the chart, trying to answer the question of how many students transfer from Big Bend to another college or university is not an easy question.

Students from Big Bend transferred to nearly 300 colleges and universities in 45 states and the District of Columbia. Sixty-three percent transferred to other schools in Washington, including a number of other community colleges. Some of them finished degrees with Big Bend and others transferred before finishing a degree. Some students finished a degree with Big Bend and then re-enrolled to complete additional course work before transferring.

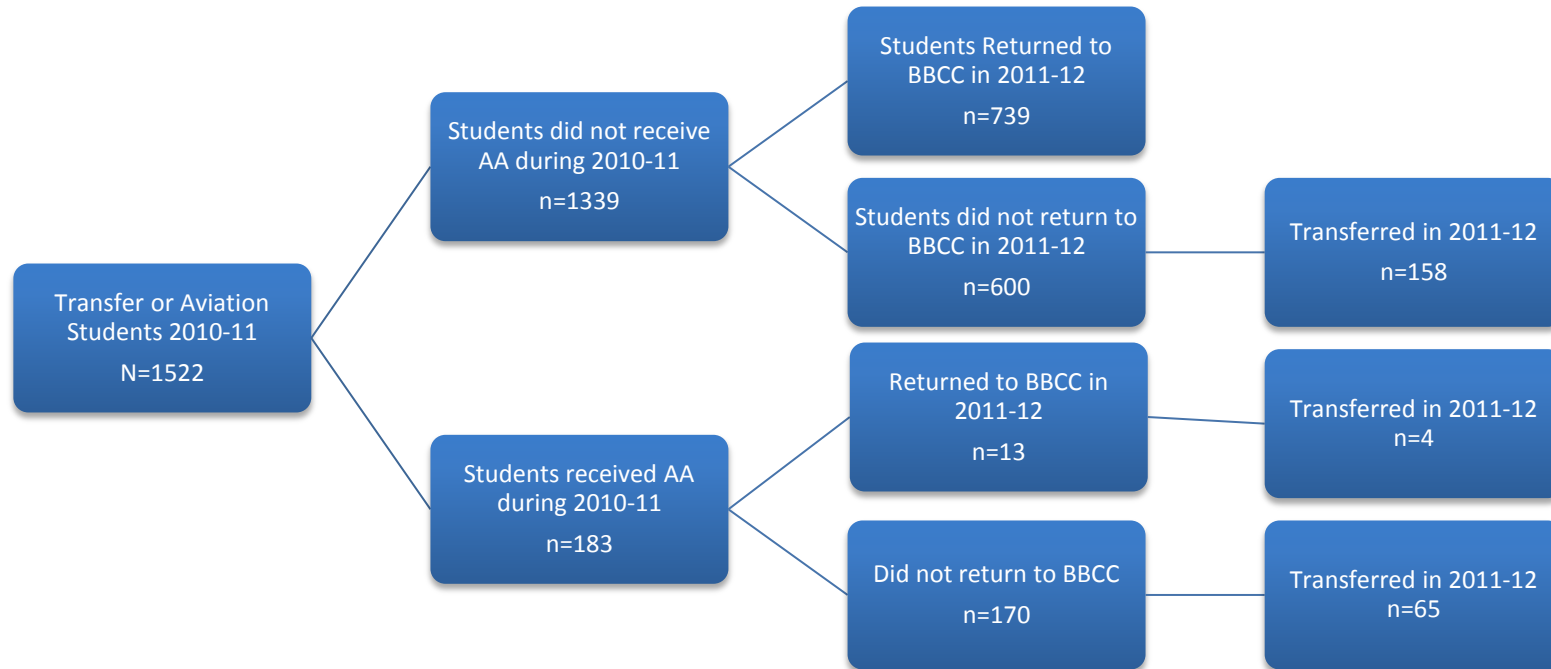
What's the bottom line? For students who enrolled in a transfer pathway in 2010-11, 71% either finished a degree, transferred, or were still enrolled in 2011-12. Our top 4-year transfer partners were WSU, EWU, CWU, U of Phoenix, and Heritage University.

Prepared by VP Mohrbacher, and Dean Kirkwood.

RECOMMENDATION:

None

Transfer Pathway 2010-11 Transfer Students



2010-11 Transfer Intent Students

1. 27% of Transfer Intent students (no degree earned) who did not return the following year transferred
 2. 40% of Transfer Intent students with an AA transferred (13 reenrolled at BBCC the following year) $170+4=174$, $4+65=69$, $69/174=40\%$
- Bottom Line: Out of 1522 students, 1080 students continued enrollment, received an AA, and/or transferred – (71%), 422 stopped out (29%)

2009-10 Transfer Intent Students

1. 30% of Transfer Intent students (no degree earned) who did not return transferred within two years
2. 50% of Transfer Intent students with an AA transferred within two years (excluding those who returned to BBCC)

2008-09 Transfer Intent Students

1. 38% of Transfer Intent students (no degree earned) who did not return transferred within three years
2. 54% of Transfer Intent students with an AA transferred within three years (excluding those who returned to BBCC)

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

The college received a copy of the official evaluation report from the Northwest Commission on Colleges and Universities. This report will be submitted to the Commission for consideration at its January 9-10, 2013, meeting.

The college is afforded the opportunity to respond in writing to the official report, should there be a reason to correct or clarify any of the findings. However, given the very positive nature of the current report, a written response is not necessary at this time. The college will be informed after the January meeting that the Commission has taken official action on the report. We anticipate that the Commission will accept the report as submitted.

Prepared by VP Mohrbacher, Dean Kirkwood

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

Faculty and staff are updating the Former Academic Student Survey and the Former Professional-Technical Student Survey last administered in 2010 to make sure the questions are still relevant and up to date. The purpose of the surveys is to learn what the college is doing well, and what can be improved for future and current students.

Prepared by VP Bob Mohrbacher and Dean Valerie Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

STEM Project: Building 1200 has been enclosed (plywood has been placed over the storefront openings arrive). Interior framing is complete and the gypsum wallboard has been installed. It looks like the project will not be completed for the start of winter quarter; it should be ready for occupancy by mid-January. We are on schedule and ready to start the Chemistry laboratory work on December 5. The Chemistry laboratory is not part of the STEM project. It is a college project that we were able to bid with the STEM and Title V projects to, hopefully, save dollars and utilize the same contractor.

Title V Project: The windows are being installed in building 1400. It was enclosed the week of December 7. Interior framing is almost done and the electrical and HVAC rough-ins started December 3. The existing concrete floor will be leveled to match the new slab; there is approximately a 1 inch drop from south to north.

Old Developments/Background:

STEM Project:

11/1/12: The exterior walls are up. The contractor is working on the interior structural shear walls. Electrical floor boxes and miscellaneous floor work is being completed so the plywood floor can be installed. The steel arrived earlier than expected which put the project back on schedule. Some interior colors and finishes are being selected. Next they will start on the interior walls. The roofers are scheduled to be here the last week of October.

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

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

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

2/23/12: BBCC received a \$4.4 million federal grant focusing on science, technology, engineering, and math (STEM). The grant provides \$900,000 per year for five years

toward STEM curriculum, facilities, equipment, career advising and professional development. The term of the grant is October 1, 2011 through September 30, 2016.

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

RGU Architecture & Planning was awarded the contract for architectural services for this project. There have been several meetings with STEM personnel and the math and science faculty to review designs with the architects. The timeline for this project is: design development complete by 3/2/2012, construction document completed by 4/20/2012, pre-bid walk-through on 5/2/2012, bid opening on 5/9/2012, and notice to proceed on 6/10/2012. The plan is for construction to begin right after spring quarter ends.

Title V Project:

11/1/2012: The exterior walls are up. Some demolition work is being done inside. They are getting ready to frame the windows. Trusses have arrived and will be erected later this week in anticipation of roofers being here next week.

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

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

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

BACKGROUND:

- Activated Nixle as the platform for BBCC's new Campus Alert System. All subscribers from old system were imported into the Nixle and system tests were successful. As of 11/13, there were 3,295 individual subscribers. Of those, 1,363 have messages sent to an email account, and 1,926 have messages sent to text message.
- Completed new Campus Security Officer job description.
- Advertised to fill vacancy of part-time Campus Security Officer. Rob Rosenow separated from the College 12/1 as he was hired full-time at Takata.
- The Campus-wide Multi-Hazard Plan was completed and published. This was a six-month project which was successful because of teamwork and input from administration, staff and faculty.
- Replaced defective light bar on security vehicle, and installed vehicle-mounted spotlight to enhance nighttime patrol effectiveness. Positive feedback from Security Officers.
- Effective Jan. 1, 2013 Campus Safety will be in charge of security in the residence halls. All security officers will be merged and stationed in a single office in Viking Hall.

Prepared by Director of Campus Safety & Security Kyle Foreman.

RECOMMENDATION:

None

CAMPUS SAFETY MONTHLY CRIME AND INCIDENT STATISTICS

Security vehicle – miles driven on campus patrol	836
Security incidents investigated resulting in formal report	4
Safety incidents investigated	4
Timely warnings issued (as per Clery Act)	0

	Nov 2012	YTD
Arrests and Violations <i>Reportable Offenses per Clery Act 20 USC 1092 (f)</i>		
Liquor Law Arrests	0	0
Liquor Law Violations	0	0
Drug Law Arrests	0	0
Drug Law Violations	0	1
Illegal Weapons Arrests	0	0
Illegal Weapons Violations	0	0
Criminal Offenses <i>Reportable Offenses per Clery Act 20 USC 1092 (f)</i>		
Murder/Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Criminal Offenses		
Bicycle Theft	2	6
Vandalism (Non-hate-crime)	0	3
Property Damage (Non vandalism)	0	0
Vehicle Prowl	0	5
Theft of Computer	0	5
Malicious Mischief	0	0
Trespassing	0	2
Theft of other type electronic device	0	0
Theft of personal equipment	0	1
Threats (Interpersonal)	0	1
Theft of medication/drugs	1	1
Harassment/Domestic Violence/Stalking	1	1
Theft of purse/wallet/similar possessions	0	2
Sex Offenses <i>Reportable Offenses per Clery Act 20 USC 1092 (f)</i>		
Forcible	0	0
Non-Forcible	0	0
Hate Crimes <i>Reportable Offenses per Clery Act 20 USC 1092 (f)</i>		
Any Incident	0	1
Vehicle Collisions		
Non-injury	2	4
Injury	0	1

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources Report

BACKGROUND:

Recruitment & Selection:

Interviews for the TRiO Student Support Services Academic Advisor positions (both 9 month & 12 month) are scheduled for December 5-11.

Interviews for the position of Nursing Online Instructional Designer are scheduled for December 12, 2012. This is a full-time grant funded exempt position through Title V. This position will be responsible for leading and implementing online and distance instruction for our healthcare programs.

We are in the process of reviewing applications for the position of STEM Support Assistant. This is a full-time, classified staff position. Primary responsibilities for this position include: data collection, research and analysis, creation of original work product in the form of letters, reports, plans, and general clerical work for the department. We anticipate scheduling interviews prior to the Christmas holidays.

Nancy Tracy, our Foundation Office Manager, has announced her retirement effective January 31, 2013. The position has been posted and the first review of applications will take place December 10-14.

We also have a posting for an Assistant Activity Center Coordinator. This position was vacated when Jeremy Iverson accepted a position in Financial Aid earlier this year.

Training:

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

- Jille Shankar-Department of Education Campus Based Aid on October 1 via webinar
- Caren Courtright-Virtual Lunch Date: Course Content and the LMS: Opportunities and Challenges for Campus Stores on October 10 via Teleconference; Launching Your Social Media Presence on November 5-6 via Online
- Kim Jackson-Improving Your Student Affairs Assessment Plan/Learning How to Write up Assessments and Outcomes for Student Programs on October 31-November 2 at Atlanta; CUSP First Amendment Rights Pertaining to Students on Campus on October 18 at Lower Columbia College; Improving Your Student Affairs Assessment Plan on October 31-November 2 at Atlanta; National Association of Campus Activities West Regional Conference on November 15-18 at Portland

- Lora Allen-WAPED Conference Helping Veterans Transition to College on October 25-26 at Evergreen State College
- Jeremy Iverson-Washington Financial Aid Association/Job Training on October 17-19 at Wenatchee; Campus-Based Issues on October 1 via Webinar
- Rafael Villalobos-Faculty and Staff of Color Conference on October 31-November 2 at Bellingham
- Valerie Kirkwood-Research and Planning Commission 2012 Fall Conference on October 17-19 at Renton Technical College
- Jenny Nighswonger-ECTPC Meeting/WAEYC on October 18-19 at Vancouver; First Aid/CPR on November 9 at Samaritan
- Sandy Cheek-CASAS Training in October via ITV
- Jennifer de Leon-Using Canvas for Virtual Open Office Hours on October 11 via Webinar
- Char Rios-Budget Accounting and Reporting Council on October 18-19 via ITV
- Kyle Foreman-Washington State Civil Investigator Core Training on October 29-30 at State Department of Enterprise Services
- Anita DeLeon-Northwest Association of Educational Opportunity Programs Regional Conference on October 21-24 at Coeur d'Alene
- Kara Garrett-Articulation and Transfer Council Meeting on October 17-19 at Green River Community College
- Candy Lacher-ARC Meeting Shifting the Paradigm: Barriers to Student Retention, Leadership Tools in Rough Times on October 24-25 at Highline Community College; Best Practices Exchange on October 30 at Clover Park Technical College
- Kim Garza-AAG/Personnel Managers Meeting on November 7 via WebEx

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

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

- i. Enrollment Report

BACKGROUND:

The 2012-13 FTE report as of December 4 is included for your review. The winter quarter number is after the majority of current students have registered but prior to any new student registrations. We expect about 135 new students to register for classes winter quarter. Headcount and FTE for fall and winter continue to be five to six percent lower than last year at the same time.

The tuition amount budgeted for 2012-2013 is \$4,008,600. As of November 30, 2012 we have collected \$2,328,356 or 46.7% of the budgeted amount. As of November 30, 2011 we had collected \$1,686,116 or 46.7%.

TUITION COLLECTION REPORT

As of November 30, 2012 and November 30, 2011

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,600	\$ 3,608,514
Total Collections as of November 30	\$ 2,328,356	\$ 1,686,116
As a % of annual budget	58.1%	46.7%
Left to collect to meet budget target	\$ 1,680,244	\$ 1,922,398

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

F.T.E. REPORT

12/4/2012

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (11-12)		
SUMMER	332.3	110.8
FALL	1688.9	563.0
WINTER	1758.1	586.0
SPRING	1568.1	522.7
2nd year (12-13)		
SUMMER	315.2	105.1
FALL	1591.1	530.4
WINTER	1347.3	449.1
SPRING		0.0
TOTAL	<u>8601.0</u>	<u>2867.0</u>
1st year annual FTE Target	5082	1694
2nd year annual FTE Target	5061	1687
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2867.0
Past year + current year allocation		3381.0
% of allocation target attained to date		84.8%
Add'l FTEs to meet minimum 96%	1136.3	378.8
Add'l FTEs to meet target 100%	1542	514.0
FTEs over funding level - 1st year	265.4	88.5
FTEs over funding level - 2nd year	-1807.4	-602.5

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for information)

j. Legislative Update

Senate Higher Education & Workforce Development Committee

Work Session: SBCTC Introduction and Overview ([link to testimony](#), begins at 1:06)

November 30, **Marty Brown, SBCTC executive director**, testified before the Senate Higher Education and Workforce Development Committee to introduce himself, provide a two-year college system overview, and answer committee members' questions. A summary of his comments includes:

- Last year, our system served 434,000 individuals; 152,000 were full-time students, 139,000 of those slots were funded by the Legislature;
- The two-year college system serves a diverse array of students across the state, and our colleges have waiting lists for high-demand programs – the longest waiting lists are in math, English, and health care;
- Approximately 154,000 students take eLearning courses;
- The number of degrees and certificates completed by students in our system has increased by 46 percent since 2007, even with deep budget cuts enacted by the Legislature;
- Approximately 40 percent of STEM baccalaureate degree holders started at a two-year college. STEM programs in our colleges prepare people for jobs in health care, aerospace and advanced manufacturing, agricultural irrigation, automotive repair, and many others;
- Remedial and adult basic education courses are important factors in educating tomorrow's workforce;
- *Canvas* learning management system leverages technology and allows two-year colleges to work with four-year universities statewide; and
- The two-year college system continues to work with the Washington Student Achievement Council and other higher education stakeholders to ensure communication and collaboration to ensure students are being served across the state.

Work Session: Impacts of Tuition Increases ([link to testimony](#), begins at 18:37)

Also on November 30, **Marty Brown** testified before the House Higher Education Committee regarding the impact of tuition increases. A summary of his comments includes:

- Tuition increases may have had some impact on enrollments, but community and technical colleges are still enrolled well above what the Legislature has funded;
- Enrollments have decreased by about four percent – likely due to students getting jobs;
- Nearly 32,000 students who qualify for the State Need Grant do not receive one because program funding runs out every year. About 21,000 of these eligible students are in our system;
- Two-year colleges have had to cut students services – academic advising and career counseling – as well as high-demand programs to meet steep budget cuts; and
- Tuition has increased 12 percent the last two years with our tuition still about one-third of research institutions.

Scott Copeland, SBCTC student services policy associate, provided an update on the Opportunity Grant (testimony begins at 50:13). A summary of his comments includes:

- The Opportunity Grant is specific to low-income students looking for high-wage, high-demand programs;
- The grant covers 45 credits of tuition, books, emergency transportation and childcare, and other wrap-around services;
- Program students have a single point of contact to assist them towards completion;
- Funding is provided for 2,000 FTEs, but two-year colleges have leveraged all possible resources to maximize funds and serve nearly 5,300 students; and
- The retention rate is 82 percent completed or still enrolled from fall to spring (18 percentage points higher than students with similar characteristics not participating in the Opportunity Grant program).

Michelle Andreas, SBCTC director of student services and transfer education, Dorna Bullpitt, South Puget Sound Community College vice president of instruction, and Steve Vanderstaay, Western Washington University vice provost for undergraduate education testified regarding transfer and articulation policies (testimony begins at 1:18:50). A summary of their comments includes:

- The Joint Transfer Council (JTC) meets regularly to discuss transfer issues, implement legislation such as [HB 1795](#), and ensure one of the best transfer systems in the nation is maintained;
- The JTC has worked extensively to implement HB 1795 with accomplishments including a list of courses equivalent to one year's worth of general education transferrable credits at all public universities, titled *Washington 45*; and a community and technical college list of courses that meet direct transfer degrees;
- The Direct Transfer Agreement (DTA) is updated by JTC to ensure student success;
- Two- and four-year colleges continue to collaborate and resolve transfer-related problems experienced by students; and
- All institutions of higher education are increasing transparency of transfer pathways to better serve students.

Prepared by the President's office.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #3: CONSENT AGENDA (for action)

- k. Donation

BACKGROUND:

REC Silicon has given BBCC a sizeable computer equipment donation valued at \$88,075. The donation includes servers, data storage controllers and trays, port switches, server cabinets, and miscellaneous Cisco gear. This donation is a result of the Computer Science advisory committee meeting on October 11, 2012. Committee member, Jeremy Davis, Systems Administrator at REC Silicon, mentioned that equipment might possibly be donated to help set up the program's server lab. Dan Chivers, REC Infrastructure Manager, agreed to the donation provided BBCC could inventory the items and prepare them for shipping. November 11, 2012, BBT's Clint Hansen and two other staff, went to REC to do the work. Thursday, November 15, REC delivered the equipment to the Computer Science classroom #1510.

BBT will use several of the storage controllers and storage trays, and some of the servers. The rest of the equipment will be used in the CS program for network and server administration instruction beginning Winter Quarter 2013.

Mr. Devon Hotchkiss , General Manager, Katana Industries called and informed Welding Instructor Shawn McDaniel that approximately \$25,000 in metal has been donated to the BBCC Welding Department for use by welding students. This is a significant savings to the students and the Welding program.

Prepared by the President's Office.

RECOMMENDATION:

President Leas and VP Hamburg recommend acceptance of these donations.

Date: November 19 2012

To: Gail Hamburg, Vice President

From: Clyde Rasmussen, Dean of Professional Technical Education

Re: Donation of Metal for Welding Program

Mr. Devon Hotchkiss , General Manager, Katana Industries called and informed Shawn McDaniel that approximately \$25,000 in metal has been donated to the BBCC Welding Department for use by welding students. This is a significant savings to the students and the Welding program.

I recommend that we accept this generous donation, as it will benefit the Welding Program and our students.

Katana Summit Welding Donation Nov 2012

Item	description	AWS class.	pounds per unit	# of units	total Weight
1	Ultracore 1/16" FCAW	E71T-12MJ8	33	63	2079
2	Lincoln L-56 .045"	ER70S-6	44	81	3564
3	ESAB OK 10.72 SAW flux	F7A4	55	72	3960
4	ESAB Spoolarc 81 SAW	EM12K	65	32	2080
5	Lincoln P223 SAW flux	F7A4	50	60	3000
6	Lincoln LS-3 SAW	EM12K	60	52	3120
7	DualShaield II Ultra 3/32"	E71T-1M	60	2	120
Total Donation:					17923 pounds

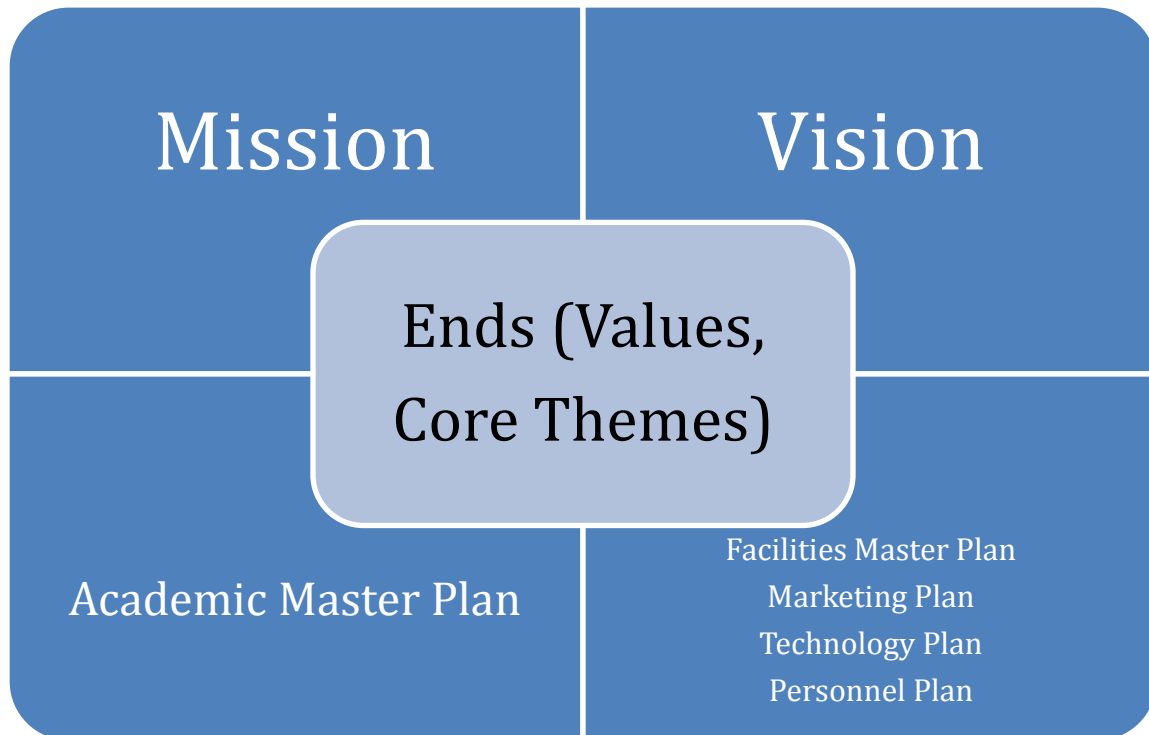
BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #5: Mission, Vision, Values (for information/action)

BACKGROUND:

In response to the accreditation visit by the Northwest Commission on Colleges and Universities, President Leas and VP Bob Mohrbacher are leading a campus-wide review of the Mission for changes in order to correlate core themes more directly with the Mission. This activity may also lead to review and possible revisions to the Ends Statements (Values) and Vision Statement.



Prepared by the President's office.

RECOMMENDATION:

President Leas and VP Mohrbacher recommend the Trustees appoint one member of the Board to attend the facilitated stakeholder meeting that will be scheduled in the very near future.

BIG BEND COMMUNITY COLLEGE: STRATEGIC PLANNING

Mission

- **Accurate description of the college's purpose: What do we do? Where do we do it? How do we do it?**
- **Inspirational or visionary, to inspire our work**
- **Assessable: How will we know if we are fulfilling our mission?**
- **Brief & understandable, so people can recite or explain it**

Vision

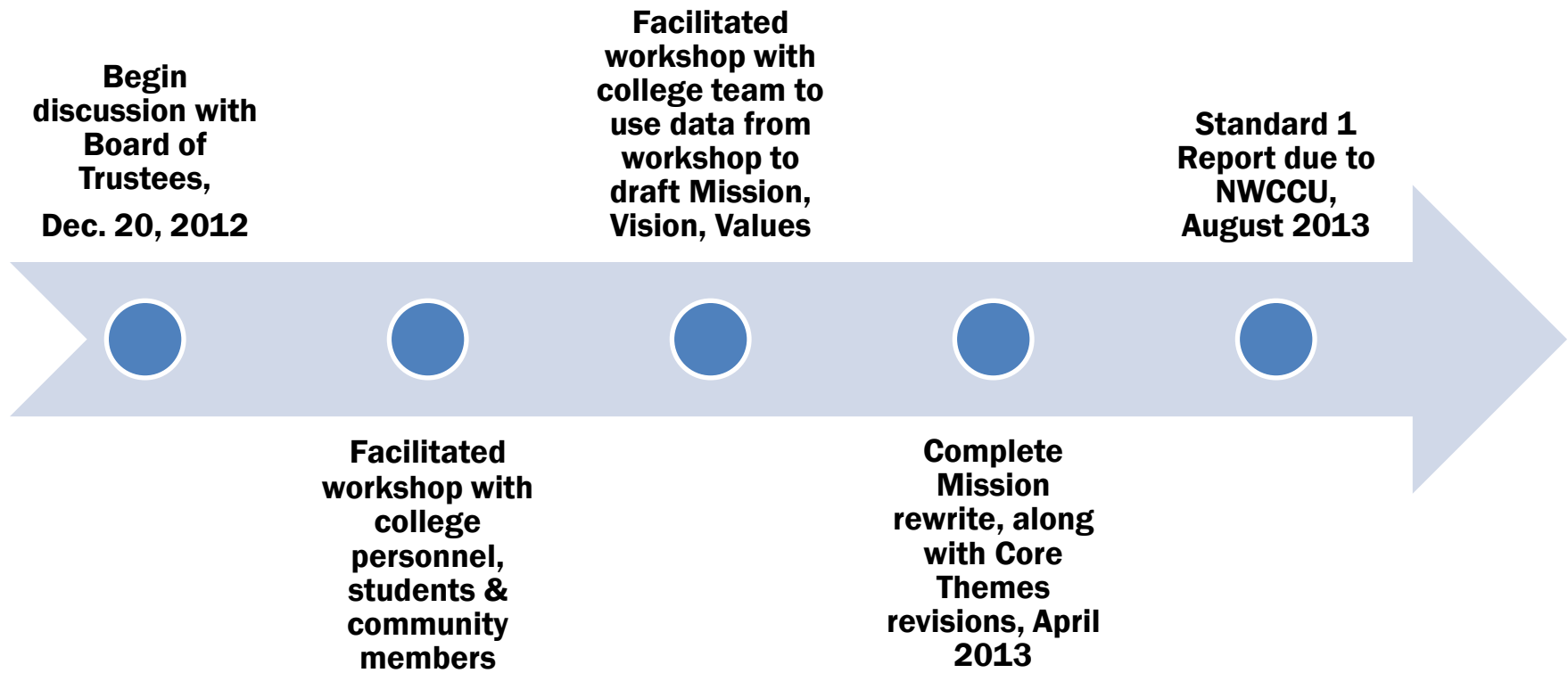
- **Vision statement is future focused: what do we want to become?**
- **What will result from fulfilling our mission?**

Values

- **The principles by which we operate**
- **Common values that determine how we work and how we make choices**
- **Well-articulated values drive decision making**

Plans

- **Strategic Planning: How do we operationalize our mission? What concrete steps do we take to realize our vision?**
- **Currently, we have an Academic Master Plan and a Facilities Master Plan. Some other plans are part of those plans (ie. Marketing, Emergency Management, etc.). We might need an additional plan to deal with professional development, training, etc.**



BIG BEND COMMUNITY COLLEGE: STRATEGIC PLANNING

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #6: Board Chair Matrix (for action)

BACKGROUND:

Following Board Chair Angela Pixton’s resignation, Trustee Mike Wren moved into the Chair position and Mike Blakely moved into the Vice Chair position 2/23/12.

Trustee Mike Villarreal was appointed to Mike Wren’s former position 12/2012. Trustee Mike Wren was serving as Board Chair at the time of Trustee Mike Villarreal’s appointment. The Board needs to take action to fill the vacant Chair position. The Board may choose to use the following matrix which was previously approved for succession.

Trustee	12/13	Dec 2012	13/14	14/15	15/16	16/17	17/18
Blakely	VC	C	C				
Lane		VC	VC	C			
McFadden				VC	C		
Franz					VC	C	
Villarreal						VC	C

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #7: TACTC Transforming Lives Award (for action)

BACKGROUND:

In 2011, the first year of the TACTC Transforming Lives Awards, the BBCC Board of Trustees nominated Ms. Cristian Ramon. Ms. Ramon was one of five nominees out of 34 to be chosen for top honors. She was awarded \$500 and provided the opportunity to share her story during the TACTC Awards dinner.

The 2012 TACTC Transforming Lives Awards Dinner will be held January 29 in Olympia and it is coordinated with the TACTC Legislative Conference. BBCC Faculty and Staff have nominated three students or former students for consideration by the Trustees. The Trustee will choose one nominee to forward on to the state level.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the Trustees choose a TACTC award nominee from the candidates.



My life Transformed:

I firmly believe in this powerful quote, which states “your destiny is in your hands. Creating the life you want is only and always up to you.” -Darren Johnson. My educational and personal experiences in life have been a progress and a struggle. I have been affected by death, divorce, violence, drugs and alcohol and the loss of a long term job.

In my last job I worked as a cashier checker for 9 years. The hours of my job were long and back breaking, not to mention working the holidays. In 2010, the store closed its doors and I made a personal vow to myself to get an education and never return to retail. In the fall of 2010, I returned to college to pursue a degree as a medical assistant. While attending Big Bend Community college, I worked part-time and also became a guardian for my one-year-old granddaughter. I felt at times like a juggler in a circus show. Juggling full time school, part-time work and caring for my granddaughter was a challenge. I remember at times wanting to give up, but I didn't have it in me to quit. My husband also played a major role in my success as he helped with cooking, cleaning and for the care of our granddaughter.

I attended Big Bend Community college as a nontraditional student for the first time. I recall looking at all the young students feeling like I was old enough to be their mom. One day while speaking to my instructor about my feelings of being too old to attend school she replied “my best students are usually my oldest.” This was an inspiration to me. An important attribute to my success was getting involved with TRiO-Student Support Services program. The staff: *Custodio, Cheryl*, and *Jerry* helped and provided me with books, computers, tutoring and most important emotional support. I felt like a malnourished tree that needed to be watered and fed in order to grow.

In June of 2012, my dream finally came true as I earned my medical assistant credentials. I walked for the first time in a graduation ceremony that was very emotional. This was a turning point in my life, in which I had accomplished what I had vowed to do. My life had reached a point of transformation, from a twig to a beautiful tree.

In October of 2012, I gained employment at Samaritan Healthcare clinic in Moses Lake, WA. I now work as a medical assistant in a patient care facility in which I help transform the lives of others.

One important value that I learned is to NOT let anyone tell you can't do it because when you start to believe in those negative words, it is when you become a failure. “Destiny is not a matter of chance. It is a matter of choice. It is not a thing to be waited for; it is a thing to be achieved.” -William Jennings Bryan

Thank you for reading my story!

-Maria Hartman



My name is Angelica Huerta Juarez, and I'm 25 years old. I was born and raised in Mexico. I moved to the U.S. in July, 2007 because my dad got permanent resident cards for all the family. In the beginning, my plan was just to attend an ESL class in order to get some English. I knew I had to speak some English to get a job not related with the farms. I did not have plans to attend college because I thought it was very expensive, and I did not speak English. Luckily, I met a person who talked to me about BBCC and explained to me that there was financial aid available. It was a difficult decision. I did not want to be simply content with the high school education that I got in Mexico. However, I was afraid because I was in a new country with a language that I didn't understand. I was not sure if I could do it.

Once I decided to do it, I looked at all the career training offered by BBCC, and nursing seemed to be the most interesting. The first step was to get my GED; and by the fall of 2008 I was enrolled in BBCC. I applied for financial aid, and I got it. I did not have to pay for any class. It was a lengthy and slow process in order to complete all the prerequisites and co-requisites before applying to the nursing program. I still remember I was not able to write an essay until I finished my first class, English 98. I always needed extra time and a Spanish-English dictionary to complete all the assignments. Sometimes I thought it was very hard, and that it would be easier to give up. I never gave up. My parents always talked to me about the importance of attending college, especially because they only finished elementary school and did not have the opportunity to continue because of the lack of resources.

Nursing school has being a challenge because in order to succeed and stay in the nursing program, I have had to dedicate all my time to school. In addition, even though I have improved my writing skills, I still struggle with the speaking part. It has been a very stressful first year. However, thanks to all my efforts and my family support I finished my first year and got my LPN. This achievement has given me the opportunity to get a job. However, I need to finish a second year in order to get my RN. BBCC gave me the opportunity to get a career in the healthcare field doing something that I really like. In addition, it has opened other opportunities for higher education.



My Story

I was a single mother with two children in my thirties, with no college education, working for a restoration company, cleaning houses after fires. I knew in my heart that this was not what I was meant to do. I started looking for another job that would interest me. One day there was an ad in the paper to work in a doctor's office. I thought to myself this is it, my chance. I applied and received a call for an interview. I was so nervous, I wanted this job. I later received a call and was offered the job. I knew this was an opportunity of a life time. Little did I know that this job was going to be a huge turning point in my life. I loved my job, interacting with the public and helping people. One day my boss suggested that I look into the nursing program at Big Bend Community College. I had never thought about going to school. With a little shove from my employers and friends I checked the college out. It had been a long time since I had been to school, so I started out slow. I worked a full-time job and took a night class to start. With the help of my employer I started taking a class during my lunch hour and then taking an online class or a night class, slowly working my way through the prerequisites classes required to apply to the nursing program. I had doubts in myself that I could pass the required classes. With lots of encouragement from my instructors, family and the director of the nursing program, I started to believe in myself. I received good grades, made the honor roll and became a member of the Phi Theta Kappa International Honor Society. I was proud of myself for just making it that far. The next big step was applying to the nursing program. I had never done anything like that before in my life. Being a nurse had always been my dream, I just never had the belief in myself that I could achieve my dream. Having access to the college classes at different times and the encouragement of my many instructors, I was well on my way. I applied to the nursing program hoping to receive the notification that I got into the program. I made it! I have completed the first of year of BBCC nursing program and I am now a Licensed Practical Nurse. I am in my second year in the nursing program, hoping to test for my Registered Nurse license in June of 2013. I have so much to look forward to now, my opportunities are unlimited. With the support of my instructors and family, I now have a bright future to look forward to; by attending BBCC, I have changed my future.

Cindy Teeter

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #8: GISS Board Self-Evaluation (for information/action)

BACKGROUND:

In preparation for the Fall TACTC GISS Conference, the Board members completed an online Board Self-Assessment. The results of the assessment are attached. Trustee Blakely and President Leas attended the Fall TACTC GISS Conference and will comment on their experience.

Prepared by the President's office.

RECOMMENDATION:



BIG BEND COMMUNITY COLLEGE

DRAFT Board Self-Assessment Report

Prepared by the Association of Community College Trustees (ACCT) — Board Leadership Services

Washington, DC

Overview of Self-Assessment Process

We want to thank trustees, presidents, and professional board support staff for their support and willingness to participate in this effort to gather self-reported data on the board of trustees. This report provides an overall assessment of the board as one unit and reinforces the role and responsibilities of the board. It also provides a profile of each trustee without disclosing the identity, or attribution associated with, any individual trustee. A comparison of these sets of data provides a clearer picture of where there is general consensus and where there is divergence among individual trustees from the board's overall average response.

This report also includes comparative data between two time periods –Summer 2011 and Fall 2012, and can be used to highlight any marked improvements or areas that may require some additional attention. However, it should be noted that the respondents between the two time periods are often not the same. Information available on the differences between these two respondent populations is noted in the comparison section on the next page.

The Board Self-Assessment instrument was amended in 2012 in order to provide consistency and the opportunity for national comparisons, when appropriate. The 2011 assessment had two rating scales. The first 26 questions focused on overall board health, and respondents evaluated these questions on a 5-point rating scale. The second half of the 2011 Board Self-Assessment focused on institutional effectiveness, student success readiness, and trustee preparation and satisfaction, with questions using a 4-point rating scale. With the scale change in 2012, comparative data are only available for three sections of the assessment pertaining to Board Leadership, Board/Chair/President/Chancellor Relationship, and Board Productivity and Consistency. Future assessments will include multi-year comparisons for all sections.

Some stylistic changes were made to the comments submitted in an effort to provide clarity, but content was not altered.

Review at Governance Institute for Student Success (GISS)

This report was prepared by ACCT to encourage reflection and assessment and to foster learning during the GISS. It is a tool for both self-assessment and group-assessment, and it is intended to inform constructive dialogue on the board's strengths, weaknesses, and areas requiring greater attention. By conducting a self-assessment, the board helps set standards, clarifies expectations, and serves as an example of the ongoing commitment to accountability needed to ensure student success. The trustees attending the GISS will have an opportunity to discuss the quantitative and qualitative data and the findings as part of the governing board assessment process.

Discussion with Full Board of Trustees

We encourage all boards to use this report as a tool to facilitate group discussion, acknowledge the effectiveness of the board, address concerns before they become bigger issues, and clarify the roles and responsibilities of the board. We hope that the findings will facilitate open and frank discussion and, in turn, enhance the board/president and trustee-to-trustee relationships. The goal is to strengthen the board's unique leadership role and partnership with the president. To benefit fully from the self-assessment process, and as a follow-up to the GISS, we encourage all boards and the president to set aside time to discuss the report as a group and reach a consensus on a plan of action and next steps. Should you have any questions, please reach out to Dr. Narcisa Polonio at npolonio@acct.org, 202-276-1983 or Elizabeth Alvarado at ealvarado@acct.org, 202-775-4470.



CONTENTS

Overview of Self-Assessment Process	3
Board Profile: 2011 and 2012 Comparison	5
Highlights of the Board Self-Assessment	6
Category Averages	7
Breakdown of Responses by Percentage	8
Individual Trustee Average Ratings	9
Results by Topic	10
Open Ended Questions	24

Board Profile: 2011 and 2012 Comparison

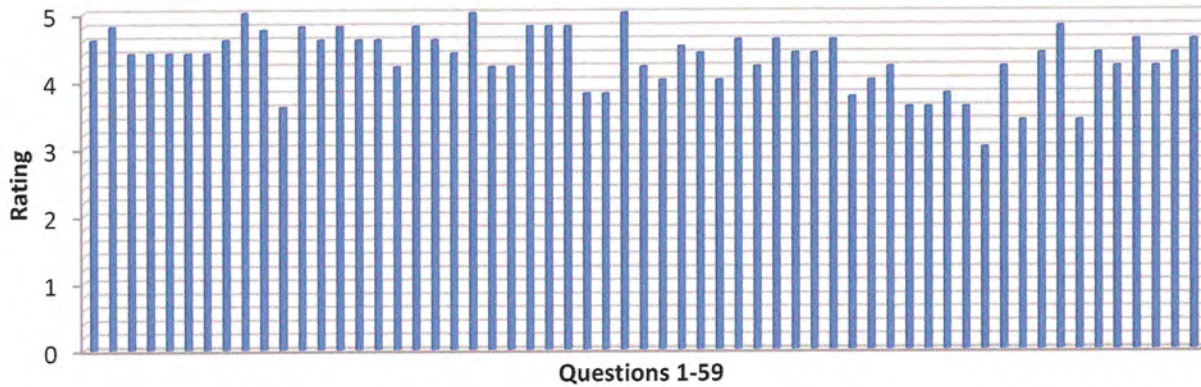
In 2011 there were five members on Big Bend Community College's Board of Trustees, all of whom completed the Board Self-Assessment (BSA), and 2 members attended the GISS in June 2011. In 2012, two incoming board members replaced two outgoing trustees, and all five trustees again completed the BSA in 2012. Of the trustees who completed the 2012 BSA, 60 percent (3 trustees) also completed the 2011 assessment and served in 2011. Thus the respondents in the two time periods have some overlap.

BIG BEND COMMUNITY COLLEGE

	2011	2012
TOTAL NUMBER OF TRUSTEES	5	5
NEW TRUSTEES (NOT ON BOARD IN 2011)		2
TRUSTEES WHO COMPLETED BOARD SELF-ASSESSMENT (BSA)	5	5
TRUSTEES WHO COMPLETED BSA IN 2011 AND 2012		3 (60%)
TRUSTEES WHO ATTENDED GISS -WA IN 2011	2	
AVERAGE NUMBER OF YEARS OF SERVICE	8.40	2.80
AVERAGE NUMBER OF HOURS PER MONTH SPENT ON BOARD WORK	9.60	9.00

Highlights of the Board Self-Assessment

Overall Averages - 2012



The table below shows the Board Self-Assessment questions with the highest and lowest ratings in 2011 and 2012, organized from highest to lowest rating in 2012. Please note that the respondents in the two time periods were not the same. Three trustees from 2011 (60% of the Board) also took the BSA in 2012. An asterisk (*) indicates that the question had two different response scales in 2011 and 2012, so are not comparable. In the future BSAs will be comparable on all questions.

HIGHLY RATED INDIVIDUAL ITEMS

	2011	2012	Difference
9. Board members treat one another with respect, and a climate of mutual trust exists	5.00	5.00	0.00
21. The Board focuses on policy in Board discussions, not administrative matters.	4.60	5.00	0.40
29. Review of data on retention, transfer, and graduation rates	*	5.00	

LOWEST RATED INDIVIDUAL ITEMS

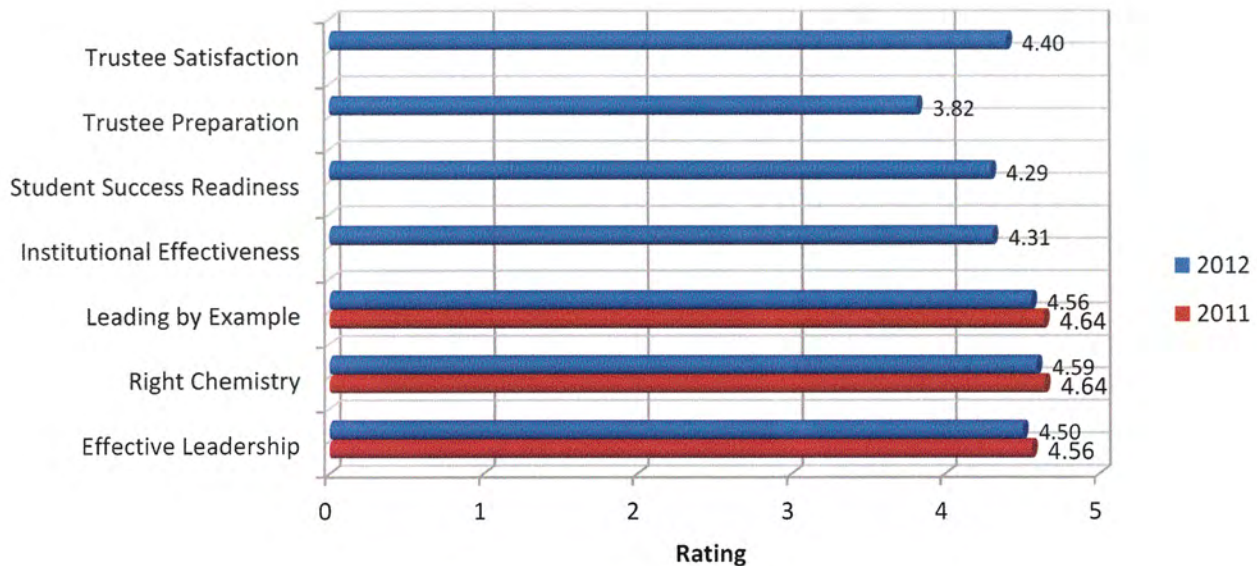
	2011	2012
53. Understanding internal constituencies and power dynamics in higher education	*	3.40
50. Identifying and acquiring new sources of funding (fundraising, corporate partnerships, earmarks, etc.	*	3.40
48. Campus politics	*	3.00

It should be noted that questions 48, 53, and 50 were rated the lowest in both 2011 and 2012, though the scales are not comparable.

Category Averages

Items below listed in order of highest to lowest average rating for 2012. An asterisk (*) indicates that the question had two different response scales in 2011 and 2012, so are not comparable.

Category Averages



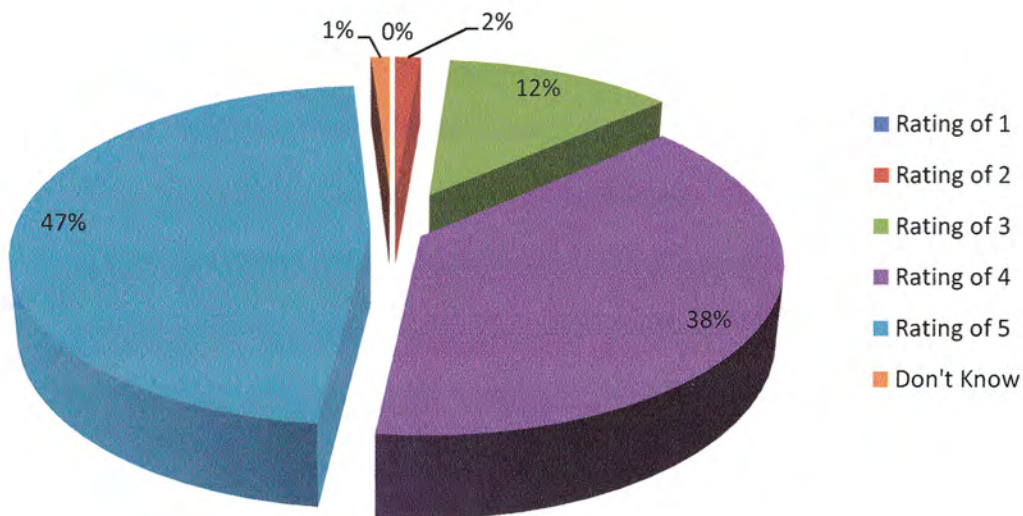
CATEGORIES

	<u>2011</u>	<u>2012</u>	<u>Difference</u>
Right Chemistry	4.64	4.59	- 0.05
Leading by Example	4.64	4.59	- 0.08
Effective Leadership	4.56	4.50	- 0.06
Trustee Satisfaction	-	4.40	-
Institutional Effectiveness	-	4.31	-
Student Success	-	4.29	-
Trustee Preparation	-	3.82	-

Breakdown of Responses by Percentages

Eighty five percent of responses in the 2012 Board Self-Assessment were rated 4 or 5, suggesting substantial agreement, consideration, implementation, and satisfaction in different aspects of governance and student success practices.

Distribution of Responses - 2012



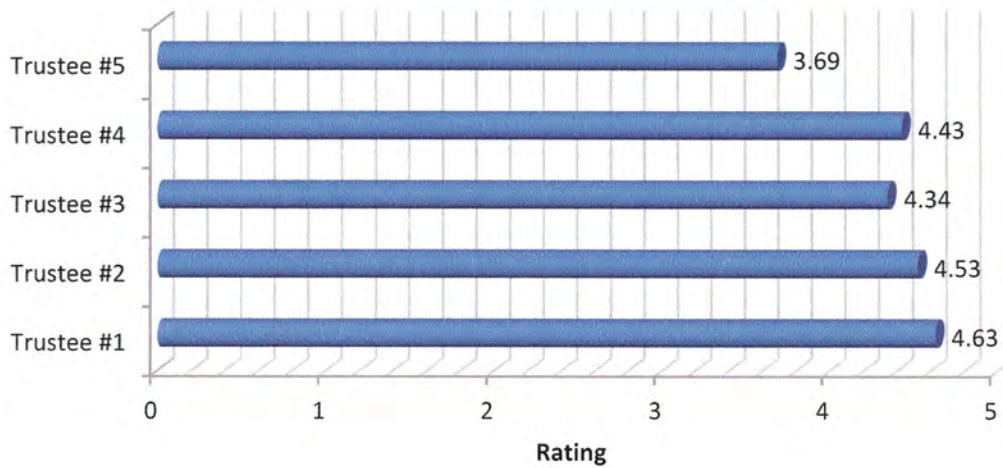
RESPONSE RATING

RESPONSE RATING	2012
5: Strongly or highly agree/ considered/implemented/satisfied)	47%
4: Agree	38%
3: Somewhat agree	12%
2: Disagree, etc.	2%
1: Strongly disagree/not at all considered/implemented/satisfied)	0
DK: Don't know	1%

Individual Trustee Average Ratings

Average individual trustee ratings above 3.0 reflect a generally healthy board. The difference between the highest average score (4.63) and lowest (3.69) is 0.94, out of a possible maximum difference of 4.0. This difference of 0.94 indicates overall consensus, with slight divergence of opinions among board members.

Trustee Averages - 2012



Results by Topic

EFFECTIVE LEADERSHIP: THE ROLES AND RESPONSIBILITIES OF THE BOARD

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

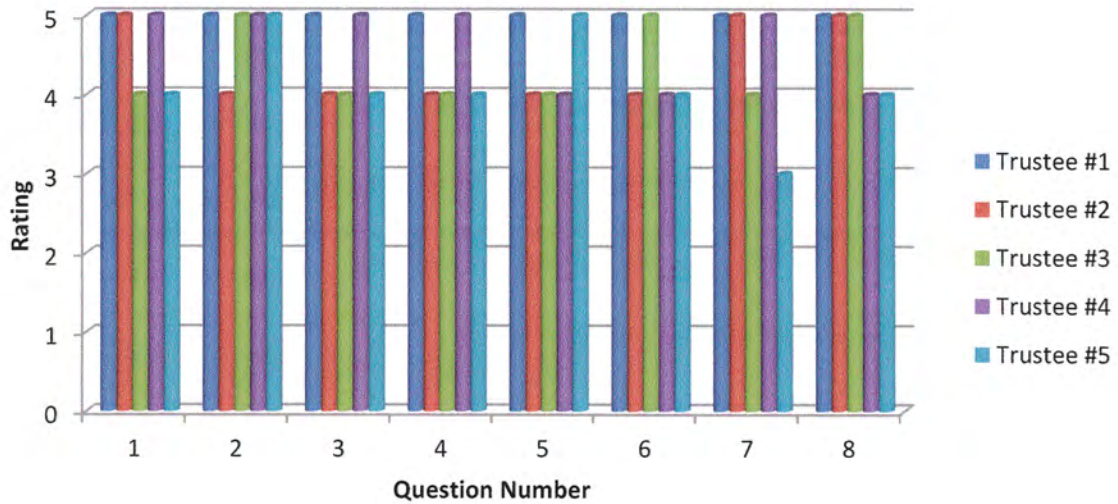
	<u>2011</u>	<u>2012</u>	<u>Difference</u>
1. The Board continuously demonstrates that it adheres to its roles and responsibilities in accomplishing its duties.	4.40	4.60	0.20
2. An examination of the Board's work provides clear evidence that the Board understands that its primary function is to establish the policies by which the community college is administered.	4.80	4.80	0.00
3. The Board is knowledgeable about major social and economic trends and issues that affect the community and College.	4.40	4.40	0.00
4. The Board is adequately informed about important internal issues facing the College.	4.80	4.40	-0.40
5. The Board spends sufficient time planning and providing clear priorities for the President and the College.	4.25	4.40	0.15
6. Before adopting policy recommendations, the Board ensures it has adequate information and data, and it allows sufficient time for study and discussion.	4.50	4.40	-0.10
7. The Board has and adheres to procedures and standards for dealing with actual or potential conflicts of interest.	4.40	4.40	0.00
8. The Board regularly participates in professional development, such as state and national trainings	4.60	4.60	0.00

Findings:

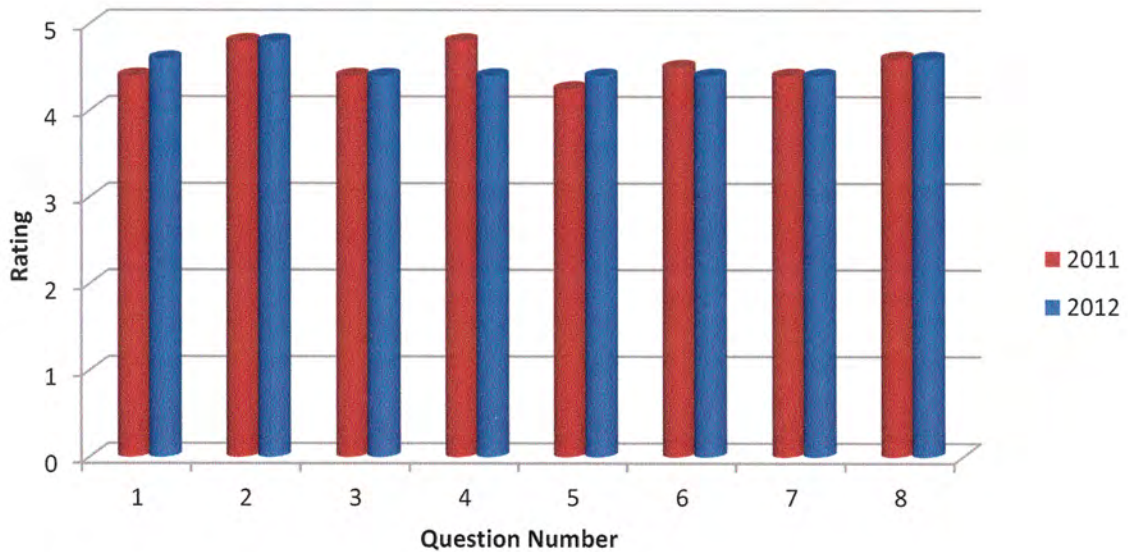
In both time periods, trustees are in strongest agreement that the Board understands its primary role as establishing policies to administer the community college; is knowledgeable about social and economic trends facing the community; and regularly participates in professional development. There is also no change between 2011 and 2012 in overall trustees' agreement that the Board adheres to procedures to deal with conflicts of interests, though there was more variation in responses in 2012.

EFFECTIVE LEADERSHIP: THE ROLES AND RESPONSIBILITIES OF THE BOARD

Individual Responses for 2012



Average Ratings - 2011 & 2012





THE RIGHT CHEMISTRY: BOARD/TRUSTEE/CHAIR/PRESIDENT RELATIONSHIP

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

	<u>2011</u>	<u>2012</u>	<u>Difference</u>
9. Board members treat one another with respect, and a climate of mutual trust exists.	5.00	5.00	0.00
10. The Chair of the Board effectively handles disagreements or divisions among members about policies, programs, and the budget.	4.75	4.75	0.00
11. The Board has good procedures for the orientation and training of new board members.	4.20	3.60	-0.60
12. The Chair serves as the voice of the Board when dealing with the public and media.	4.40	4.80	0.40
13. The roles and responsibilities of the Chair are clear and supported by all Board members.	4.40	4.60	0.20
14. The Board maintains open and effective communication with the President/Chancellor.	4.60	4.80	0.20
15. The Chair, Board members, and President/Chancellor have a positive cooperative relationship with mutual trust and respect.	5.00	4.60	-0.40
16. The Board encourages the professional growth of the President/Chancellor through annual evaluation, written feedback, and guidance on performance.	4.80	4.60	-0.20

Comments:

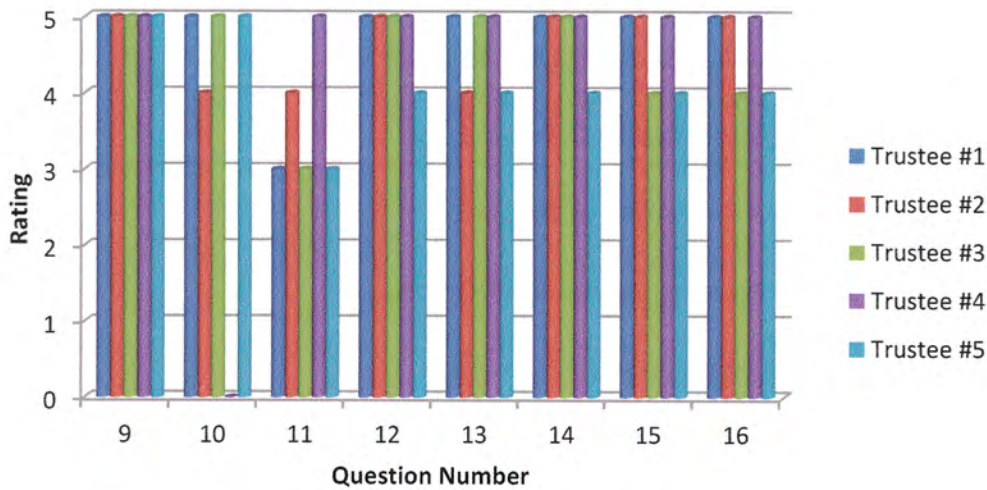
Haven't had any major disagreements in my tenure

Findings:

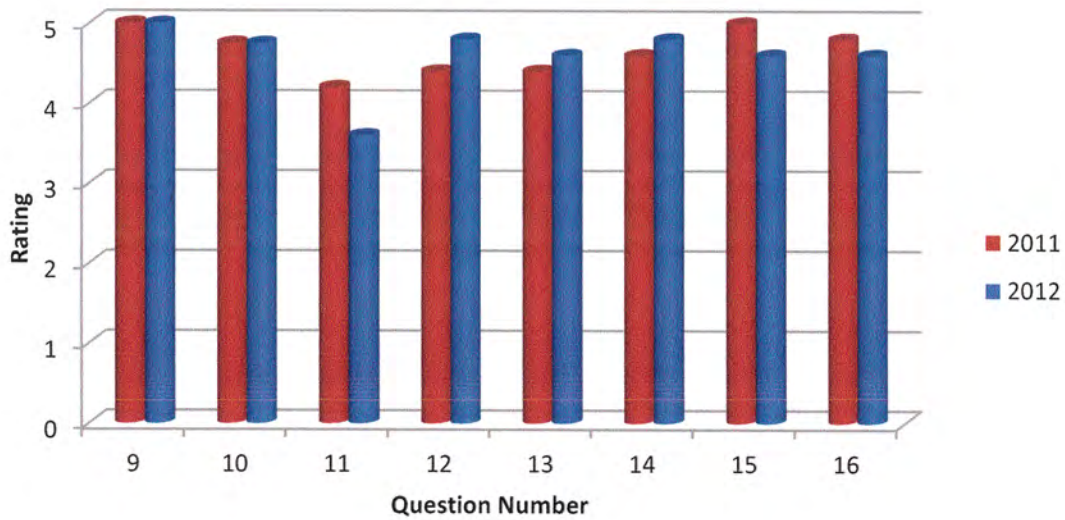
Trustees in both time periods unanimously and strongly agree that they treat each other with respect and mutual trust. There is also consistent high agreement that the Chair effectively handles disagreements, serves as the voice of the Board, and has clear roles and responsibilities. However, trustees in 2012 agree less strongly that the Board has good orientation and training procedures.

THE RIGHT CHEMISTRY: BOARD/TRUSTEE/CHAIR/PRESIDENT RELATIONSHIP

Individual Reponses for 2012



Average Ratings - 2011 & 2012





LEADING BY EXAMPLE: BEING PRODUCTIVE AND CONSISTENT

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

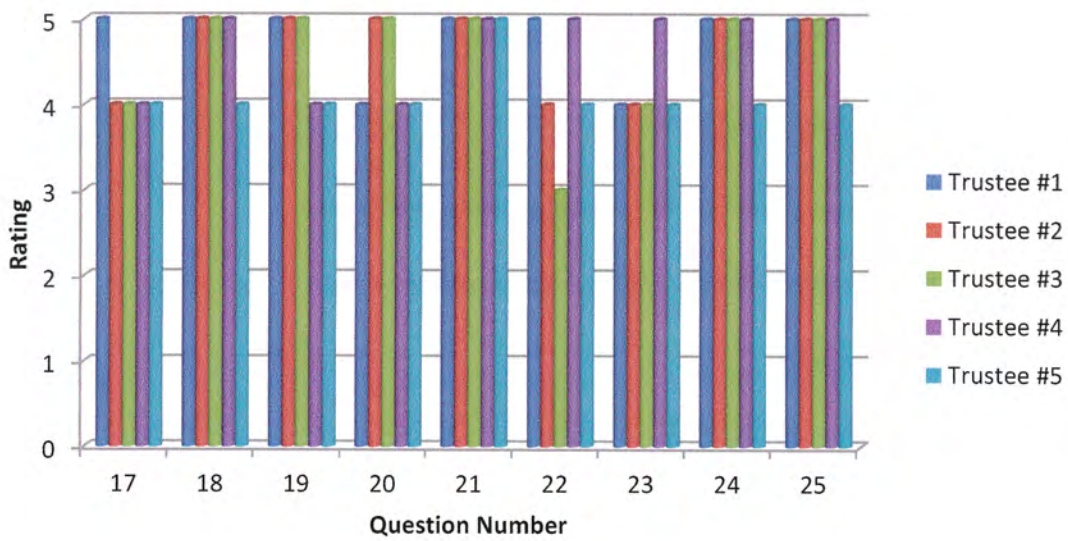
	<u>2011</u>	<u>2012</u>	<u>Difference</u>
17. Board members are prepared for Board meetings, and meetings are conducted in such a manner that the purposes are achieved effectively and efficiently.	4.20	4.20	0.00
18. The Board adheres to a code of ethics and avoids any perception of a potential conflict of interest.	4.80	4.80	0.00
19. Board agendas are relevant to the work of the Board, and they are focused enough to use the Board's time efficiently.	5.00	4.60	-0.40
20. The Board periodically reviews and evaluates its policies and procedures.	4.25	4.40	0.15
21. The Board focuses on policy in Board discussions, not administrative matters.	4.60	5.00	0.40
22. The Board understands the budget, the budget process, and the financial health of the College.	4.40	4.20	-0.20
23. The Board has policies that require adequate participation in decision-making within the institution and through the President/Chancellor, seeks advice and recommendations from faculty, staff, and students in developing policies.	4.80	4.20	-0.60
24. The Board is sensitive to the concerns of students and employees while maintaining impartiality and support for the President/Chancellor.	5.00	4.80	-0.20
25. The Board accommodates the differences of opinion that arise during debates of issues, and once a decision is made, Board members cease debate and uphold the decision of the Board.	4.60	4.80	0.20

Findings:

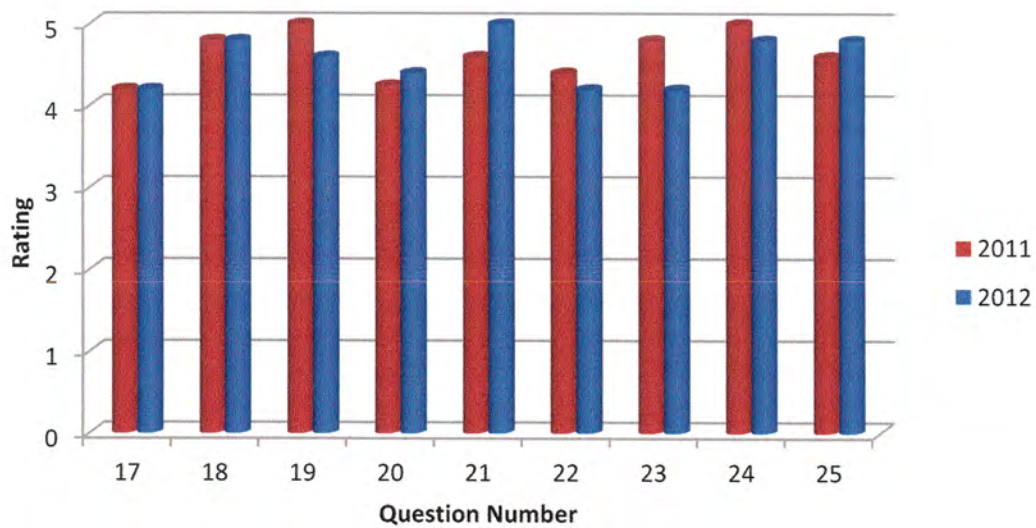
Overall trustees highly agree that the Board has remained productive and consistent over the past year, particularly in adhering to a code of ethics and avoidance of conflicts of interests; in focusing on policy, not administrative matters, and accommodating opinion differences during debate, but ability to cease it once a decision has been made. In 2012, trustees agreed, but with more variation that the Board has policies to require adequate participation in decision-making.

LEADING BY EXAMPLE: BEING PRODUCTIVE AND CONSISTENT

Individual Responses for 2012



Average Ratings - 2011 & 2012





As discussed in the overview section (page 4), comparative data for 2011 and 2012 are not available for the following sections because of the change to a five-point scale in 2012.

BIG PICTURE FOCUS: INSTITUTIONAL EFFECTIVENESS

Scale: 1 = not considered, 5 = highly considered

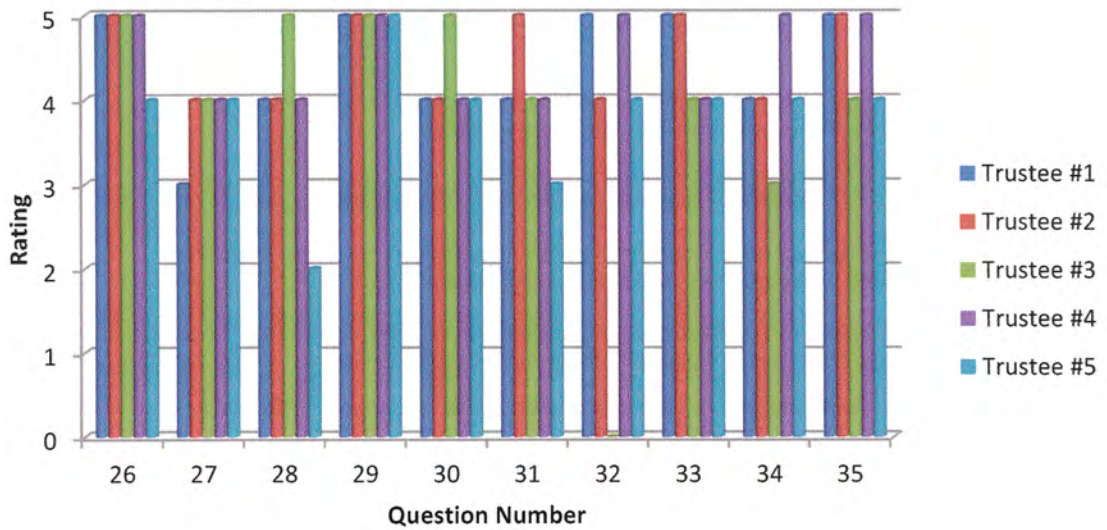
	<u>2012</u>
26. Academic quality and program review	4.80
27. Good faculty and staff morale	3.80
28. Good relations with constituent groups (e.g., alumni, parents, etc.)	3.80
29. Review of data on retention, transfer, and graduation rates	5.00
30. Favorable publicity	4.20
31. Enrollment growth	4.00
32. Disaggregated student cohort data on successful completion of developmental (remedial) education courses	4.50
33. Student data on completion and placement by occupational programs	4.40
34. Data on the effectiveness of customized and/or short-term workforce training	4.00
35. Fostering student success and equity	4.60

Findings:

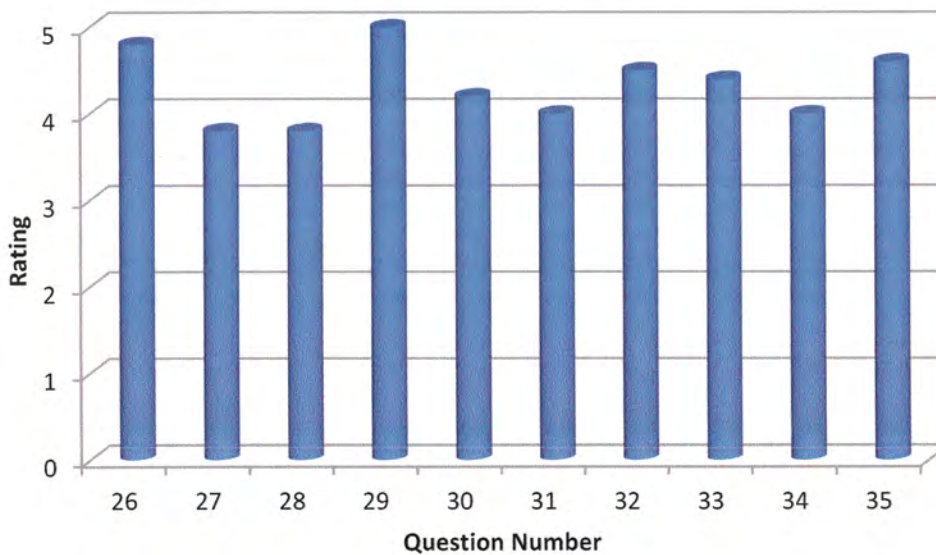
In 2012, trustees report that data on retention, transfer, and graduation rates, as well as academic quality and program review are the most highly considered factors when looking at institutional effectiveness. On average, good faculty and staff morale, as well as good relations with constituent groups are the least considered factors.

BIG PICTURE FOCUS: INSTITUTIONAL EFFECTIVENESS

Individual Responses for 2012



Average Ratings - 2012





INSTITUTIONAL READINESS FOR STUDENT SUCCESS**

Scale: 1 = not at all implemented; 5 = completely implemented

	<u>2012</u>
36. The Board expects, and the President provides, regular reports on disaggregated student outcomes and uses the results to modify policy.	4.20
37. The Board holds retreats or regular workshops to review data and obtain professional development about building a culture of evidence to inform policy decisions.	4.60
38. The College routinely evaluates effectiveness of efforts to improve student success and uses the results to improve policy and practice.	4.40
39. There is alignment and extensive collaboration on efforts to improve student success between academic/instructional affairs and student services.	4.40
40. The College has established a strategic planning process that relies on data to set goals for student success and to measure goal attainment.	4.60
41. Decisions about budget allocations are based on evidence of program effectiveness and linked to plans to increase rates of student success.	3.75
42. The College provides training to Board, faculty, and staff on using data and research to improve programs and services	4.00

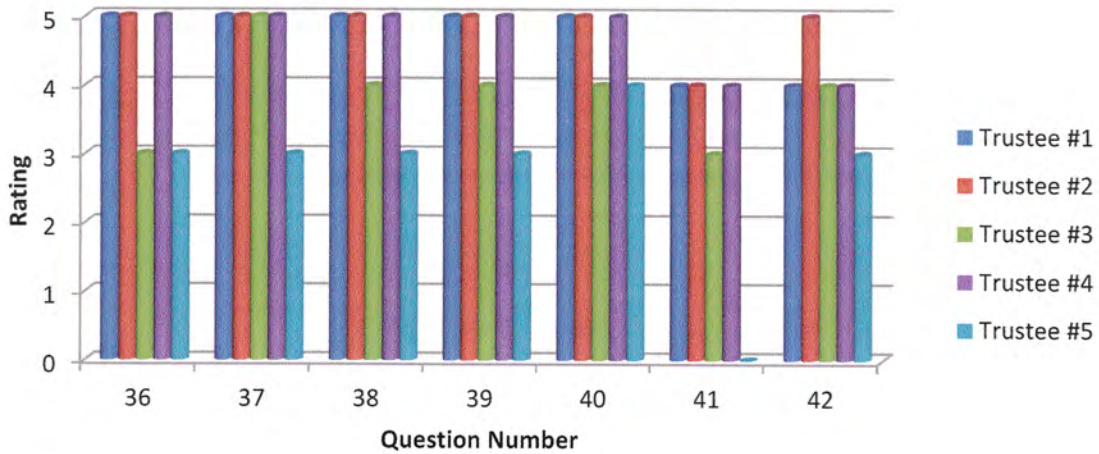
Sources: ** Byron N. McClenney and Kay M. McClenney: *Questions from Achieving the Dream--Institutional Readiness Assessment, 2009*

Findings:

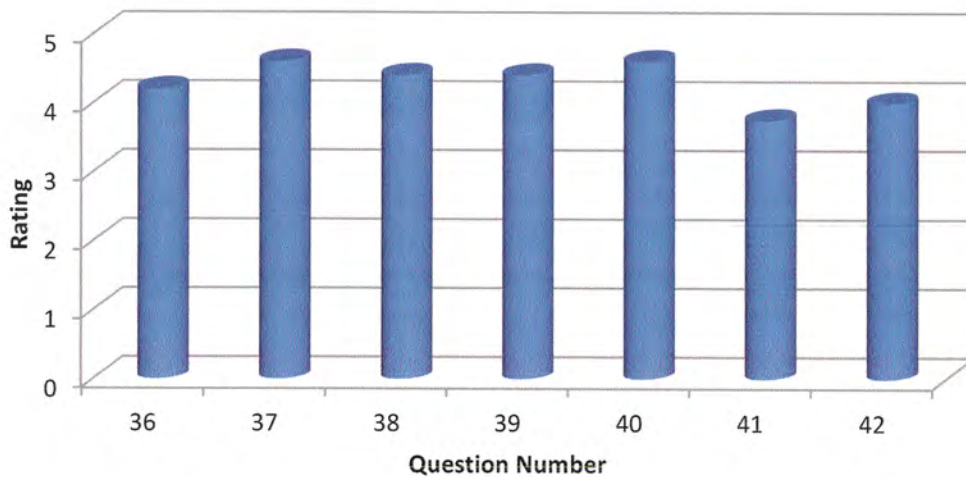
Board retreats/workshops to review data and develop a culture of evidence, and a strategic planning process that uses data to set student success goals are the most highly implemented student success readiness practices. Trustees view evidenced-based budget decision-making to be the least implemented practice, and had the most varied responses for whether the board receives regular reports on disaggregated student outcomes.

INSTITUTIONAL READINESS FOR STUDENT SUCCESS**

Individual Responses for 2012



Average Ratings - 2012





EXPERIENCE AS AN INDIVIDUAL TRUSTEE - PREPARATION

Scale: 1 = not at all prepared; 5 = very well prepared

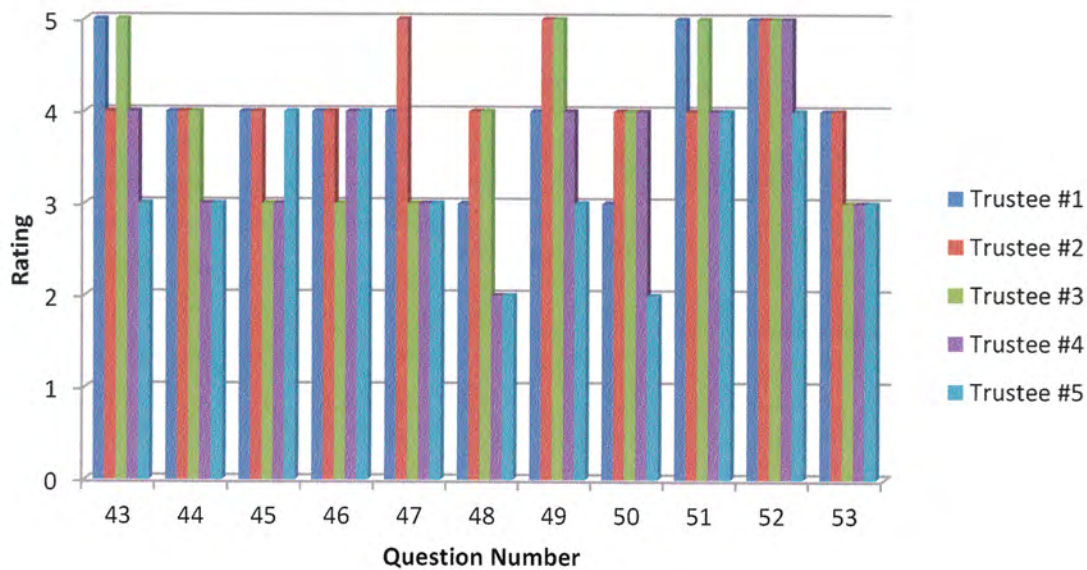
	<u>2012</u>
43. Understanding the role and responsibilities of the President	4.20
44. The amount of work expected of you	3.60
45. Long-term strategic planning	3.60
46. Understanding finance and budget	3.80
47. Knowing what institutional data to review and the key indicators of student success	3.60
48. Campus politics	3.00
49. Advocating for the College with legislators and other political officials	4.20
50. Identifying and acquiring new sources of funding (fundraising, corporate partnerships, earmarks, etc.)	3.40
51. Understanding your role and responsibilities as a Trustee/Board member	4.40
52. Understanding shared or participatory governance.	4.80
53. Understanding internal constituencies and power dynamics in higher education	3.40

Findings:

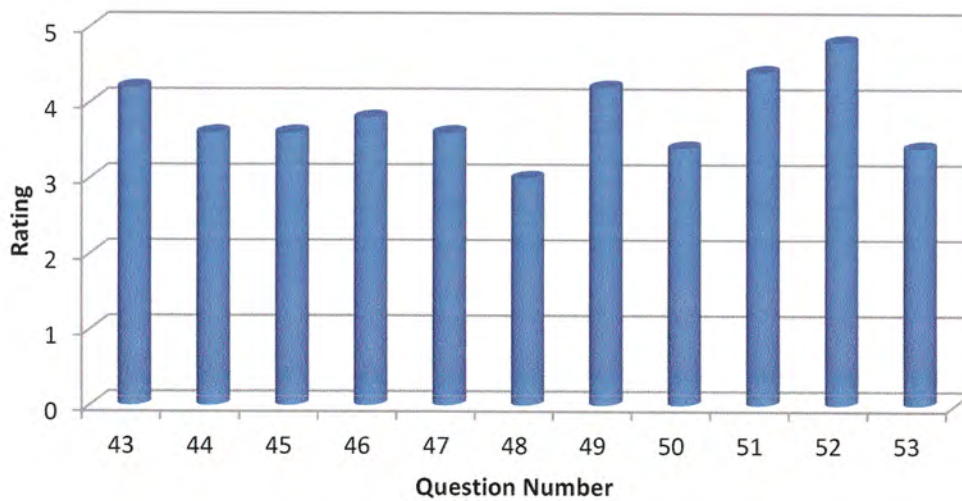
Trustees were most prepared to understand shared participatory governance, their roles and responsibilities, as well as the President's. Campus politics and finding new sources of funding, and understanding higher education power dynamics were the areas for which they felt less prepared.

EXPERIENCE AS AN INDIVIDUAL TRUSTEE – PREPARATION

Individual Responses - 2012



Average Ratings - 2012





EXPERIENCE AS AN INDIVIDUAL TRUSTEE - SATISFACTION

Scale: 1 = not at all satisfied; 5 = highly satisfied

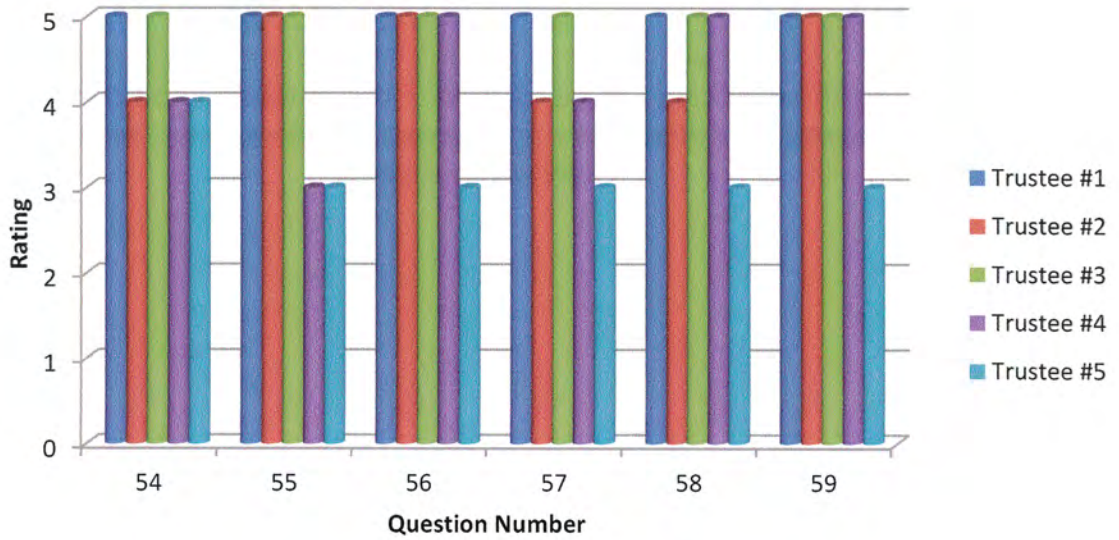
	<u>2012</u>
54. The quality, amount, and frequency of information provided to the Board.	4.40
55. Your overall satisfaction serving as a board member.	4.20
56. The degree to which board members adhere to confidentiality requirements.	4.60
57. The degree to which your contributions on the Board are valued.	4.20
58. The overall effectiveness of board management and organization.	4.40
59. How your time as a board member is used.	4.60

Findings:

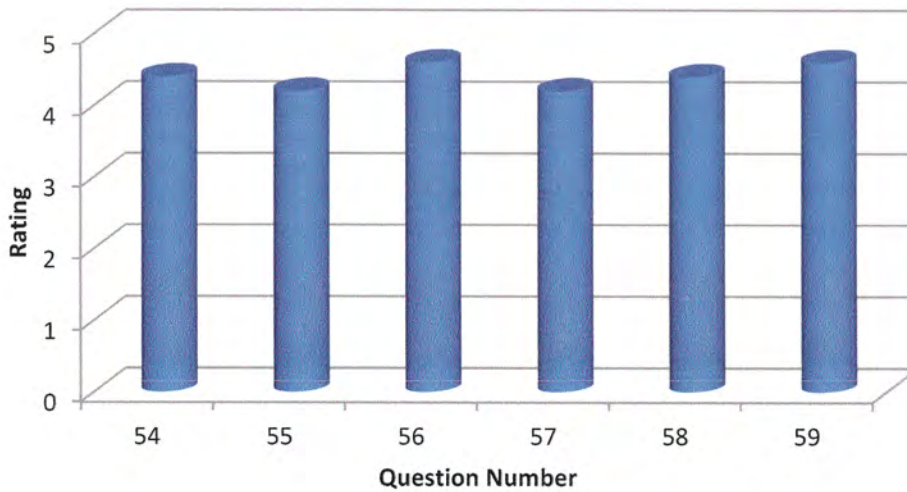
Overall trustee satisfaction is high, with the degree to which confidentiality is upheld and use of board member's time being the most satisfying aspects of being a trustee.

EXPERIENCE AS AN INDIVIDUAL TRUSTEE – SATISFACTION

Individual Responses for 2012



Average Ratings - 2012





Open Ended Questions

In what ways, if any, has your Board promoted or addressed student success in the past year?

- GISS, Board Retreat, each and every Board Meeting
- Individual mentoring; maintaining student progress; indentifying barriers and/or impediments

ACCT appreciates the opportunity to be of service to the Board and President of Big Bend Community College and applauds their proactive and professional commitment to their leadership positions.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #9 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.

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

Prepared by the President's Office.

RECOMMENDATION:

None.



2012-13

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

(Champion Trustee Mike Wren)

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

(Champion Trustee Anna Franz)

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

(Champion Trustee Mike Blakely)

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

(Champion Trustee Jon Lane)

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

(Champion Trustee Stephen McFadden)

Trustee Activities Report

Trustee Name: _____

Board Meeting

Date: _____

Number of Student Contacts: _____

Legislative

Contacts: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

Community
Activities: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

College

Activities: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

SBCTC TACTC

Activities: _____

Innovation/Partnerships Access Student Achievement
 College Climate Resources

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #10: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next Board meeting is scheduled on January 10, 2013, 1:30 p.m. This date conflicts with the date of the NWCCU's review of the BBCC accreditation evaluation visit. Per normal protocol, NWCCU has requested President Leas attend the meeting in Seattle on January 10. Alternate meeting dates are January 17 and January 24, 2013.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board reschedule the next meeting date to January 24, 2013.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/12

ITEM #11: Miscellaneous (for information)

BACKGROUND:

The TACTC January meetings will be held at the Olympia Red Lion. New Trustee Orientation will be held Tuesday, January 29, (tentatively) 10:00 a.m. to 3:00 p.m. The TACTC Legislative Contact Conference will be held January 29, 5:30 – 8:00 p.m. (TACTC Transforming Lives Awards Dinner) and Wednesday, January 30: tentatively 8:00 a.m. – 3:00 p.m. Trustees should RSVP to Melinda.

There are two upcoming President/Trustee educational opportunities through ACCT. A New Trustee Academy (2/11) will be held in conjunction with the ACCT National Legislative Summit in WA, D.C. February 11-14, 2013. ACCT is also offering a Governance Leadership Institute in San Antonio, TX March 21-22, 2013.

An ASB activity calendar is following this page detailing ASB and sporting events for Winter Quarter.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the Trustees attend one of these professional development activities as schedules allow.

BIG BEND COMMUNITY COLLEGE

Winter Quarter 2013 Student Activities - Calendar of Events

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Instruction Begins	3	4 Last Day to Add a Class	5
6	7	8 ASB Event Breakfastfest \$5.00 w/BBCC ID \$7.00 w/o BBCC ID 10:30 am to 1:00 pm Bldg 1800 Masto Conference Center	9 Basketball Games vs. Yakima Valley Community College Women's - 6:00 pm Men's - 8:00 pm	10	11	12
13	14	15	16 ASB Event Singles Pool Tournery Noon \$5.00/person entry fee BBCC students only BBCC ID required 1400 Game Room	17	18 Last Day to Drop a Class and Receive a Refund Basketball Games vs. Blue Mt. Comm College Women's - 6:00 pm Men's - 8:00 pm	19 Basketball Games vs. Treasure Valley CC Women's - 2:00pm Men's - 4:00 pm
20	21 Martin Luther King Holiday No Classes Offices Closed	22	23	24 ASB Event Movie Night Free for BBCC Students - BBCC ID required 7 pm Lee Theater, Ephrata - doors open at 6:30 pm	25	26 Basketball Games vs. Walla Walla CC Women's - 2:00 pm Men's - 4:00 pm
27	28	29	30 Basketball Games vs. Community College of Spokane Women's - 6:00 pm Men's - 8:00 pm	31 ASB Event Free Ice Skating and Batting Cages 10 pm to 12 midnight Larson Recreation Center BBCC students only		

February 2013

					1	2
3	4	5	6	7	8 Allied Arts present Never Forgotten Green Turtle Production Wallenstein Theater 7:00 pm All Tickets \$5.00	9
10	11	12 ASB Event Potatofest \$5.00 w/BBCC ID \$7.00 w/o BBCC ID 10:30 am to 1:00 pm Bldg 1800 Masto Conference Center	13 Basketball Games vs. Columbia Basin College Women's - 6:00 pm Men's - 8:00 pm	14 Applications for Winter Quarter Graduation Due	15	16
17	18	19	20 Basketball Games vs. Wenatchee Valley College Women's - 6:00 pm Men's - 8:00 pm	21 ASB Event Free Bowling at Lake Bowl 10 pm to Midnight BBCC Students only BBCC ID required	22	23
24	25 Early Registration for Spring Quarter	26	27	28 ASB Event Black Light Dance 9:00 p.m. - midnight \$5 Bldg 1800 Masto Conf. Center Last Day to Drop a Class		

March 2013

On Tuesday, March 26, Winter Quarter grades will be available at the BBCC website (www.bigbend.edu). Spring Quarter begins on Monday, April 1 st .					1	2
3	4	5	6	7	8 Allied Arts present If You Give a Mouse a Cookie & Other Stories Green Turtle Production Wallenstein Theater 7:00 pm - All Tickets \$5.00	9
10	11	12 ASB Event Mardi Gras Fest \$5.00 w/BBCC ID \$7.00 w/o BBCC ID 10:30 am to 1:00 pm Bldg 1800 Masto Conference Center	13	14 ASB Events Free Pool 8:00 am - 4:30 pm 1400 Game Room/Volleyball Tournery 7:00 p.m. Gym Sign up by Mar. 12- Activities Office Instruction Ends Tuition Due for Spring Quarter	15	16 Allied Arts present Gypsy Soul Music that stirs the soul/spirit Wallenstein Theater 7:00 p.m. BBCC Students \$10.00
17	18 Final Exams Phi Theta Kappa Bake Sale 1400 bldg. Lobby Library Campout 8:00 pm Peterson Gallery	19 Final Exams Phi Theta Kappa Bake Sale 1400 bldg. Lobby	20 Final Exams Resident Halls Close Winter Qtr	21	22 Women's Softball vs. Wenatchee Valley College 2:00 p.m. & 4:00 p.m.	23 Women's Softball vs. Yakima Valley CC 12:00 p.m. & 2:00 p.m.