



Board of Trustees Regular Board Meeting

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

ATEC
Hardin Community Room

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

Winter 2015 Campus Events

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

November	26-27	Campus Closed for Thanksgiving Holiday
December	3	Board of Trustees Meeting; 1:30 pm; Hardin Community Room
		ASB Free Movie Night; 7:00 pm; Lee Theater, Ephrata (students/staff free)
		Lady Vikings Basketball vs Whatcom CC; 6:00 pm; DeVries Activity Center
		Last Day of Instruction
	4	ASB A Cappella, KAZUAL; 7:00 pm; Wallenstien Theater
	5	Lady Vikings Basketball vs Gonzaga University Club; 3:00 pm; DeVries Activity Center
	9	Transforming Lives Recognition Dinner; 6:00 pm; Masto Conference Ctr
	10	Quarter Break Begins
	11	Runnin' Vikings Basketball vs Fairchild AFB; 7:00 pm; DeVries Activity Center
	12	Runnin' Vikings Basketball vs Fairchild AFB; 1:00 pm; DeVries Activity Center
	25	Campus Closed for Christmas Holiday
January	1	Campus Closed for New Year Holiday
	2	Women's Basketball vs Alumni; 2:00 pm; DeVries Activity Center
		Runnin' Vikings Basketball vs Alumni /Flock Memorial Game; 7:00 pm; DeVries Activity Center
	4	Winter Quarter Instruction Begins
	12	ASB Breakfastfest; 10:30 am-1:00 pm; Masto Conference Ctr;
	13	ASB Motivational Speaker Maggie Lewis; 1:00 pm; Masto Conference Center
	14	ASB Ice Skating; 10:00 pm-Midnight; Larson Rec Center
	18	Campus Closed for Martin Luther King, Jr Day
	19	ASB Blood Drive 10:00 am-1:30 pm; Admin Building Lobby
	20	ASB Pool Tournament; Noon; Admin Building Game Room
		Women's Basketball vs CBC; 6:00 p.m.; DeVries Activity Center
		Runnin' Vikings Basketball vs CBC; 8:00 p.m.; DeVries Activity Center
	21	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room (<i>tentative</i>)
		ASB Thrillin' Third Thursday; Magician; 7:00 pm; Wallenstien Theater



BBCC's Zumba Club



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, December 3, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Stephen McFadden
Chair

Anna Franz, J.D.
Vice Chair

Jon Lane

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

- | | | |
|--------|-----|---|
| Action | | |
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran |
| I | 2. | Introductions – Volleyball Team, Men’s Basketball Team |
| I/A | 3. | Consent Agenda <ul style="list-style-type: none"> a. Meeting Minutes October 29, 2015 (A) b. President’s Activity Update (I) c. Student Success (I) d. Accreditation (I) e. Assessment (I) f. Capital Project Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Classified Staff Report (I) j. Enrollment Report (I) k. Advisory Committee Memberships (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 President – Blake Springer b. Classified Staff Representative – Robin Arriaga c. Faculty Association President – Kathleen Duvall d. VP Finance & Administration – Linda Schoonmaker e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| A | 5. | 2016-17 Academic Calendar MOU – VP Kim Garza
-----BREAK----- |
| | | Executive Session |
| I | 6. | Board Policy for Information – VP Mohrbacher |
| A | 7. | 2016 Board Meeting Schedule – President Leas |
| A | 8. | Assessment of Board Activity – Trustees |
| I | 9. | Next Regularly Scheduled Board Meeting – Trustees |
| I | 10. | Miscellaneous – Chair Stephen McFadden, President Leas
Adjournment |

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

NEXT MEETING REMINDER – January 21 (tentative)

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

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting October 29, 2015, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, October 20, 2015, 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: Jon Lane
 Anna Franz
 Stephen McFadden
 Juanita Richards
 Mike Villarreal

2. Introductions

Student and Veteran Luke Roseman lead the pledge of allegiance. He is the President of the BBCC Veterans' Club, and served as a medic in the Army National Guard where he trains new members.

The Church of Jesus Christ of Latter Day Saints Moses Lake Stake President Reid Baker and Project Director Brandon Nelson attended the meeting. The trustees thanked them for their extensive planning and execution of landscaping around the Business and Liberal Arts building. President Baker stated the youth worked hard to clean up the grounds; he expressed his appreciation of BBCC.

VP Bob Mohrbacher introduced Washington Education Leadership Academy (WELA) participant, Executive Director of Communications and Public Information Clark College Chato Hazelbaker. He stated he appreciates Dr. Mohrbacher's mentorship through the WELA program.

Director BBT Rick Sparks introduced new employee network administrator David Gillett. Executive Director Char Rios the new cashier in the business office, Katie Ralph.

3. Consent Agenda

a) Approval of Board Meeting Minutes September 2, 9, and 10, 2015 (A); b) President's Update (I); c) Student Success (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report.

Motion 15-48 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion carried.

4. Remarks

- a. ASB President Blake Springer provided the ASB report. The Back to School BBQ was a huge success, with 295 in attendance. ASB also held a co-ed soccer

tournament, with five teams and a total of 71 attending. ASB's annual Appetizer Lunchfest fed 216 people. The following day, motivational speaker Jennifer Adams, reigning Ms. Wheelchair America 2014, spoke for Disabilities Awareness Month. She shared her thoughts about using the term "extra-abled" rather than disabled.

ASB's October Thrillin' Third Thursday featured a very funny comedian, mime and juggler, Lindsay Benner. ASB also sponsored leadership training with motivational speaker Bobby Audley for all BBCC club members, officers, and advisors. ASB held a pool tourney last week as well as decorated and helped out with the BBCC Foundation Star Night. Tonight is the annual Halloween dance and costume contest. ASB also sponsored a Blood Drive with a very successful donor turnout.

Another opportunity taking place currently is the Race Experience Machine, which is located in the lobby of the library. The machine photographs the subject and then shows how the subject looks if he/she was part of a different race/culture. Lastly, the ASB Officers have attended campus committee meetings developing their leadership skills.

Various clubs have been busy with either fundraising and service projects, such as the Holiday Food Drive by the Veterans Club, the Viking Dance Fitness club, which has been holding a Breast Cancer Awareness information table this week, the MEChA Club is having a celebration today for Dia de los Muertos & Halloween in the Masto Conference Center and the Aviation Club held a gathering for interested students. The Welding club is continuing to assist the Grant County Sheriff's department, as a public service project, which entails the student club welding breaching attachments onto the sheriff's armored car, as well as a few other modifications in the future. The Nursing Club is currently fundraising, selling Yankee Candles. The Engineering Club is busy putting together an evening event in November for STEM/Engineering students.

In July, Rho Zeta chapter of Phi Theta Kappa hosted a boot camp and regional summer conference. Advisor, Barb Whitney, attended a PTK Advisor Institute in Philadelphia. In September, they had an information booth for Viking Orientation and at the H.E.R.E. event; they had a successful carwash, and assisted in the Health Wellness Fair. In October, Phi Theta Kappa provided concessions for ASB's Third Thursday and Allied Arts. Three officers and one advisor attended the ASB Leadership speaker event. They also assisted at Star Night and held the Phi Theta Kappa fall induction ceremony.

- b. STAR Committee co-chair Robin Arriaga provided the Classified Staff report. They are hosting the Campus Preparedness Event November 6 for all staff and many community members have been invited. Classified Staff are wrapping up their fall service project, which was a winter clothing drive for foster children in Grant County. Career Enhancement and Education training will be presented by BBCC Career Services Coordinator Bonnie Jeffery in November. Training calendar is in the board packet.

- c. Faculty Association President Kathleen Duvall reported the faculty news. Instructor Chris Riley reported that he attended the class “The Conflict in the Middle East” through Boston University. He and Instructor Webb Waites invite the trustees to the Icelandic Forum, a two-week role play put on by the International Relations students. It starts Nov. 16 and runs through Dec. 03. Each year students are given a different topic to discuss and “resolve.” This years’ topic is “The Development and Sharing of Alternative Energy Technologies.” The forum meets in the ATEC Masto conference room D from 11:45am until 12:50pm.

Instructor Dr. Jim Hamm and his Students from Astronomy 101 class helped with an Astronomy Night at North Elementary School on Monday, October 19. Many students and their parents looked through four different telescopes (two of ours, two belonging to volunteers) to see some favorite astronomical sights and a flyover of the International Space Station, something that most of the children and many of the parents had never seen.

Instructor Dave Hammond reported that the English Lab and library are sponsoring a writing contest with cash awards for academic and creative writing.

Instructor Salah Abed reported that he has been spending this quarter learning SolidWorks 3-D printing. He is planning printing projects for his students.

Instructor Dr. Ryann Leonard stated two former Criminal Justice students have been recently hired by local law enforcement agencies, one for the Sheriff’s Department and one for Quincy PD.

September 28 & 29 counselors Jaime Garza, Heidi Gephart and MariAnne Zavala-Lopez attended the Washington State Suicide Prevention in Higher Education Conference held at the University of Puget Sound in Tacoma. This conference was presented by Forefront of the University of Washington School of Social Work. Comprehensive approaches to suicide prevention were the focus of this training for educators from across the state.

- d. VP Linda Schoonmaker reported that the PTEC building kickoff meeting is scheduled tomorrow. The permit for the softball announcer’s booth will be received today. There are punch list items for the contractor to complete regarding the SIM Lab. An electrician will be on campus today to complete work in the 1400 building. A building-conditions walk-through survey with SBCTC staff was conducted earlier this week.
- e. VP Bob Mohrbacher that BBCC is doing well with the Student Achievement Initiative. He shared completion rate information from the consent agenda.
- f. VP Kim Garza reported that Monica Medrano from WorkForce Education Services attended the Faculty and Staff of Color Conference. Two M & O

employees, Linda White and Valerie Mestdagh, will both retire in the next couple of weeks after many years of service.

- g. Executive Director of the Foundation LeAnne Parton reported that Star Night was a great event for scholarship donors and recipients to visit. The Foundation Board is evaluating two companies for future investment advising. Executive Director Parton attended the JATP ceremony in Seattle. The Foundation is implementing scholarship software for the 2016-17 academic year, which will increase the efficiency of the process. BBCC Family Campaign kicked off Monday with a snack attack themed prize.

5. 2015-16 Proprietary Funds Budgets and Financial Statements

Executive Director of the Business Office, Charlene Rios, presented the report. She stated 8.25% of the 2014-15 budget was left over at the end of the fiscal year. BBCC has \$4.6 million in reserve funds, this amount would keep the college operating about three and half months. No reserve funds were used during the 2015-16 academic year. As in years past, the European funds were used to pay ATEC Certificate of Participation (COP). There was no excess enrollment funding in 2014-15.

BBCC Bookstore Director Caren Courtright shared about the bookstore. She said the Umpqua Community College bookstore was a refuge for students. Bookstore employees were traumatized. Many bookstore employees from the Northwest Bookstore Association went to Umpqua CC and helped the bookstore reopen.

Director Courtright reported there are 105 texts in the below \$55 club. Thirty texts are available for rental. Last year, 447 texts were rented. These efforts save money for the students, and there are additional texts online at no cost.

The athletic budget is funded by 58% of the 9.9% S&A fees generated from tuition. The teams also fund raise to meet their expenses. Dorm budgets show there were 159 students in fall. Full capacity in the dorms is 240 students. The lower number provides a calmer dorm atmosphere.

Director of Workforce Education Services (WES) Heidi Summers, staff, and students shared testimonials about the grant-funded program and stated “we encourage success.” Four grants—the opportunity grant, worker retraining, workfirst and basic food and employment training—were integrated into a one-stop-shop two years ago. This has resulted in simpler and more efficient access for students. Workforce Education Services provides equipment rental, dislocated worker training, short-term education, and tutoring for about 250 students served per year.

Student mentor Alicia Wallace, who accessed some of the WorkForce Education services as a student, meets with students monthly to ensure they are receiving the services they need. Relationship building is her primary task. Richard, a student from the AMT program, and Jennifer Galloway, a Business Information Management student,

shared their experience working with WES. Both students came from challenging situations and are succeeding as college students.

The newest addition to the Opportunity Center One-Stop shop is the Working Families Success Network Initiative, which helps students move to self-sufficiency. SALT financial coaching is also offered. Full-time Career Services Coordinator Bonnie Jeffrey is also available to students and offers job search, career assessment, and career exploration services. Bonnie also brings employers to campus for hiring, job shadow, and internship opportunities.

Trustee Stephen McFadden congratulated the team for implementing a great model to assist students. Trustee Mike Villarreal said this one-stop shop is a vision of a student-ready college.

Executive Director Rios explained that \$6 million of the \$10 million financial aid that BBCC receives goes straight to students. BBCC received \$11 million in grant money. Executive Director Rios explained she moved some investments into state-approved investments which resulted in interest earnings of 1.16% compared to the local government investment pool interest of .170%. The consolidated fund balance for fiscal year 2014 was \$44,427,069 and for fiscal year 2015, it was \$45,274,610. Trustee Anna Franz complimented Executive Director Rios on managing the investments.

Motion 15-49

Trustee Juanita Richards moved to approve the 2015-16 Proprietary Funds Budget as presented. Trustee Mike Villarreal seconded, and the motion carried.

Dean Kara Garrett introduced new faculty members. Math Instructor Brinn Harberts is a former tenured BBCC instructor. Music Instructor Michael Dzbenski is from Fort Scott Community College in Kansas. Developmental English Instructor Dawne Ernette is from Nevada. English Instructor Sean Twohy recently taught at Lake Washington Institute of Technology.

6. AMP Mission Fulfillment Report

Dean Valerie Parton shared summarized the AMP Mission Fulfillment report, which is a summary of the work accomplished during the Board retreat and the Shared Governance Committee meeting.

Six key areas of focus for 2015-16 are creating degree pathways, continuing collaborations with industry, adding well-qualified faculty, maintain professional development momentum, expand access to more students and improve K-12 connections.

Motion 15-50

Trustee Jon Lane moved to approve the AMP Mission Fulfillment Report presented. Trustee Anna Franz seconded, and the motion carried.

At 3:10 p.m. Board Chair McFadden announced a 5-minute break and then 15-minute executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The meeting reconvened at 3:30 p.m. with no action taken.

7. President's Evaluation & Contract

Chair McFadden read the board's evaluation of President Leas into the record.

"The Trustees of Big Bend Community College are pleased and appreciative of the continued leadership excellence provided by President Terry Leas. In his third year as president Dr. Leas continues to strengthen the college and its culture, while working to ensure every new and existing program and process keeps student success at the forefront. The Board finds that under Dr. Leas' leadership in the previous year, BBCC has met the expectations set forth in the Board of Trustees' Ends Statements.

Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion. As president he makes it possible for the administrative leadership, faculty, staff, and students to think creatively and take risks as they reach for new levels of success and achievement.

The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at BBCC. Fostering a culture of inquiry has been one of his primary goals since arriving on campus. His leadership style incorporates active listening skills and promotes an environment of trust and mutual respect.

Within his own self-evaluation Dr. Leas clearly articulates the power of our team. "BBCC continues its record of success because of the consistency of purpose from the trustees through the employees: all of us are focused on student success." The BBCC team, led by President Leas is working every day to provide students with a learning environment that results in improved retention, completion, and transfer rates. Those three areas of measurement are at the forefront locally and nationally in the community college system.

Among the top accomplishments in the past year, BBCC secured the Cooperative Title V grant to launch the Health Sciences Simulation Technician program. The college rejoined Achieving the Dream as a tool relevant to BBCC's accreditation and assessment of student learning needs. Two members of Big Bend's staff, Terry Kinzel and Dr. Ryann Leonard were honored by the state Washington State Association of Community College Trustees with Equity and Faculty Member awards respectively. The Association of Community College Trustees honored Dr. Leonard with the Pacific Region Faculty Award in October.

We all can agree the success of Big Bend's current and future students depends on our continued focus on strengthening our programs, expanding innovative concepts, and fostering a culture and environment welcoming to all.

We encourage Dr. Leas to expand on his goals and objectives from the past year. The college is a "Hispanic Serving institution" and must take the lead in celebrating diversity. The numerous programs and support services in place play critical roles in Transforming Lives. We encourage Dr. Leas to position BBCC to maximize the benefit of Achieving the Dream, to continue to embrace diversity and ensure the STEM program continues to be developed and enhanced.

The Board is pleased with Dr. Leas' continued efforts to reach out to elected leadership. Those efforts were pivotal as the college secured capital funding in this biennium for the pre-design and design phases for the new professional-technical facility. In the coming year it will be critical to remain engaged, making sure the elected leadership is aware of our levels of student success and the vitality of the college. Additionally, we must keep state leadership aware of the impacts from the decreases in state funding of community colleges. President Leas should continue to articulate BBCC's commitment to focused, strategic fiscal stewardship.

Big Bend Community College Foundation is a dedicated partner that provides critical support for the college and its students. We encourage Dr. Leas to continue to collaborate and work directly with the Foundation. The matching funds the Foundation provides for the Title V and Stem grant endowments and the student scholarships are important major pillars in our overall effort.

Expanded community outreach, with an emphasis on business and industry engagement, in the coming year will strengthen BBCC and provide necessary support as we move ahead. President Leas should strengthen our relationships with business and industry and help the college to develop a strong focus in this arena. We encourage Dr. Leas to expand and strengthen marketing strategies to improve community awareness of the college and its programs. We encourage him to continue his efforts to extend the college's presence in the rural communities in the outlying areas of our service district.

The Board commends Dr. Leas for his great work, leadership and support of Big Bend Community College. We encourage him to continue his efforts to broaden our horizons and brighten the futures of our students and staff."

Dr. Leas thanked the trustees for their support.

Motion 15-51

Trustee Anna Franz moved to approve a new contract for President Leas' through June 2017 with a 3% salary increase effective retroactively to July 1, 2015. Trustee Mike Villarreal seconded, and the motion carried.

8. Board Policy for Action

The revisions to BP7800 Firearms and Dangerous Weapons are regarding titles of positions and storage locations. Informal conversations on campus indicate staff members are not interested in arming the security staff.

Motion 15-52 Trustee Jon Lane moved to approve revisions to BP7800 as presented. Trustee Juanita Richards seconded, and the motion carried.

9. Transforming Lives Nomination

The trustees discussed the well-written and compelling Transforming Lives nominations. It was a very difficult to choose one nominee.

Motion 15-53 Trustee Anna Franz moved to nominate Timothy Woodiwiss as BBCC's Transforming Lives nomination to the Association of College Trustees (ACT). Trustee Jon Lane seconded, and the motion carried.

Motion 15-54 Trustee Mike Villarreal moved to nominate Kiabet Patiño as BBCC's Transforming Lives alternate nomination to the Association of College Trustees (ACT). Trustee Anna Franz seconded, and the motion carried.

10. Assessment of Board Activity

Trustee Jon Lane reported that he attended several good educational sessions at the ACCT Conference in San Diego. He also congratulated to Dr. Ryann Leonard for her Outstanding Faculty recognition. Trustee Lane will attend the Faculty of Color workshop. He also accepted an invitation to be on the capital project scoring committee.

Trustee Juanita Richards attended the back-to-school breakfast, Foundation Board meeting and the Foundation Star Night event.

Trustee Anna Franz reported she attended the JATP closing ceremony, and she delivered the keynote address at Phil Theta Kappa induction. She also reviewed the president's evaluation with Board Chair Stephen McFadden.

Trustee Stephen McFadden reported he attended an economic development annual convention in Alaska. They focused on workforce development and the bridge it represents toward economic development. Site selectors have cited educational attainment and lacking an advanced skill workforce as detractors to choosing Adams County for development projects. BBCC is the answer to Adams County's dilemma. He also attended the ACCT Conference in San Diego and praised Dr. Leonard for her work and ACCT award. He served as the delegate to the ACCT Senate on behalf of BBCC. Trustee McFadden also attended Star Night.

11. Next Regularly Scheduled Board Meeting

The next meeting is scheduled on December 3 at 1:30 p.m.

12. Miscellaneous

President Leas invited the trustees to attend the PTEC Kick-off meeting October 30 from 8:00-noon in the ATEC building. The attendees will discuss the goals and objectives of the PTEC building.

Dr. Leas noted that the Achieving the Dream coaches commended the trustees for their commitment to student success. The federal grant program internal evaluator who recently reviewed BBCC's grants for compliance issues had been the Vice Chancellor for Institutional Effectiveness for the Los Angeles Community College System and served as interim president for a college in CA. She was very impressed by BBCC and encouraged us to consider going for the \$1 million Aspen award. VP Linda Schoonmaker is researching the award. Dr. Leas was invited to apply to attend an Aspen Institute in April. Trustee Jon Lane encouraged BBCC to work toward the Aspen award.

Dr. Leas complimented the trustees for their work struggling with the Transforming Lives nomination. This effort sets a positive tone and re-emphasizes the importance of student success.

Dr. Leas reported that he will attend the Education Law Association Conference in Cleveland in November.

Trustee Jon Lane applauded Dr. Mohrbacher for receiving his doctoral degree.

13. AdjournmentMotion 15-55

Trustee Jon Lane moved to adjourn the meeting at 4:27 p.m. Trustee Juanita Richards seconded, and the motion carried.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from October 19, through November 20, 2015, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

10/19/15	Website Discussion	Collaboration	BBCC	
10/20/15	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	BBCC	
	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Lunch & Learn Presenter	Professional Development	BBCC	
	Sodexo Meeting	Collaboration	BBCC	
	Quincy Conference Center Meeting	Collaboration	Quincy	
10/21/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Board Agenda Review	Guidance	BBCC	Trustee Stephen McFadden
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Heritage University President John Bassett	Higher Education Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Community Member	Community Engagement	BBCC	
	In-Service Improvement Idea	Collaboration	BBCC	
10/22/15	Rotary Board Meeting	Community Engagement	BBCC	
	BBCC Foundation Star Night	Donor/Recipient Support	BBCC	
10/23/15	Japanese American Garden Meeting	Guidance	BBCC	
	Student Conversation	Support	BBCC	
	Title V UAS Director Pat Ford	Planning	BBCC	
10/26/15	Blog Discussion	Planning	BBCC	
	Lunch with SALT students	Excellence in Teaching & Learning	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	CBIS Program Meeting	Support	BBCC	
	Phi Theta Kappa Induction	Excellence in Teaching &	BBCC	

		Learning		
10/27/15	Leading at a Higher Level	Professional Development	BBCC	
	Columbia Basin Development League Conference	Community Engagement	BBCC	Trustee Stephen McFadden
	Legislative Contacts	Senator Mark Schoesler Senator Judy Warnick Rep Tom Dent Rep Matt Manweller Commissioners		
10/28/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement (CBIS Director Beth Laszlo Presenting)	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Aerospace Commercial Pilot Program Conference Call	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
10/29/15	Foundation Website	Collaboration	BBCC	
	Board Meeting	Guidance	BBCC	Board
10/30/15	PTEC Kick Off, Goals & Objectives	Facilities Planning	BBCC	
	Title V UAS Director Pat Ford	Planning	Ephrata	
11/02/15	Transforming Lives Nominee Timothy Woodiwiss Contact	Student Success	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
	Moses Lake Kiwanis Presenter	Community Engagement	BBCC	
	Soccer Field Discussion	Collaboration	BBCC	

11/03/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
11/04-07	Education Law Association Conference	Professional Development	Cleveland, OH	
11/09/15	NWCCU Mid-Cycle Peer Evaluation Meeting	Information Sharing	BBCC	
	Director of PIO Doug Sly	BBCC Promotion	BBCC	
	Campus Preparedness Conversation	BBCC Support	BBCC	
	Shared Governance Council Meeting	Information Sharing & Coordination	BBCC	
11/10/15	Transforming Lives Meeting	Celebration Planning	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Allied Arts Golden Dragon Acrobats	Community Engagement	BBCC	
11/12/15	PTEC Symposium	Facilities Planning	BBCC	
	Meet with State Auditors	BBCC Compliance	BBCC	Trustees Stephen McFadden, Mike Villarreal
	In-Service Improvement Idea	Information Sharing	BBCC	
11/13/15	PTEC Systems/LEED (Energy Efficiency)	Facilities Planning	BBCC	
	Lunch & Learn	Professional Development	BBCC	
11/16/15	Transforming Lives Meeting	Celebration Planning	BBCC	
	Lunch with Donors	Appreciation	Moses Lake	
	Discuss Trespass Process	Guidance	BBCC	
11/17/15	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Lunch with Donor	Appreciation	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
11/18/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

	Moses Lake Rotary Luncheon	Community Engagement (CBIS Director Beth Laszlo Presenting)	Moses Lake	
	Title V UAS Director Pat Ford	Planning	BBCC	
11/19/15	Foundation RFP Application Review Meeting	Guidance	BBCC	
11/20/15	ACT Conference	Trustee Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 12/0315

ITEM #3: CONSENT AGENDA (for information)

c. Student Success:

Pinnacle Evaluation Services recently made a campus visit to evaluate BBCC's Title V and STEM grants. During the visit, the evaluator interviewed college personnel, reviewed documentation, and reviewed data with regard to the grant outcomes. Pinnacle's evaluation found that both grants have met their objectives thus far and are on track to fulfill the full scope of their projects. Specifically, the data showed an increase in eLearning FTE, increased enrollment in STEM-related courses, and an increased success rate in calculus. The evaluator from Pinnacle was complimentary with regard to Big Bend and the efforts of our Title V and STEM grant personnel.

Prepared by VP Bob Mohrbacher and Dean Valerie Parton

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM 3: CONSENT AGENDA (for information)

d. Accreditation Update

The Northwest Commission on Colleges and Universities requires colleges to submit substantive change proposals for the development of new credential or degree programs. Big Bend Community College is currently developing several new degree and certificate programs, including the following:

- Medical Simulation Technology
- Mechatronics and Unmanned Aerial Systems
- Homeland Security and Emergency Management
- Criminal Justice

These programs are all at different stages of development, but all will require filing a notice of substantive change with NWCCU.

Prepared by VP Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

The Office of Institutional Research and Planning has been compiling data with regard to postsecondary attendance by students from high schools in Big Bend's service district. The table below shows the overall percentage of high school graduates attending college, the percentage who attend public 4-year schools, the percentage who attend 2-year schools, and some level of detail with regard to specific schools attended.

Prepared by Dean Valerie Parton and VP Mohrbacher.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

Wind Storm Damage Highlights: During the recent windstorm, the campus fared very well and only sustained minor damage. We had lots of small limbs blown down, one small tree uprooted, a few broken windows in the dormitories, a small amount of water intrusion in an administrative office leading to stained ceiling tiles and water vapor in between the window panes, and the baseball bleachers overturned causing damage to the fencing, backstop, and turf.

Ongoing Projects:

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony: While we were having our Facility Condition survey, Steve Lewandowski of the State Board Capital division suggested a different method of ‘shoring up’ the wiggly wall, along with some other masonry concerns around campus. We asked DES to send a structural engineer to look at all of these masonry concerns. AHBL was here on the 17th, and we expect a report in the next couple of weeks with details on severity of the various issues and the options to correct.

Professional Technical Education Center (New Building): We’ve had several initial meetings with staff, instructors, students, public and partners. We will be having a site review meeting the day after this Board meeting to review SWOT for each of the three sites considered.

Building 1400 Student Center Remodel: Our second meeting to discuss ideas and review some draft renderings of what the remodeled space might look like is scheduled for after this BOT meeting.

Women’s Softball Announcer’s Booth: The booth is up! Concrete apron is poured! Electrician in (11/23)– and floor tile to take place (11/24). Burton Construction has been fabulous in providing progress reports and working with our staff as issues/options have arisen.

Simulation Lab: Project is complete, occupancy permit granted, only punch list items remaining—mitigation of gap between double doors and correct room signs in place.

Minor Improvements- Building 1400 Upstairs Remodel: Project is now complete.

History:

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

10/29/2015: The 2nd floor balcony wall on the East side is experiencing some looseness of the CMU (concrete masonry unit) wall creating a wiggle. The area is currently cordoned off for safety. Structural engineers have taken a look at it, and we are researching (\$) their suggestions for shoring up with bracing or replacing the wall with railing.

Professional Technical Education Center (New Building):

10/29/2015: We have set the dates on a series of meetings to gather information from the intended staff, instructors, students, public, and partners. Architects have been meeting with Instructors individually to inventory current equipment.

9/10/2015: Currently working on the project schedule with architect and DES for a completion date of pre-design and submittal to the Office of Financial Management (OFM) in the spring of 2016.

08/06/2015: Architect selection has been awarded to RGU Architects for the pre-design and design of PTEC.

Building 1400 Student Center Remodel:

10/29/2015: Scheduled our first meeting of 'tenants' for October 30th to have a preview/general chat about what we want out of the remodel of the student center (registration/counseling/financial aid) area, what our \$'s might allow us to do, and what might be options for temporarily housing displaced folks

9/10/2015: Beginning backward planning for the timeline to make completion of June 30th, 2017.

8/06/2015: The funding agreement was signed with DES, and RGU Architects will begin design services for the remodel of the financial aid, registration, and admissions area.

Women's Softball Announcer's Booth:

10/29/2015: Contractor (Burton Construction) has been ordering/receiving materials for the job. Currently scheduled to be on site middle of November to begin actual construction. Completion date in December remains on schedule.

9/10/2015: The NTP (Notice to Proceed) was received today for a start date of September 14th.

8/06/2015: The contractor has been selected, and we are working on keeping the initial construction contract within the budget. The initial proposal exceeded the budget, and we removed a few tasks from the contractor that our own maintenance and operation department will perform at a lower cost.

Simulation Lab:

10/29/2015: Contractor has been delayed in finishing, we are expecting the final punch list Tuesday, October 20th.

9/10/2015: Sheetrock installation is occurring now and painting is scheduled for the week of the 7th. Then Electrician and casework installation. Current outlook is completion at end of September.

8/06/2015: Removal of asbestos materials has been completed and construction of room footprints/layouts has begun. Finish materials (carpet, laminate, flooring and casework) have been selected. Camera placement has been finalized and coordinated with the technology department (BBT). Title V funds have been increased to \$314,000.

6/12/2015: The Simulation Lab project has been advertised for a contractor. A bid opening is scheduled for June 3 at 11:00 A.M. Two contractors attended the non-mandatory, pre-bid walk through on May 20.

5/21/15: The design for the Simulation Lab is complete. We will advertise for contractor selection soon with construction still planned for summer. The Title V funds have been increased to \$284,000.

4/9/15: Building 1700 (Allied Health) Simulation Lab Remodel. Title V construction funds will allow a renovation of 1,820 sq. ft. of outdated classroom space to develop a simulation lab. It will support development of a Simulation Technology Certificate program. The architect selection is complete. The Title V Director, a focus group for the program, and the architect are currently working on the design. The construction will take place over the summer. The budget is \$197,000.

Minor Improvements-Building 1400 Upstairs Remodel:

10/29/2015: Staff are in and settled, still some 'nesting' happening. There are only a couple of minor items for the contractor to complete and then the project will be closed out and retainage released.

9/10/2015: We have scheduled the next available dates (September 2nd & 9th) with a 3rd party moving company to move all the furniture, filing cabinets, etc out of the railroad car storage units in the parking lot and return the items upstairs. Most of the desk units will require reassembling and possible reconfiguring (if space allows) by our staff before we will begin to physically move personnel. (Dr. Leas and Melinda are scheduled to move in September 18th.)

8/06/2015: The architect has prepared the punch list for the final items the contractor must complete. A minor issue with the elevator caused expensive last-minute repairs. Hand railing on stairs is the last major portion of the work to be completed. We are hopeful that we will have started the process of actually occupying the space again by the time of the BOT meeting.

6/12/2015: The contractor found some asbestos as they were removing the old carpet. An abatement team will be here next week. We are hoping this doesn't cause a delay in the completion date of the project. Prior to this discovery the contractor was four days ahead on the timeline. We will be discussing this further at the June 3 construction meeting.

5/21/15: Four bids were opened on April 2. The low bidder was Whitebird Construction & Development Company from Wenatchee. The bid amount was \$441,325. We received the Notice to Proceed on April 22 and demolition began the next day. The project is scheduled to be completed on June 20.

4/9/15: Building 1400 Second Floor Renovation (Administration and Student Services Building). All staff have been moved from the second floor of Building 1400 to new locations until the renovation is complete. A pre-bid walk through was held on March 26. There were four contractors that participated in the walk through. A bid opening is scheduled for April 2.

3/5/15: The second floor of building 1400 will be remodeled including ceilings, installation of a suspended ceiling system and new efficient lighting. The walls will be painted, and the carpet will be replaced. In addition, the elevator that is original to the 1959 building will be replaced. The tiles and railing at the stairway will also be replaced. RGU Architects was selected as the architect. They are in the design phase now. This project will begin in mid-April and be completed by June 30. The budget is \$450,000.

Facilities Master Planning:

8/06/2015: Final editing review has occurred, and the FMP has been printed and is presented to you today.

6/12/2015: The final draft of the Facilities Master Plan with changes has been returned to the architect. We should be seeing it this week to review the document to ensure that all changes were made. After that, it will be sent to the print service.

5/21/15: Another final draft of the Facilities Master Plan with changes is being reviewed.

3/5/15: The final draft of the Facilities Master Plan is being reviewed. Once it is finalized, RGU Architects will give a presentation to the Board.

1/15/15: We scheduled a Facilities Master Plan Meeting January 23, at Columbia Basin College (CBC). The committee and some professional technical faculty will attend and have the opportunity to tour CBC's new professional technical center.

12/09/14: Work on finalizing the Facilities Master Plan continues. It should be completed by the end of December.

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

The Safety & Security update is following.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT OCTOBER 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	903
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	2
SAFETY INCIDENTS REPORTED	0
TIMELY WARNINGS ISSUED (as per Clery Act)	0
EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)	1
FIRE EVACUATION DRILLS CONDUCTED	5
HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)	1206

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

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

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

	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	June 2015	July 2015	Aug. 2015	Sept. 2015	Oct. 2015	YTD
Arrests and Violations											
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	1	0	0	0	0	0	0	1
[35A] Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Violations	7	2	0	2	0	0	0	0	1	0	12
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses											
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-I, 8j) [200] Arson	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses											
(2a) Forcible											
[11A] Rape	0	0	0	0	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0	0	0	0	0
[11D] Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0
(2b) Non-Forcible											
[36A] Incest	0	0	0	0	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes											
Larceny or theft											

Race bias	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0
Simple Assault											
Race bias	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0
Intimidation											
Race bias	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0
Destruction, damage or vandalism of property											
Race bias	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses											
[510] Bribery	0	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	1	0	0	0	0	1
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	2	0	0	0	0	2
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0	0	0	0	0

[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0	0	0	0	0
[23H] Other Larceny	0	0	1	0	0	0	0	0	0	1	2
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0	0	0	0
NIBRS Group B Offenses											
[90A] Bad Checks	0	0	0	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	1	0	0	0	0	1
[90D] Driving Under the Influence	0	0	0	0	0	0	1	0	0	0	1
[90E] Drunkenness	0	0	0	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0	0	0	0	0
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0	0	0
Vehicle Collisions											
Non-injury	0	1	0	0	1	0	0	0	0	0	2
Injury	0	0	0	0	0	0	0	0	0	0	0
Other Type Incident (Not categorized)											
Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0	1	1
Hostile Person - No Assault/Crime	0	0	0	0	0	0	0	0	0	0	0
Fires											
All incidents	0	0	0	0	0	0	0	0	0	0	0
Total Combined Incidents											24

Notices Against Trespass Issued											
Non student banned from dorms	1	0	0	1	0	0	0	0	0	0	2
Student banned from dorms	0	2	0	1	0	0	1	0	1	0	5
Non student banned from campus	0	0	0	0	0	1	0	0	0	1	2
Student banned from campus	0	0	0	0	0	0	0	0	0	0	0
Total											9

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

The screening committee for the position of Engineering Curriculum Specialist has selected candidates for interviews. Interviews are tentatively scheduled for December 10, 2015.

The screening committee for the position of Coordinator of Student Recruitment and Outreach has selected candidates for interviews. Interviews are tentatively scheduled for December 1 and 2.

Trudie Roy accepted the position of BIM Program Support Specialist. This is a 9-month, admin/exempt position designed to provide support to the BIM program and students while the college recruits for a replacement for Daneen Berry-Guerin.

The position of Program Assistant for the Title V Unmanned Aerial Systems grant has been posted. This is a new, civil service position. This position closed at 12:00 p.m. on November 18.

The position of Director of Advising for the Title V Unmanned Aerial Systems grant has been posted. This is a new, admin/exempt position. First review of applications is scheduled for December 1.

Training:

Two Lunch & Learn sessions on Habit 7: Sharpen the Saw, were facilitated by President Terry Leas. Fifteen employees attended the sessions.

Tom Willingham facilitated the last Lunch & Learn session of 2015. The discussion included wrapping-up the 7 Habits book and announcing the 2016 theme and book. Eight employees attended the sessions.

Nineteen employees attended the Science Behind the Blindspot session held on October 19. Dr. Ryann Leonard facilitated the session.

BBCC employees completed online procurement training during September & October. The breakdown of modules includes:

- WA State Purchasing & Procurement Ethics-98 participants
- WA State Contract Management 101 (4 Modules)-26 participants
- WA State Executive Management Purchasing & Procurement-18 participants
- WA State Small Purchases-83 participants
- WA State Purchasing & Procurement 101 (4 Modules)-4 participants

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

Sarah Adams-

Northwest eLearning Conference on October 22 in Olympia

LoraLyn Allen-

DSSC/WAPED Meeting/Conference on October 28-30 in Walla Walla

Daneen Berry-Guerin-

Workforce Dean Leadership Training Fall Session on October 6-7 at Whatcom CC

Workforce Education Council (WEC) on October 8-9 at Whatcom CC

WA Career Pathway Training (WACAPA) on October 9 at Whatcom CC

Ted Talk, *The Danger of a Single Story* Online on October 14 at BBCC

Fighting 147s Qtrly Meeting on October 16 at BBCC

Chronicle of Higher Ed Webinar, *The Hard Truths of Academic Leadership* Online on October 19 at BBCC

Workforce Dean Leadership Training Team & Project Online/phone on October 23 at BBCC

SBCTC Best Practices Exchange on October 27 at Clover Park Technical College

Kara Garrett-

Focus Group Facilitation on October 12 at BBCC

Inter Collegiate Relations Commission (ICRC) on October 15-16 in Toppenish

Kim Garza-

NW Title IX Conference on October 22-23 at Gonzaga University

Jeremy Iverson-

Washington Financial Aid Association (WFAA) on October 14-16 in Tacoma

Bonnie Jeffery-

CESC/WEC Fall Gathering Joint Meeting on October 8-9 in Bellingham

WFSN Meeting/ATD Best Practices on October 26-27 in Tacoma

Ready Big Bend 7700 Bldg. Training on October 29 at BBCC

Terry Leas-

Legal Issues Affecting Community Colleges-ACCT Conference on October 15 in San Diego, CA

Update on Community College Federal Priorities-ACCT Conference on October 15 in San Diego, CA

Lowering Default Rates and Achieving Student Success: How Cochise College and Central Wyoming College lowered their default rates while increasing their completion rates-ACCT Conference on October 15 in San Diego, CA

High Expectations: Placemaking – Beyond the Quad-ACCT Conference on October 15 in San Diego, CA

Transforming an Institution Through Integrated and Proactive Strategic, Facilities, Budget, and Enrollment Planning Processes-ACCT Conference on October 16 in San Diego, CA

Are You Conducting an Effective Presidential Evaluation and Board Self-Assessment?-ACCT Conference on October 16 in San Diego, CA

30/30 Campaign – Foundation Success-ACCT Conference on October 16 in San Diego, CA

Jenny Nighswonger-

WAEYC and ECTPC Conference on October 29-30 in Seattle

LeAnne Parton-

CASE Conference on October 1-2 in Anaheim, CA

Char Rios-

Federal Grant Updates-WFOA Training – Federal Grants Requirements and Management on October 16 in Yakima

BAR Meeting on October 22-23 at Clover Park Technical College

Linda Schoonmaker-

Nonprofit Transparency by Grant Thornton Webinar on October 6 at BBCC

ctcLink Launch by BAC members at BAC Meeting on October 8 in Bothell

Deep Dive 2017 Allocation Spreadsheet at BAC Meeting on October 9 in Bothell

Annual Nisqually Fraud Seminar by Institute of Internal Auditors Nisqually Chapter on October 12 in Lacey

Federal Grant Requirements & Management by Western Finance Officers Association on October 13 in Yakima

Reining in 3rd Party Risk by Association of College and University Auditors Webinar on October 14 at BBCC

Asset Management Update by Price Waterhouse Coopers Webinar on October 14 at BBCC

Healthcare Higher Ed & Not For Profit Series by Price Waterhouse Coopers Webinar on October 15 at BBCC

Tax Provision & Compliance Software Annual Tax Tech update by Deloitte Webinar on October 15 at BBCC

Fraud Investigator Training by Pacific NW License Tax Fraud Association on October 21 in Lacey

Ethics for WA CPAs-WA Society of CPAs Webinar October 31 at home

Heidi Summers-

Michael Nash Excellence in Management on October 9 & 23 in Wenatchee

Rafael Villalobos-

Advisor Training on October 15 at BBCC

Tyler Wallace-

Leadership Training for Workforce Deans on October 6-8 at Whatcom CC

Nash Leadership Conference on October 9 & 23 in Wenatchee

Focus Group Facilitator Training Workshop on October 12 at BBCC

CASAS Cadre Webinar on October 22 at BBCC

DPI Training Workshop on October 28 at YVCC in Grandview

Ready Big Bend Training Workshop on October 29 at BBCC

Reading Apprenticeship Workshop on October 30 at BBCC

Zach Welhouse-

Quality Matters Training – Applying the Quality Matters Rubric (APPQMR) Online on October 6-20 at BBCC

eLearning Council Meeting on October 20-21 in Olympia

Northwest eLearning Conference on October 22-23 in Olympia

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

The STAR Committee wrapped up our fall quarter Community Service Project “Coats for Kids.” BBCC donated 46 coats and various scarves, hats, and gloves for a total of approximately 111 items to the Moses Lake Foster Care Program. The STAR Committee will provide treats at the 1700 Building, Nursing Department on December 4 to thank everyone for their generous support to this project.

Our winter quarter Community Service Project will be accepting donated items for “Daze of Camelot Animal Sanctuary.” The STAR Committee will be sharing information regarding this later in December.

The STAR Committee hosted workshop BBCC Campus Safety Preparedness which included three sessions on **Active Shooter, Campus Safety & Security, and Self-Defense Mindset** training was held on November 6. We had 121 attendees which included BBCC faculty, staff, BBCC Board of Trustees Chair Stephen McFadden, Mirisa Bradbury from the Attorney General’s Office, student leaders, as well as, guests from outside agencies. Outside agencies represented at the training included Sodexo, Samaritan Healthcare, Moses Lake School District, Moses Lake Christian Academy, Job Corps, EMS Security, Heritage University, REC, and CWU. The STAR Committee would like to thank Deputy Char, Deputy Voss, Kyle Foreman, Jeremy Seda, Luis Alvarez, and the BBCC Brazilian Jiu-Jitsu Club for the important information they shared with the audience. We thank Dr. Leas for allowing offices to be closed for this training.

Bonnie Jeffery, Career Services Coordinator, presented a Career Enhancement & Education training for classified staff on November 19. Bonnie’s presentation included information on educational opportunities within Washington State and SBCTC career exploration tools; career advancement mindset; and how to develop your plan to start moving ahead to obtain your career goals. We thank Bonnie for taking time out of her busy schedule to provide this information.

Since October, a number of individual classified staff completed **Training Opportunities** for professional or personal development through online webinars or attending statewide conferences.

The STAR Committee’s next planning meeting will be held on December 11.

Additional Classified Staff Training (October 2015)

Training	Date(s)	Participants	Department	Location
Case Conference/ Sessions	10/01-03/2015	1	BBCC Foundation	Anaheim CA
Focus Group Facilitator Training	10/12/2015	1	Instructional Research	BBCC Campus
Fishbone Facilitator Training	10/13/2015	1	Instructional Research	BBCC Campus
Disabilities History Awareness Speaker	10/14/2015	1	TRiO - SSS	BBCC Campus
NAEOP Annual Regional Conference	10/18-19/2015	1	TRiO-SSS	Spokane
HCA Open Enrollment Video	10/19/2015	1	Human Resources	Online
PAN Testing Certification	10/19/2015	1	Business Office	BBCC Campus
Balancing Work & Family (EAP Training)	10/21/2015	1	Opportunity Center	Online
Recognizing & Managing Anger (EAP Training)	10/23/2015	1	Opportunity Center	Online
WABERS Training	10/28/2015	1	Adult Basic Ed	Granger WA
WA Research & Planning Commission Fall Mtg.	10/29-30/2015	1	Instructional Research	La Conner WA

Prepared by Robin Arriaga and Barbara Collins.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

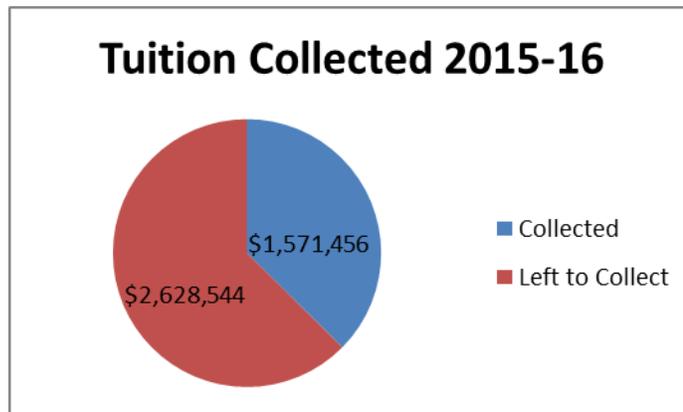
BACKGROUND:

The 2014-16 FTE report as of November 20 is included for your review. The current fall quarter headcount is 2,517 which is an increase of 71 (2.9%) over Fall Quarter 2014. State-funded FTE for fall quarter is 1.8% higher than last year. We are currently registering students for winter quarter, and headcount and FTE continue to be higher than last year at the same time.

The tuition amount budgeted for 2015-2016 is \$4,200,000. As of October 31, 2015 we have collected \$1,571,456 or 37.4% of the budgeted amount. As of October 31, 2014, we had collected \$1,635,717 or 37.2%.

TUITION COLLECTION REPORT

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$ 4,400,000
Total Collections as of October 31	\$ 1,571,456	\$ 1,635,717
As a % of annual budget	37.4%	37.2%
Left to collect to meet budget target	\$ 2,628,544	\$ 2,764,283



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

F.T.E. REPORT

2014-2016

	QTRLY <u>FTEs</u>	ANNUAL <u>FTEs</u>
1st year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
 2nd year (15-16)		
SUMMER	360.8	120.3
FALL	1620.4	540.1
WINTER		0.0
SPRING		0.0
 TOTAL	 <u>7002.3</u>	 <u>2334.1</u>
 1st year annual FTE Target	 5181	 1727
2nd year annual FTE Target	5127	1709
 SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2334.1
Past year + current year allocation		3436.0
% of allocation target attained to date		67.9%
 Add'l FTEs to meet minimum 96%	 2893.4	 964.5
Add'l FTEs to meet target 100%	3305.7	1101.9
 FTEs over funding level - 1st year	 -159.9	 -53.3
FTEs over funding level - 2nd year	-3145.8	-1048.6

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #3: CONSENT AGENDA (for action)

k. Advisory Committee Membership

BACKGROUND:

The 2015-16 Advisory Committee List for the Professional Technical programs at Big Bend Community College are attached for the board's approval.

RECOMMENDATION:

None.

Assigned Program	Business	F Name	L Name
Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda
Accounting Technology	Central Washington Concrete	Vicki	Heaps
Accounting Technology	Ephrata High School	Maggie	Killinger
Accounting Technology	Lakeside Optical	Cheryl	Aguilar
Accounting Technology	CliftonLarsonAllen	Donna	Goude
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock
Agriculture Technology	NW Farm Credit Services	George	Bagwell
Agriculture Technology	Sackmann Farms	Jamie	Sackmann
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling
Agriculture Technology	Cenex	Ron	Kozinsky
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer
Agriculture Technology		Robert	Andrews
Automotive Technology	Central Machinery Sales	Wayne	Chandler
Automotive Technology	Moses Lake School District	Richard	Archer
Automotive Technology	Lake Auto Parts	Art	Schimke
Automotive Technology	Moses Lake High School	Christine	Armstrong
Automotive Technology	Moses Lake High School	John	Heflin
Automotive Technology	Moses Lake School District	Mike	Friedbauer
Automotive Technology	Scotty's Repair	Jeanette	Myers
Automotive Technology	Scotty's Repair	Scott	Myers
Aviation Commercial Pilot	Executive Flight	Bob	Clarke
Aviation Commercial Pilot		Dale	Devereaux
Aviation Commercial Pilot	Port of Moses Lake	Pat	Jones
Aviation Commercial Pilot	Grant County Tower (Manager)		
Aviation Commercial Pilot	Millionaire	Larry	Godden
Aviation Commercial Pilot	The Crop Duster	Fred	Meise
Aviation Commercial Pilot	Alaska Airlines Pilot	Bobby	Schwab
Aviation Commercial Pilot	Washington State Patrol Office	John	Montemayor
Aviation Maintenance Technology	Columbia Pacific Aviaton	David	Bumgardner
Aviation Maintenance Technology	AeroTec	Mike	Bonertz
Aviation Maintenance Technology	Fairweather Flyers	Bill	Musselman
Aviation Maintenance Technology	Aerospace Joint Apprenticeship Committee	Gus	Musante
Aviation Maintenance Technology	Aviation Technical Services	David	Bowen
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton
Commercial Driving	LTI Inc	Vance	Jansen
Commercial Driving		April	Stewart
Commercial Driving	Swift Transportation Co	Bill	Hartley
Computer Science	Yahoo Inc. NW Site Ops	Michael	Allbee
Computer Science	Reliable Network Solutions	Peter	Betzing

Computer Science	Grant County PUD	Mike	Conway
Computer Science	Columbia Colstor	Jeremy	Davis
Computer Science	Intuit Data Center	Bruce	Eisele
Computer Science	Moses Lake Industries/BBCC	Mark	Ellestad
Computer Science	Columbia Basin Job Corps	Noe	Guzman
Computer Science	Genie Industries	Matt	Johnson
Computer Science	Atos	Gigi	Lowry
Computer Science	Ifiber	Bobby	McCurdy
Computer Science	Microsoft Data Center	Chris	Payne
Computer Science	Columbia Basin Skills Center	Terri	Pixlee
Computer Science	JR Simplot, Moses Lake	Willie	Quasne
Computer Science	Grant County PUD	Chris	Roseburg
Computer Science	Big Bend CC IT Director	Rick	Sparks
Computer Science	Monzilla Media Web & Graphic Design	Jeff	Starr
Computer Science	Big Bend CC Computer Science Instructor	Arthur	Wanner
Early Childhood Education	Inspire	Helen	Alvarado
Early Childhood Education	DEL	Judy	Bunkelman
Early Childhood Education	MLSD-High School	Vikki	Cadby
Early Childhood Education	MLSD B-3	Jamie	Camp
Early Childhood Education	Inspire-RC	Mellissas	Corpos
Early Childhood Education	Child Care Aware	Yaneth	Diaz
Early Childhood Education	FSGC (Head Start)	Jennifer	Downer
Early Childhood Education	Inspire-Moses Lake	Maribel	Martinez
Early Childhood Education	MLSD B-3	Sharon	Lange
Early Childhood Education	Child Care Aware	Lisa	Melvin
Early Childhood Education	Inspire-Othello	Angie	Montejano
Early Childhood Education	Inspire-Warden	Irene	Pruneda
Early Childhood Education	Inspire-Othello	Mary	Riojas
Early Childhood Education	Child Care Aware	Jennifer	Tapia
Early Childhood Education	BBCC Learning Center Child Care	Angela	Weber
Industrial Systems Technology	Lee Technologies	James	Ayers
Industrial Systems Technology	GCPUD	David	Beech
Industrial Systems Technology	JR Simplot	Mark	Blazer
Industrial Systems Technology	Basic American Foods	Carl	Burton
Industrial Systems Technology	MLCH	Jim	Craighead
Industrial Systems Technology	McCain Foods	Daniel	Gallagher
Industrial Systems Technology	REC	Matthew	Goude
Industrial Systems Technology	IBEW LU 191	Sean	Osborne
Industrial Systems Technology	MLHS	Rick	Rosenow
Industrial Systems Technology	D&L Foundry	Mark	Ross
Industrial Systems Technology	Columbia Electric	Dwight	Summers
Medical Assistant	SkillSource	Emily	Anderson
Medical Assistant	Moses Lake Community Health Center	Deborah	Millen

Medical Assistant	Columbia Basin Health Association	Jennifer	Harris
Medical Assistant	Grand Coulee Medical Center	Rod	Hullinger
Medical Assistant	Association of Samaritan Physicians	Melodie	Rodeback
Medical Assistant	Confluence Health	Kimberly	Molendyk
Medical Assistant	Confluence Health	Charee	Wagner
Medical Assitant	Confluence Health	Mary	Zontek
Nursing	SkillSource	Emily	Anderson
Nursing	Othello Community Hospital	Tina	Bernsen
Nursing	Quincy Valley Medical Center	Colleen	Canfield
Nursing	Columbia Basin Hospital	Heidi	Cline
Nursing	Othello Community Hospital	Rhonda	Golladay
Nursing	Assured Hospice	Tina	Gross
Nursing	Moses Lake Community Health Center	Marjorie	Hancock
Nursing	Columbia Crest Care & Rehabilitation	Karl	Hernandez
Nursing	Office and Professional Employees International Union	Allan	Jacobson
Nursing	Columbia Crest Care & Rehabilitation	Brooks	Kling
Nursing	Moses Lake Clinic	Julie	Larson
Nursing	Grant County Health District	Shawta	Sackett
Nursing	Grant County Health District	Carol	Schimke
Nursing	Quincy Valley Medical Center	Alicia	Shields
Nursing	Samaritan Healthcare	Kathryn	Trumbull
Nursing	Moses Lake Clinic	Jeanette	Wood
Nursing	Central WA. Hospital	Mary	Zontek
Nursing/Simulation Technician	Moses Lake Fire Department	Brett	Bastain
Nursing/Simulation Technician	Core Busines Developers	Scott	Brown
Nursing/Simulation Technician	Samaritan Healthcare	Robert	Huit
Nursing/Simulation Technician	Moses Lake Fire Department	Pete	Kunjara
Nursing/Simulation Technician	Samaritan Hospital	Paulena	Motzkus
Nursing/Simulation Technician	Samaritan Healthcare	Kristen	McCrae
Nursing/Simulation Technician	Medcor Health Services	Sandy	Millspaugh
Nursing/Simulation Technician	REC Silicon	Steven	Millspaugh
Nursing/Simulation Technician	Ohs Engineering	Daniel	Ohs
Nursing/Simulation Technician	Laerdal	Glenn	Ostrem
Nursing/Simulation Technician	Grant County EDC	Jonathan	Smith
Business Information Management	Samaritan Healthcare	Chandra	Rodriguez
Business Information Management	SkillSource	Emily	Anderson
Business Information Management	BBCC	Tom	Willingham

Business Information Management	Canfield & Associates	Paula	Gray
Business Information Management	Million Air Moses Lake	Tammy	Johnson
Welding Technology	JR Simplot	Bob	Hunter
Welding Technology	Bechtel National, Inc	Jorge	Cabello
Welding Technology	Basic American Foods	Jim	Craghead
Welding Technology	Columbia Basin Job Corps	Gina	Cutts
Welding Technology	Genie Industries	Rick	Volk
Welding Technology	Pacific Norhtwest Ironworkers	Andrew	Phillipson
Welding Technology	Laserfab	Tom	Neil
Welding Technology	Moses Lake High School	Chad	Utter
Welding Technology	Energy Solutions	Jim	Berkey
Welding Technology	JR Simplot	Mark	Blazer
Welding Technology	A-L Compressed Gasses	Ryan	Porter
Welding Technology	Oxarc	Robert	Weedmark
Welding Technology	Genie Industries	Jeff	Jensen
Welding Technology	Genie Industries	Jennifer	Hill
Welding Technology	Hanson Worldwide	Clark	Thomas
Welding Technology	REC Silicon	Gary	Koepfel
Welding Technology	Bechtel National, Inc	David	Koch
Welding Technology	Norco, Inc	Joey	Vail
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Marty	Gregg
Welding Technology	WA Assoc. of Plumbers & Steam Fitters - Local 598	Pete	Nacacio

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #5: MOU 2016-17 Academic Calendar (action)

BACKGROUND:

Academic calendars are typically developed during negotiations between the College and the Faculty Association. In June of this year, both parties agreed to continue the terms and conditions of the existing agreement for an additional year. Because the groups did not meet to negotiate a new agreement, a calendar for the 2016-17 academic year was not developed. The enclosed calendar was developed by the Faculty Association. It has been reviewed by the College and both parties recommend approval of this calendar.

Prepared by VP Kim Garza

RECOMMENDATION:

President Leas and VP Garza recommend the board approve the 2016-17 academic calendar as presented.

**MEMORANDUM OF UNDERSTANDING
ACADEMIC CALENDAR 2016-17**

Big Bend Community College (BBCC) and the Big Bend Community College (BBCC) Faculty Association hereby agree to adopt the 2016-17 academic calendar as outlined in Appendix G. The 2016-17 academic calendar includes 173 contracted days including the following:

	Fall	Winter	Spring
Advising/Registration	4		
Teaching	41	41	41
Finals Days	3	3	3
In-service	1	1	1
Professional	9	10	9
Recordkeeping	2	2	2
Quarterly Totals	60	57	56

Dated: _____

Dated: _____

BIG BEND COMMUNITY COLLEGE
FACULTY ASSOCIATION

COMMUNITY COLLEGE DISTRICT 17
BOARD OF TRUSTEES

Kathleen Duvall, President

Terrence Leas, Secretary to the Board

Chris Riley, Vice-President

Stephen McFadden, Chairperson of the Board

APPENDIX G: 2016-17 Calendar

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					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	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				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			

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					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	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

	Fall	Winter	Spring
Advising & Registration	4		
Teaching	41	41	41
Finals Days	3	3	3
Commencement			
Inservice	1	1	1
Professional	9	10	9
Recordkeeping	2	2	2
Holiday			
Quarterly Totals	60	57	56
Grand Total		173	

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #6: Board Policies (for information)

BACKGROUND:

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

BP ##### Credit for Prior Learning Assessment & Military Training

Higher education institutions in Washington State are now mandated by the legislature to document how they are awarding credit for non-traditional learning for our Veteran populations. According to Substitute Senate Bill 5969, each college needs a policy that is easily accessible to students (e.g., clearly found on the college website) with copies provided to any applicant who lists prior or present military service in her/his application. The policy needs to apply to individuals who have completed military training or program as part of her/his service that utilizes (a) a national higher education association for determining credit (e.g., American Council on Education <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>); or (b) included on a military transcript or (c) is other documented military training/experience. A procedure must be outlined for receiving credit. A list of military training courses and programs that have qualified for academic credit must be maintained. The specific procedures that BBCC follows will be outlined in a new Administrative Procedure (AP) after the board adopts this BP.

RECOMMENDATION:

None.

BP#### Credit for Prior Learning Assessment & Military Training BP####

Big Bend Community College supports the use of prior learning assessment in order to accelerate the progress of students toward completion of degrees and certificates. In particular, BBCC recognizes the value of military training and uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services in order to award college credit for military training.

Procedures for awarding of credit for military training are managed by the Admissions & Registration office, as outlined in AP####. As required by Washington SSB 5969, BBCC maintains appropriate procedures for receiving the necessary documentation to identify and verify military training courses or programs. A copy of the current procedures for awarding military training credit will be provided to any applicant who lists prior or present military service in his or her application.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #7: 2016 Board Meeting Schedule

BACKGROUND:

The following suggested 2016 Board meeting dates are provided for the trustees' consideration.

Thursday, January 21, 2016, at 1:30 p.m.
Thursday, March 3, 2016, at 1:30 p.m.
Thursday, April 7, 2016, at 1:30 p.m.
Thursday, May 26, 2016, at 1:30 p.m.
Thursday, June 10, 2016, at 1:30 p.m.
Thursday, August, 11, 2016, 15 1:30 p.m.
Thursday, September 8, 2016, 1:30 p.m.
Thursday, October 27, 2016, 1:30 p.m.
Thursday, December 1, 2016, 1:30 p.m.

RECOMMENDATION:

President Leas recommends the trustees adopt the schedule as presented.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

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

BACKGROUND:

The next regular board meeting is tentatively scheduled for Thursday, January 21, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/03/15

ITEM #10: Miscellaneous (information)

BACKGROUND:

President Leas will provide an update about the Transforming Lives Award Dinner Wednesday, December 9, at 6:00 p.m. in the Masto Conference Center.

The BBCC Holiday Potluck is scheduled Friday, December 18, at 11:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

None.