

Big Bend Community College

Board of Trustees Regular Board Meeting



**Thursday, February 28, 2013
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

February						
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		

March						
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

February	28	Board of Trustees Meeting; Hardin Room 1:30 p.m.
	28	ASB Black Light Dance 9 pm-midnight; Masto Conference Center
March	8	Allied Arts <i>If You Give a Mouse a Cookie</i> ; 7:00 p.m.; Wallenstien Theater
	12	ASB Mardi Gras Fest Lunch; 10:30-1:00; Masto Conference Center
	14	ASB Free Pool 8:00 – 4:00 p.m.; Game Room Volleyball Tourney 7:00 p.m.; DeVries Activity Center
	16	Allied Arts <i>Gypsy Soul Music</i> 7:00 p.m.; Wallenstien Theater
	18	Library Campout 8:00 p.m.; Peterson Gallery
	22	Women's Softball vs. Wenatchee Valley College, 2:00 p.m. & 4:00 p.m.
	23	Women's Softball vs. Yakima Valley College, 12:00 p.m. & 2:00 p.m.
	25-29	BBCC Spring Break
April	1	Spring Quarter Begins
	4	Board of Trustees Meeting; Hardin Room 1:30 p.m.



Big Bend Community College
TACTC Transforming Lives Award Nominee
Ms. Maria Hartman (on right)
her sister, Lupe (on left), is also a BBCC graduate



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Thursday, February 28, 2013, 1:30 p.m.
ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely
Chair

Jon Lane
Vice Chair

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 – Private Derik Burck, US Marine Corps |
| I | 2. Introductions- Men’s Basketball Team, Nursing Club,
TACTC Transforming Lives Award Nominee Maria Hartman |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes January 25, 2013 (A) Study Session Minutes January 25, 2013 Special Board Meeting Minutes February 19, 2013 b. President’s Activity Update (I) c. Student Success (I) Student Achievement Initiative
Academic Master Plan d. Accreditation Update (I) e. Capital Project Report (I) f. Quarterly Budget Update (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Enrollment Report (I) j. Legislative Update (I) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB Representative – ASB President Jazlyn Nielsen 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 – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| A | 5. 2012 Access Report – Dean Valerie Kirkwood
<hr style="border-top: 1px dashed black;"/> -----BREAK----- |
| | Executive Session |
| A | 6. Probationary Tenure Review – President Leas |
| A | 7. Exceptional Faculty Award – President Leas |
| I | 8. Mission, Vision, Values Update – VP Bob Mohrbacher |
| I/A | 9. Assessment of Board Activity – Board |
| A | 10. Regularly Scheduled Board Meeting – Board |
| I/A | 11. Miscellaneous – President Leas |
| A | 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 April 4, 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: 2/28/13

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Meeting Minutes January 25, 2013
Study Session Meeting Minutes January 25, 2013
Special Meeting Minutes February 19, 2013

BACKGROUND:

The minutes of the Regular Meeting Minutes January 25, 2013, Study Session Meeting Minutes January 25, 2013, and Special Meeting Minutes February 19, 2013, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Board Study Session Friday, January 25, 2013, at 11:30 a.m. in the Executive Dining Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

The Trustees discussed the GISS results. Chair Mike Blakely shared four questions regarding the GISS survey results for the Trustees to consider for discussion at the next Board meeting.

After analysis of the GISS data, what is the single most important factor we should be proud of?

Using the same data, what is our single most major weakness?

List at least one short-term goal for the betterment of this institution.

List at least one long-term goal (5-10 years) for this institution.

President Leas commented that the emphasis at the last TACTC conference was Boards creating policies to support student success. The questions Trustee Blakely developed dovetail well with the work BBCC is doing to update the college mission, vision, and values. The questions will help the Trustees consider what the preferred future for BBCC looks like.

Trustee Blakely stated students put a lot of faith in BBCC's counselors. He recently observed Jeremy Iverson from the Financial Aid office and Ericka Morales helping students during the Quincy FAFSA night at the Quincy High School. Their assistance with this event is a good recruiting opportunity.

Trustee Jon Lane asked about what the data reveal. Dean of Institutional Research Valerie Kirkwood commented that some high points in the data include the trustees showing respect for each other and possessing the common goal of student success. Analyzing this information will be helpful for strategic planning and accreditation.

Trustee Blakely said the Board will look for assistance from the President and Cabinet with fine tuning the Ends Statements. President Leas encouraged the Trustees to work at the policy level. He said there may be some possibilities for a future program in the area of aerospace and unmanned aerial systems.

Trustee McFadden emphasized the importance of trustees keeping a global perspective to encourage and position BBCC to grow and evolve stronger.

President Leas stated the Trustees have commented in the past about their focus on better access for communities and shrinking state resources. BBCC staff can look for strategies to fulfill the Board's goals, i.e., increasing access and resources.

Trustee Mike Villarreal shared information regarding the 30-year Advancement Via Individual Determination (AVID) program, which is in the Moses Lake, Ephrata, and Othello School Districts. It is a program designed for first-generation students. They learn structured skills to promote college or tech school. Typically AVID students enroll in community college and are a natural fit for BBCC. Skagit Valley Community College is nationally recognized regarding AVID; they are an “avidized” school. AVID programs usually start in the high school, but the Othello School District’s goal is to integrate the program strategically into the grade school. Staff training is funded through Title II. With at least three of our area school districts running the AVID program, BBCC could recruit those students more effectively by becoming an AVID college. Trustee Villarreal stated Yakima Valley Community College and Columbia Basin College are looking into this program. President Leas commented this would be a good program by which to reach the middle 50% of high school students.

VP Mohrbacher stated he has worked to recruit mentors for the Ephrata AVID program. He is also involved in an internship at Skagit Valley College.

President Leas commented if the Board’s focus is on access and opportunity, pursuing AVID is a good fit. BBCC also looking to help with a seamless transition from K-12 to BBCC.

The meeting adjourned at 1:00 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, January 25, 2013, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Dean Clyde Rasmussen, former US Coast Guard member, led the pledge of allegiance.

2. Introductions

Women's basketball coach Preston Wilks presented the team. Sierra Zollinger from Burley, ID; McKall Miller from St Anthony, ID; McKell Marlor from Rexburg, ID; Cristina Marlatt from Moses Lake; Desirae Hall from McCammon, ID; Hannah Smith from Kendrick, ID; Jessica Sorenson from Downey, ID; Shalyn Brown from Lava Hot Springs, ID; Emily Thompson from Victor, ID; Shanelle Hemmert from Paris, ID; and Alli Winters from Soap Lake. The team has a winning record (13-7) with 8 games left to play and an average gpa of 3.34. The sophomores on the team are all on track to graduate with their AA degrees. The game tomorrow is at 2 pm against undefeated Walla Walla Community College.

Assistant Director of Financial Aid and Triathlon Club Advisor Jeremy Iverson introduced two of the club members President Rodney Richeson (Nursing Program), and Michael McDonell (transfer AA). The club has volunteered at the Moses Lake Springfest triathlon and a few members participated in the family triathlon in Moses Lake last year. The club coordinated with ASB to purchase nine spin bikes for the gym, and they hold a training session there twice a week and weekly swim group sessions at the Moses Lake High School. The club sponsored a fun run on campus in September. The officers worked to gain standing as a USA Triathlon Collegiate Level Club. They are currently partnering with the MEChA club to plan 5k and 10k runs and hope the JATP trainees will participate. An Olympic triathlon includes a 2.4-mile swim, 112-mile bike, and a 26.2-mile run. A sprint triathlon is half the distance of an Olympic; 750-meter swim, 20k-bike ride and a 5k-run.

Trustee Blakely commended Mr. Iverson for assisting students during the Quincy High School FAFSA night.

Biology/Botany Instructor and Latter-Day Saints Student Association (LDSSA) Club Advisor Kathleen Duvall introduced two of her officers who are also basketball players; Sierra Zollinger and Trevor Johnson. The officers explained that their club sponsors an institute program to teach the doctrines of the LDS church, and they are advised by Dr. Stone. They also hold meetings and invite speakers to talk about college issues. Recently President Leas shared information about the value of transfer degrees. The LDSSA club hosts quarterly socials open to all, and they also complete a quarterly service project.

3. **Consent Agenda**

a) Approval of Regular board meeting minutes December 20, 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) Quarterly Budget Update (I); h) Safety & Security Update (I); i) Human Resources Report (I); j) Enrollment Report (I); k) Legislative Update (I); l) Donations (A).

Motion 13-01

Trustee Anna Franz made a motion to approve the consent agenda with the minutes as presented. Trustee Jon Lane seconded the motion, and the motion passed.

4. **Remarks**

- a. ASB Programming Director Brindy Byington provided the ASB report. ASB is sponsoring a free movie night, Thursday (1/24) for students and staff at the Lee Movie Theater in Ephrata. The featured movie choices are Les Miserables, Lincoln and Mama. The following Thursday night is ASB's Free Ice Skating and Batting Cages event for BBCC students with their current ID at the Larson Recreation Center from 10 p.m. to midnight.

Officer Byington reported great turnouts at the recent Breakfastfest and the Pool Tournament. ASB also promotes school spirit at the home basketball games. February 5 Big Bend's Multi-Cultural Program is hosting Eric Davis, who will be speaking about Black History Month in the Masto Conference Center in the ATEC building. The following week, ASB is sponsoring a Potatofest on Tuesday (2/12) in the Masto Conference Center.

Last, Officer Byington stated there are home basketball games this weekend against Walla Walla Community College and next Wednesday against Community Colleges of Spokane.

- b. Classified Staff Representative Tana Richins reported Classified Staff activities. December was a little slow for training. The following four Classified Staff employees attended Cisco Phone Training on December 18 on campus: Kamela Mattson, Karen Okerlund, Barbi Schachtschneider and Debbie Simpson.

The Classified Staff have begun planning and preparing for the Annual STTACC Conference to be held at Big Bend this summer. Darci Alamos and Tana Richins will be co-chairing the two-day event, and they have formed seven sub-committees to help cover everything from registration to clean up. Last year's conference was held at Grays Harbor Community College with 154 Classified Staff members from various technical and community colleges throughout Washington State attending. The committee anticipates hosting 200 participants at the BBCC event. Ms. Richins said they are really excited for this opportunity to show off the BBCC campus. Hosting the conference will take a lot of work and committee members may ask staff to help teach a workshop or give a tour. The committee welcomes ideas to incorporate into this event.

- c. Faculty Association President Mike O'Konek reported faculty activities. Dr. Ryann Leonard, Criminal Justice and Psychology Instructor, reported that she is a member of the Community Prevention Coalition. There are several community partners on the coalition, and they are working with a federal grant to reduce substance abuse among Moses Lake youth.

Art instructors Rie and Fran Palkovic presented BBCC Art program information to the Soap Lake Art Guild. They shared slides of student artwork and the art building complete with the new name "Paul Hirai Fine Arts Building." They emphasized experiential learning, community in the classroom to extend to the larger community, and individual development of each student.

Counselor Max Heinzmann shared that he and Counselor MariAnne Zavala-Lopez participated in the second annual Moses Lake High School/WSU Tri-Cities Gear Up for Tomorrow's Education Conference at BBCC. Hundreds of Moses Lake High School students and their parents attended. VP Bob Mohrbacher welcomed the group. The counselors teamed up to present the information in English and Spanish. Director of Financial Aid Jille Shankar presented financial aid information to the group. This event provided opportunity for faculty and staff to network with the Moses Lake High School employees.

- d. VP Gail Hamburg updated the trustees regarding the energy project grant. There were 70 applicants for the Department of Commerce grant. The Department of Commerce will make a decision in the next three weeks.

VP Hamburg reported that the construction projects in the 1200 building and the 1400 building should be completed on January 31, followed by a walk through February 1. During the first two weeks of February, BBT will install new equipment and faculty will have time to begin using the new equipment and adjust to the new space. Classes should resume in the 1200 building February 11.

- e. VP Bob Mohrbacher reported winter enrollment is down from last year but in line with our fall quarter. We should reach our FTE target.

The majority of Washington community colleges are experiencing a similar enrollment decline. BBCC's enrollment is up 1% in Work Force, down 6% in Transfer and down 12% in Pre-College. VP Mohrbacher stated the decrease in Pre-College may be due to success in Pre-College Math which results in fewer students retaking developmental math classes.

Dean of Institutional Research Valerie Kirkwood is looking at the student demographics to note decreased enrollment trends. Hispanic student enrollment is down. Tuition increases has a big impact on first-generation, low-income, and minority students.

The Yahoo! donation was approved earlier in the meeting. Dean Clyde Rasmussen is applying for a matching JSP grant.

VP Mohrbacher responded to questions from trustees regarding enrollment. BBCC's student head count is about 3,300, FTEs are at about 1,700 and there are around 150 Running Start students. Trustee Blakely commented that historically when the economy improves, community college enrollment drops.

VP Mohrbacher stated BBCC's full-time student enrollment increased last year; this squeezed out some of the part-time students due to fewer classes being offered. The Math Emporium student success rates have been very good. He explained that the Math Emporium model is competency based with inverted instruction. Last quarter, one student passed three classes during one class, which illustrates the greater efficiency of the Emporium model.

- f. VP Kim Garza shared that Dawn Geiger was hired as the new office manager for the Foundation. Three employees have submitted their notice of retirement; Aviation Program Assistant Irene Osumi, Librarian Lance Wyman, and IET instructor Jerry Wright.

Erik Davis will give a presentation for Black History month open to the public. There will also be a two-hour training session "Supervising a Diverse Work Force" for BBCC supervisors.

Faculty Association President Mike O'Konek stated that nine faculty positions have been lost to budget cuts in the past few years. He reported that tenured faculty positions will be posted for English and Chemistry and possibly one more position. These positions will be reinstated for 2013-14.

- g. Executive Director of the BBCC Foundation LeAnne Parton reported that Dawn Geiger has been hired as the Foundation Office Manager. The Foundation submitted a grant, and they also received a donation of \$3,000 for the Student Success Center.

Ms. Parton received notification that the Foundation was named in Jenny Sorenson's will (wife of former VP of Administrative Services Bob Sorenson). Trustee Blakely commended LeAnne for doing a good job. He encouraged everyone to invite guests to BBCC functions.

5. Mission, Vision, Values

VP Mohrbacher confirmed that Dr. Ron Baker from Baker Collegiate Consulting (formerly the VP of the Northwest Commission on Colleges and Universities) will facilitate a Stakeholder/Strategic Planning meeting to update BBCC's mission statement. The meeting will be held Friday, February 8, from 9:00 a.m. to 1:00 p.m. and include a working lunch. All college employees and many community members have been invited.

Dr. Baker will provide questions/topics about the value of education, and attendees will work in small groups to develop raw material. That same afternoon, a smaller group will begin shaping the raw information into a strategic plan. President Leas invited two trustees to attend. Any changes to the mission statement will be presented during a future board meeting for all trustees' input. Trustees Mike Blakely and Jon Lane will attend the meeting, and Trustee Stephen McFadden will be the alternate.

Trustee McFadden stated he would like for all five trustees to observe the meeting to learn more about employees' and community members' thoughts. VP Mohrbacher said the meeting will be on MediaSite, and the information could be shared at a future board meeting. Trustee Blakely shared questions for the trustees to consider for making goals for the college during the study session earlier today. The trustees will send their comments to the questions to Melinda prior to the February 8 meeting. VP Mohrbacher will distill the trustees' comments and use the information while shaping the strategic plan.

6. Probationary/Tenure Review

President Leas explained that this agenda item is a reminder to the trustees that two probationary/tenure review binders will be available for their review after February 1. The board will take action on this item during February 28 board meeting. President Leas asked the trustees to contact Melinda to arrange for time to review the information prior to the next meeting.

The probationers work with their review committee to compile a binder/collection of evidence about their instruction. VP Mohrbacher prepares a summary letter, and the President reviews the information. Each year the trustees continue or deny probation and/or award tenure.

7. Board Policy 3019

VP Kim Garza shared that the revisions to Board Policy 3019 Drug Free/Alcohol Free workplace will meet federal requirements. An Administrative Process will also be developed to reflect the same intent.

Motion 13-02 Trustee Anna Franz moved to approve Board Policy 3019 as presented. Trustee Stephen McFadden seconded the motion, and the motion passed.

8. GISS Board Self-Evaluation

The trustees discussed their self-evaluation during the earlier Study Session. No action was taken. Trustee Mike Blakely asked his fellow trustees to consider the following questions:

After analysis of the GISS data, what is the single most important factor we should be proud of?

Using the same data, what is our single most major weakness?

List at least one short-term goal for the betterment of this institution.

List at least one long-term goal (5-10 years) for this institution.

9. Assessment of Board Activity

Trustee Jon Lane reported that he attended Viking basketball games. The Viking Men's Basketball Team is rated first in the east region. He noted the community pride at the basketball games.

Trustee Lane attended dinner at Dr. Leas' as a thank you for helping while Dr. and Mrs. Leas were moving into their home. Trustee Lane attended the Transfer Event Casino Party and the BBCC Foundation Board meeting. He also attended the American Legion Oratory Contest held in the ATEC building.

Trustee Stephen McFadden attended the Annual Adams County Development Council Luncheon January 8. Senator Mark Schoesler from the 9th District was the keynote speaker.

Trustee Anna Franz stated she is looking forward to attending the TACTC Conference in Olympia.

Trustee Mike Villarreal reported that he attended the January 8 Adams County Development Council meeting, and he also attended a Viking basketball game where his kids had a great time. He is also looking forward to attending the TACTC New Trustee Orientation.

Trustee Mike Blakely stated that he talked to 10-15 students about BBCC. He also contacted several legislators and is working with President Leas to facilitate a Quincy Community Meeting. Trustee Blakely attended the BBCC holiday potluck. He is also serving on the TACTC Transforming Lives Award Committee.

10. Next Board Meeting

The next regular board meeting will be held February 28, at 1:30 p.m.

11. Miscellaneous

President Leas reported that he attended the Northwest Commission on Colleges and Universities hearing regarding BBCC accreditation accompanied by VP Bob Mohrbacher and Dean Valerie Kirkwood. The Commission noted the six commendations and asked questions about the two recommendations. They will provide us with their final decision in February. Dr. Sonya Christian, chair of the BBCC accreditation visit team, participated by conference phone.

President Leas and administrators recently toured the Columbia Basin Health Clinic in Othello. They practice LEAN methods, and their organization was impressive.

The Quincy Community meeting will be held Tuesday, February 19 from 2-3:30 p.m. in the Quincy City Council Chambers. All trustees are invited to attend.

The upcoming TACTC meetings will be held next week at the Olympia Red Lion and will include a New Trustee Orientation. President Leas and four trustees will attend, and they will also meet with legislators.

During the December 20 board meeting, the trustees discussed attending the ACCT Governance Leadership Institute in San Antonio, TX March 21-22, 2013. President Leas and three trustees will attend this Institute.

The October ACCT Leadership Congress will be held in Seattle this year. It will be a great opportunity for professional development and networking for the President and trustees with minimal travel expense.

President Leas has been reviewing board policies. He was surprised to discover that BBCC does not have a policy about workplace relationships between employees and between employees and students. An appropriate policy would make the college and employees less vulnerable to liability issues in this area. VP Kim Garza is drafting a policy, and it will be reviewed by constituent groups on campus and may be available for review by the board at the February 28 board meeting.

President Leas stated he is working with the Vice Presidents to develop an evaluation process for administrative/exempt employees. They have a draft which incorporates BBCC's core themes into each employee's work plan. The document will ensure expectations are well defined and provide the employee the opportunity to develop goals. Supervisors and employees may meet quarterly to discuss progress. This is a formative evaluation that is supportive of employee development and success.

Trustee Jon Lane stated this may be a good concept for the President's evaluation. He asked the President to bring the draft document to the next meeting for the board's consideration.

Trustee Mike Blakely complimented PIO Doug Sly for the articles appearing in the paper.

The meeting adjourned at 2:33 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special Board meeting Tuesday, February 19 at 2:00 p.m. in the Quincy City Hall, Quincy, Washington.

Present: Mike Blakely
 Jon Lane

The Trustees shared a social time with Quincy Community leaders including: Quincy Port Commissioners Brian Kuest and Curt Morris, Quincy School District Superintendent Burton Dickerson, Assistant Fire Chief Tony Leibett, Mayor Jim Hemberry, Chamber President Todd Wurl, Quincy School District Board Member Myrna Blakely, Grant County Emergency Management Sandy Duffey, Scott Lybbert, Jeremy Stumetz and Rod Arbuckle from ConAgra Foods, Sarina Fahrner and Alene Walker from Quincy Valley Medical Center, and Bruce Hirz from Columbia ColStor. No action was taken.

The meeting adjourned at 3:30 p.m.

Mike Blakely Vice Chair

ATTEST:

Dr. Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from December January 16, 2013 through February 15, 2013.

Prepared by the President's Office.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/17/13	UAV Training Program Meeting	Discuss opportunities	BBCC	
	Retiree Lunch	Employee Success	BBCC	
	Campus Artwork	Program Support	BBCC	
	BBCC Foundation Dinner and Meeting	College Support		
1/18/13	Pete Erickson	Community Collaboration	BBCC	
	Chemistry Lab Tour	Program Support	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
	Viking Basketball Games	College Support	BBCC	
1/22/13	Commencement Day Planning	Logistics	BBCC	
	SBCTC Capital Information Sharing	BBCC Support	BBCC	
1/23/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Coordination	BBCC	
	Grant Co PUD Recording	Partner Support	BBCC	
	Employee Orientation	Employee Success	BBCC	
1/24/13	Student Success Center	Funding	BBCC	
	Heritage University	Partner Support	BBCC	
	Executive Council Meeting	Coordination	BBCC	
	cTc Link Team	System Support	BBCC	
1/25/13	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Board Trustees Meetings	College Guidance	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
1/28/13	Travel to Olympia	Attend TACTC/WACTC	Olympia	
1/29-31	Attend TACTC, WACTC	Trustee Support		

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Meetings	System Support	Olympia	
2/1/13	Review Probationary/Tenure Files	Employee Evaluation	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
	2012 CCSSE Summary	Student Success	BBCC	
2/4/13	Commencement Day Planning	Logistics	BBCC	
	Cellarbration!	Foundation Support	BBCC	
	Lamb Weston ConAgra Tour	Partner Collaboration	Warden	
2/5/13	Supervising in a Diverse Workplace	Professional Development	BBCC	
2/6/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Foundation Director Meeting	Foundation Support	BBCC	
2/7/13	WA Executive Leadership Academy (WELA) Information Sharing Meetings (2)	Professional Development	BBCC	
	Meeting Port of Moses Lake Executive Director Pat Jones	Partner Collaboration	Moses Lake	
2/11/13	WELA Information Sharing Meetings (2)	Professional Development	BBCC	
	Campus Walk About	Employee Interaction	BBCC	
2/12/13	Classified Staff Committee Meeting	Employee Support	BBCC	
	Campus Walk About	Employee Interaction	BBCC	
	Phi Theta Kappa Induction			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Keynote Speaker	Student Success	BBCC	
2/13/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing and Coordination	BBCC	
	Viking Basketball Games	Program Support	BBCC	
2/14/13	WELA Information Sharing Meetings	Support Professional Development	BBCC	
2/15/13	Cellarbration! Meeting	Foundation Support	BBCC	
	Strategic Planning Steering Committee Meeting	College Guidance	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

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

Pre-algebra, Elementary Algebra, and Intermediate Algebra Pass Rates, Fall 2012

Big Bend Community College has worked on different strategies to improve student success in Pre-college level math. The Emporium Model was piloted in spring 2012 and the majority of Pre-Algebra, Elementary Algebra, and Intermediate Algebra classes were offered using the Emporium Model in fall 2012. These classes have gone to Pass/Fail grading. The following table demonstrates pass rates based on the instructional modality.

Pre-algebra, Elementary Algebra, and Intermediate Algebra Pass Rates, Fall 2012

	Traditional Lecture Class		Emporium Model Class	
	N=	Percent Who Passed	N=	Percent Who Passed
Pre-algebra	31	45%	90	87%
Elementary Algebra	70	54%	115	83%
Elementary Algebra II			13	77%
Intermediate Algebra	55	55%	85	73%
OVERALL	156	53%	303	81%

Prepared by VP Mohrbacher, and Dean Kirkwood.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

The following letter and attachment from the Northwest Commission on Colleges and Universities

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None



8060 165th Avenue N.E., Suite 100
Redmond, WA 98052-3981
425 558 4224
Fax: 425 376 0596
www.nwccu.org

January 30, 2013

Dr. Terrence Leas
President
Big Bend Community College
7662 Chanute Street
Moses Lake, WA 98837

Dear President Leas:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that the accreditation of Big Bend Community College has been reaffirmed on the basis of the Fall 2012 Comprehensive Evaluation which was also to address Recommendation 1 of the Fall 2011 Year One *Mission and Core Themes* Peer-Evaluation Report. Congratulations on receiving this recognition.

In reaffirming accreditation, the Commission requests that the College expand its Fall 2013 Year One *Mission and Core Themes* Self-Evaluation Report to include an addendum to address Recommendation 1 of the Fall 2012 Comprehensive Peer-Evaluation Report. In addition, the Commission requests an addendum to the College's Fall 2015 Year Three *Resources and Capacity* Self-Evaluation Report to address Recommendation 2 of the Fall 2012 Comprehensive Peer-Evaluation Report. A copy of the Recommendations is enclosed for your reference.

In making these requests, the Commission finds that Recommendations 1 and 2 of the Fall 2012 Comprehensive Peer-Evaluation Report are areas where Big Bend Community College is substantially in compliance with Commission criteria for accreditation, but in need of improvement.

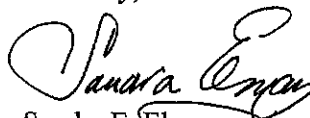
The Commission commends the College for its culture of inquiry and evidence as observed through a high level of engagement with annual assessment and responsiveness to additional data needs. In addition, despite a period of significant decreases in budgets and positions, the Commission finds laudable the high level of sensitivity and commitment in providing comprehensive outreach and supportive services to students at all skill levels, at all socioeconomic positions, and at great distances. Moreover, the Commission applauds the College for an excellent and admirable spirit of collaboration among faculty, staff, and students alike who refer to Big Bend Community College as a caring institution. Further, the Commission finds noteworthy both the College's strategic use of grant and external fundraising to explore cost-effective methods for enhancing student success as well as its excellent and extensive facilities planning. Lastly, the Commission commends the members of the Board of Trustees for their unwavering commitment to the College.

President Terrence Leas
Page Two
January 30, 2013

If you have any questions, please do not hesitate to contact me.

Best wishes for a rewarding New Year.

Sincerely,



Sandra E. Elman
President

SEE:rb

Enclosure: Recommendations

cc: Ms. Valerie Kirkwood, Dean, Director of Institutional Research and Planning ✓
Mr. Mike Blakely, Board Chair
Mr. Marty Brown, Executive Director, Washington State Board for Community
and Technical Colleges

Comprehensive Evaluation Report
Fall 2012
Big Bend Community College
Recommendations

1. The evaluation committee recommends that the College ensure the alignment between the mission statement and the core themes – that the core themes “individually manifest” and “collectively encompass” the College’s mission statement, that the core theme objectives and verifiable indicators be sufficient to evaluate the accomplishment of core themes, and that the evaluation of programs and services be holistically informed by indicator data for each core theme objective (Standards 1.B.1, 1.B.2, 3.B.3, and 4.A.4):

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

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

- e. Capital Project Update

BACKGROUND:

STEM Project: The contractor has completed most of the items on the punch list. Computer equipment and furniture has arrived and is currently being installed. Instructors are working with the new technology in the math lab before classes are moved to this area. The tentative date to start moving classes is March 4.

Title V Project: The contractor has completed most of the items on the punch list. There is some minor work that remains to be completed. Some tables and chairs will be delivered on February 20 and Title V staff is in the process of ordering the remainder of the furniture. Staff will start moving in on February 25.

Old Developments/Background:

STEM Project:

1/25/13: The aluminum storefront has been set in the exterior opening with the exception of the door sections. The electrical work has been completed and we are waiting on an inspection. The suspended ceiling grid has been finished. Once we have the final electrical inspection, the ceiling tiles will be set. The painting is done and the flooring is being installed. The casework and chair rail is being put up. The contractor anticipates a project completion date of January 31. Big Bend Technology will then install equipment, allowing a few days for instructors to work with the new technology before classes start in this area.

The Chemistry laboratory is substantially completed, with a few punch list items. This project included new tables, chairs, casework and flooring. The Chemistry laboratory was available for winter quarter classes.

12/20/12: Building 1200 has been enclosed (plywood has been placed over the storefront openings until it arrives). 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 5th. 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 use the same contractor.

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:

1/25/2013: The painting is close to completion and the ceiling grid is being installed. The finishing procedures are continuing. Even though Building 1200 is slightly behind Building 1400, the contractor anticipates a project completion date of January 31 as well.

The Student Support Services area on the east side of the corridor is being updated at the same time as the Title V project. We were able to use the same contractor for this remodel. Demolition is underway and the contractor expects to “catch up” to the other side of the corridor in another week.

12/20/2012 The windows are being installed in building 1400. It will be enclosed by December 7th. Interior framing is almost done and the electrical and HVAC rough-ins are starting on December 3rd. The existing concrete floor will need to be leveled to match the new slab; there is approximately a 1 inch drop from south to north.

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: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

f. Quarterly Budget Update

BACKGROUND:

The quarterly budget update is following.

Prepared by the Director of Business Services, Charlene Rios.

RECOMMENDATION:

None

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF JAN 31, 2013**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/12		As of 1/31/13	Includes Enc		
010 INSTRUCTION	SALARIES	4,447,537	186,912	4,634,449	2,096,900	2,537,549	54.75%
	BENEFITS	1,420,985	42,575	1,463,560	726,455	737,105	50.36%
	GOODS&SVC	379,690	101,077	480,767	143,454	337,313	70.16%
	TRAVEL	45,163	5,294	50,457	9,126	41,331	81.91%
	EQUIP	129,651	15,000	144,651	93,496	51,155	35.36%
	TOTAL	6,423,026	350,858	6,773,884	3,069,432	3,704,452	54.69%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	288,094	0	288,094	173,108	114,986	39.91%
	BENEFITS	95,400	0	95,400	58,136	37,264	39.06%
	GOODS&SVC	9,358	0	9,358	1,798	7,560	80.79%
	TRAVEL	4,750	0	4,750	493	4,257	89.63%
	EQUIP	0	0	0	0	0	0.00%
	TOTAL	397,602	0	397,602	233,535	164,067	41.26%
050 LIBRARY	SALARIES	288,050	0	288,050	132,790	155,260	53.90%
	BENEFITS	106,989	0	106,989	52,172	54,817	51.24%
	GOODS&SVC	63,656	0	63,656	52,236	11,420	17.94%
	TRAVEL	1,750	0	1,750	1,126	624	35.68%
	EQUIP	20,000	0	20,000	24,731	(4,731)	-23.66%
	TOTAL	480,445	0	480,445	263,055	217,390	45.25%
060 STUDENT SERVICES	SALARIES	897,912	0	897,912	472,651	425,261	47.36%
	BENEFITS	303,769	0	303,769	163,247	140,522	46.26%
	GOODS&SVC	37,368	189,168	226,536	34,706	191,830	84.68%
	TRAVEL	7,400	0	7,400	3,452	3,948	53.35%
	EQUIP	0	0	0	31	(31)	0.00%
	GRANTS	436,969	0	436,969	359,204	77,765	17.80%
	MATCH	15,004	0	15,004	0	15,004	100.00%
	TOTAL	1,698,422	189,168	1,887,590	1,033,290	854,300	45.26%
080 ADMIN.	SALARIES	1,405,960	0	1,405,960	783,335	622,625	44.28%
	BENEFITS	461,227	0	461,227	268,690	192,537	41.74%
	GOODS&SVC	717,490	0	717,490	251,994	465,496	64.88%
	TRAVEL	22,875	0	22,875	15,235	7,640	33.40%
	EQUIP	16,250	0	16,250	40,030	(23,780)	-146.34%
	TOTAL	2,623,802	0	2,623,802	1,359,284	1,264,518	48.19%
090 M&O	SALARIES	947,623	0	947,623	566,718	380,905	40.20%
	BENEFITS	367,708	0	367,708	200,656	167,052	45.43%
	GOODS&SVC	996,750	0	996,750	472,336	524,414	52.61%
	TRAVEL	3,275	0	3,275	2,135	1,140	34.81%
	EQUIPMENT	119,337	0	119,337	29,032	90,305	75.67%
	DEBT SERV.	0	0	0	0	0	0.00%
	TOTAL	2,434,693	0	2,434,693	1,270,878	1,163,815	47.80%
TOTAL BUDGET		14,057,990	540,026	14,598,016	7,229,473	7,368,543	50.48%

ALLOCATION # 2	Worker Retraining Variable	106,821
ALLOCATION # 2	Increase STEM Enrollments	6,801
ALLOCATION # 2	Increase to Base Allocation	38,923
ALLOCATION # 4	ABE Master Extension Application	19,121
ALLOCATION # 4	ABE Program - EL Civics Application	3,208
ALLOCATION # 4	Student Achievement Initiative	189,168
ALLOCATION # 4	Basic Skills Enhancement	26,584
ALLOCATION # 5	Workforce Development Projects	149,400

TOTAL ADJUSTMENTS TO ALLOCATION

540,026

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

BACKGROUND:

ADMINISTRATIVE ACTIVITY

All staffing positions for Campus Security Officer were filled as of Feb. 19. New officers are either in training or have been trained and are now on duty.

Kyle Foreman attended 12 hours of Clery Act training in Renton. The Clery Act is a law regarding reporting and handling certain crimes on campus. The U.S. Dept. of Education can levy fines up to \$35,000 per occurrence against colleges which fail to comply with the Act. Failure to comply with the Act also jeopardizes a college's eligibility for financial aid.

There were no crimes meeting Clery criteria for the month of January.

Prepared by Director of Campus Safety & Security Kyle Foreman.

RECOMMENDATION:

None

CAMPUS SAFETY MONTHLY CRIME REPORT FOR JANUARY 2013

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

	Jan-2012	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan-2013	TOTAL
Arrests and Violations														
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses														
Bicycle Theft	0	1	0	0	0	0	2	0	0	1	2	0	0	6
Vandalism (Non-hate-crime)	0	0	0	0	0	0	1	1	1	0	0	0	0	3
Property Damage (Non vandalism)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Prowl	0	0	1	0	3	0	1	0	0	0	0	0	1	6
Theft of Computer	0	0	1	2	0	0	0	0	2	0	0	0	1	6
Malicious Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespassing	0	0	0	0	0	0	0	1	1	0	0	0	0	2
Theft of other type electronic device	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft of personal equipment	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Threats (Interpersonal)	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Theft of medication/drugs	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Harassment/Domestic Violence/Stalking	0	0	0	0	0	0	0	0	0	0	1	1	0	2
Theft of Metal	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Theft of purse/wallet/similar possessions	0	0	0	1	1	0	0	0	0	0	0	0	0	2
Sex Offenses														
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes														
Any Incident	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Vehicle Collisions														
Non-injury	0	0	0	0	0	0	0	0	0	2	2	3	1	8
Injury	0	0	0	0	0	0	0	1	0	0	0	0	0	1

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources Report

BACKGROUND:

Recruitment & Selection:

The screening committee for the 9-month TRiO Student Support Services Academic Advisor position is currently reviewing application packets. The committee anticipates conducting interviews during the first week of March.

Dawn Geiger was selected to fill the position of Foundation Office Manager. She replaces Nancy Tracy who retired in January. Dawn began her work with the Foundation on January 23.

Jameson Lange was selected to fill the position of Assistant Activity Center Coordinator. Jameson is currently the assistant baseball coach for BBCC. He started his new position on January 28.

Interviews for the Library & Archives Paraprofessional 4 were conducted on February 14 and 18, 2013. This position replaces Carolyn Riddle who retired in 2012. It is a full-time, classified position.

We are continuing to recruit for a full-time nursing instructor. This position is a non-tenured position funded by donations from Samaritan Healthcare and the Wenatchee Valley Medical Center. It has been posted since October 2012. This position replaces Jan Elliston who accepted a tenured faculty position.

A number of new and replacement positions have recently been posted. They include:

- Reference Librarian – This position replaces Lance Wyman who will be retiring at the end of the academic year. This is a full-time, tenured faculty position.
- Industrial Electrical Instructor – This position replaces Jerry Wright who will be retiring at the end of the academic year. This is a full-time, tenured faculty position.
- Online Instructional Designer for Nursing – This position is a new grant-funded, administrative/exempt position. This is the second posting for this position. An offer was extended to a candidate in December 2012, but the offer was declined.
- Chemistry Instructor – This is new, full-time, tenured faculty position.
- English Instructor – This is a new, full-time, tenured faculty position.
- ABE/Developmental Education Instructor – This is a new, full-time, tenured faculty position.
- Program Specialist 2 – This position replaces Irene Osumi who will be retiring in April of this year. This is a full-time, classified position.
- Center for Business & Industry Services (CBIS) Coordinator – This position is a new grant-funded, administrative/exempt position.

- Head Women's Volleyball Coach – This position replaces Natalie Coulston who resigned due to relocation.

A summary of the personnel activity for the last quarter is also attached to this report.

Leadership Development:

In November 2012, Big Bend Community College created a Leadership Development Team (LDT). The team's purpose is to develop tools and training opportunities for Administrative/Exempt employees. The team recently hosted a training session on "Supervising in a Diverse Workplace." They have also launched a monthly Lunch-N-Learn opportunity and have completed the development of a set of leadership competencies.

A copy of the newly, developed leadership standards are attached for your information. These competencies will be included in the annual performance evaluation process and will also be used to develop future training opportunities.

Training:

February 5, Eric Davis conducted a training session for Admin/Exempt employees entitled, "Supervising in a Diverse Workplace." Thirty-seven employees attended the session. The following is a list of additional admin/exempt training that has occurred since the last Board of Trustees meeting.

- Tom Willingham-SharePoint 2007 Workflows I Basics You Should Know, Workflows II Collect Feedback for a File, Workflows III Collect Digital Signatures for a File on January 9, 11, and 16 via Online.
- Lora Allen-Disabled Student Services Council Winter Meeting on January 31 to February 1 via ITV.
- Kim Jackson-Student Activities Advisor's Conference on January 3-5 at Las Vegas.
- Jille Shankar-Financial Aid Tax Filing Rules for Financial Aid, Verification, Understanding the New Policy and Verification Steps on January 10, 15 and 16 via Webinar.
- Jennifer de Leon-Intro to Canvas for Faculty on January 7-28 via Online
- Char Rios-BFET on January 15 via ITV; ATD on January 16 via ITV; Budget Accounting and Reporting Council on January 17-18 via ITV; HO (ABC's of CIP) on January 29 via Webinar

Miscellaneous:

A draft policy on employee/student relationships has been created. The draft is currently being reviewed by classified staff, faculty and management. The policy should be ready for consideration by the Board of Trustees at their April meeting.

Big Bend Community College will participate in the 2013 Chronicle Great Colleges to Work For Program. This is the sixth year for the program. It is sponsored by *The Chronicle of Higher Education* and Modern Think, LLC. This program is designed to recognize colleges and universities that have been successful in creating high-quality workplaces. The survey period for employees runs from March 18 to April 15. Final reports and recognition will be available the week of July 26.

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

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The tuition amount budgeted for 2012-2013 is \$4,008,514. As of January 31, 2013, we have collected \$4,111,059 or 102.6% of the budgeted amount. As of January 31, 2012, we had collected \$2,911,703 or 80.7%.

The winter quarter tenth-day enrollment report and enrollment numbers as of Monday, February 18 are included for your information. As of the tenth day of the quarter we had a drop in the number of students enrolled full-time compared to last winter. Because of a decrease in part-time enrollment, our percent full-time enrollment actually increased 3.4%. Our state funded FTEs as of the tenth day were 5.3% lower than in 2012.

TUITION COLLECTION REPORT
As of January 31, 2013 January 31, 2012

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,600	\$ 3,608,514
Total Collections as of November 30	\$ 4,111,059	\$ 2,911,703
As a % of annual budget	102.6%	80.7%
Left to collect to meet budget target	\$ 0	\$ 696,811

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

F.T.E. REPORT

2/18/2013

	QTRLY	ANNUAL
	<u>FTEs</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	1612.8	537.6
WINTER	1675.9	558.6
SPRING		0.0
TOTAL	<u>8951.3</u>	<u>2983.8</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		2983.8
Past year + current year allocation		3381.0
% of allocation target attained to date		88.3%
Add'l FTEs to meet minimum 96%	786.0	262.0
Add'l FTEs to meet target 100%	1191.7	397.2
FTEs over funding level - 1st year	265.4	88.5
FTEs over funding level - 2nd year	-1457.1	-485.7

WINTER 10TH DAY ENROLLMENT REPORT

HEADCOUNTS

<u>ETHNIC ORIGIN</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Amer. Indian/Alaska Ntv	33	34	47	33	24	37	26
Asian/Pacific Islander	33	36	28	32	35	26	30
Black	20	26	33	38	43	42	30
Hispanic	433	527	585	717	747	808	671
White	1,232	1,179	1,205	1,332	1,320	1,166	1,167
Other/Unknown	145	137	117	138	88	132	87

SEX

Female	1,086	1,130	1,160	1,328	1,344	1,266	1,155
Male	771	793	829	942	907	937	853
Not Coded	39	16	26	20	6	8	3

STUDENT STATUS

Full-time (12 or more crs)	1,160	1,167	1,283	1,476	1,501	1,506	1,438
Part-time (less than 12 crs)	736	772	732	814	756	705	573
Percent full-time	61.2	60.2	63.7	64.4	66.5	68.1	71.5

TOTAL HEADCOUNT

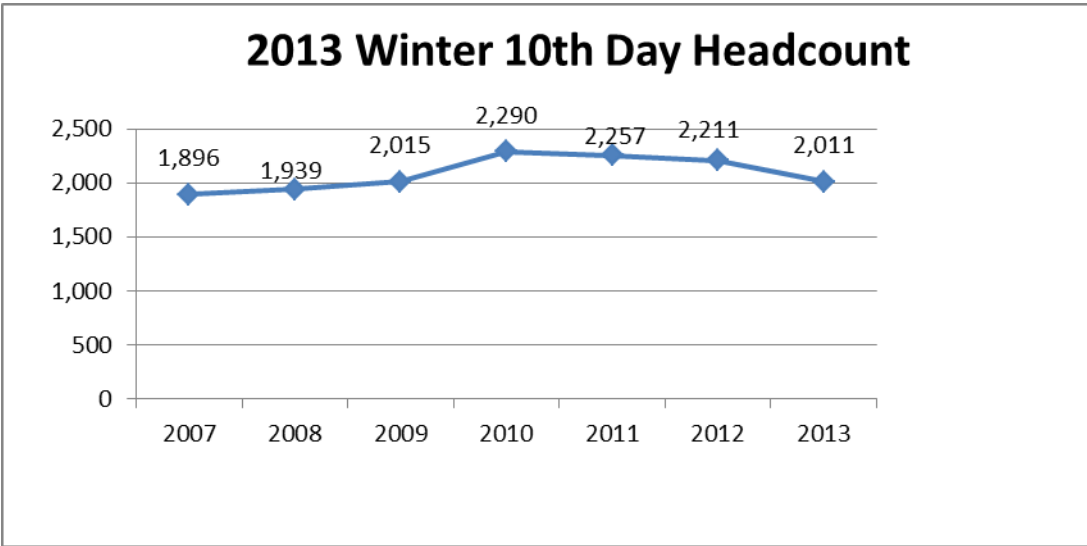
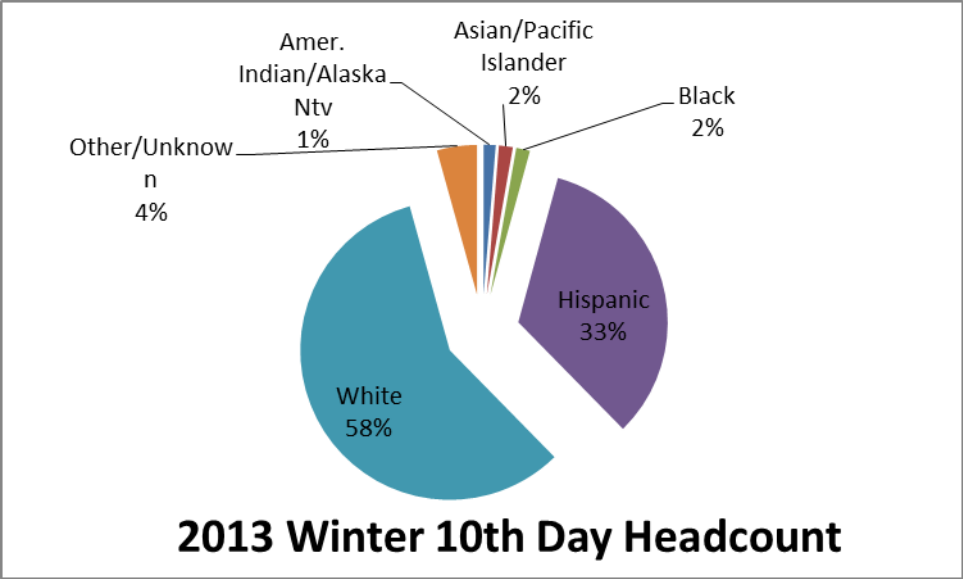
Running Start	135	146	146	139	157	170	172
International	1	3	4	2	5	4	2

STATE FUNDED FTES

ABE/ESL	16.3	32.0	72.0	118.8	91.4	98.0	70.8
Academic	733.2	717.1	770.5	917.1	971.9	978.1	917.3
Occupational	551.4	566.3	580.6	611.9	598.4	580.2	581.1

TOTAL STATE FTES

1300.9	1315.4	1423.1	1647.8	1661.7	1656.3	1,569.2
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BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #3: CONSENT AGENDA (for information)

j. Legislative Update

BACKGROUND:

Gov. Jay Inslee on Wednesday (2/13) rolled out his jobs plan at a news conference opened by **Ian Anderson**, a recent graduate of Renton Technical College's Aerospace Assembly Mechanic program.

"For our state to compete in the global economy, we must create a working Washington that sustains an innovative economic climate in every corner of the state," Inslee said. "I have confidence we can answer the challenge."

Inslee's agenda includes a mix of proposals in STEM education, aerospace training, clean energy, health care, regulatory reform, and tax relief.

For CTCs, the proposal includes:

- Fund 500 enrollment slots in high-demand aerospace training programs.
- Establish the National Career Readiness Certification assessment program for 2,500 high school graduates in 50 aerospace assembly and advanced manufacturing programs.
- Establish a "talent pipeline" from high school to CTCs to career by expanding industry-developed high school programs and allow credits to transfer to college.
- Fund "Return to Industry" grants for CTCs that offer aerospace-related programs so instructors can keep up-to-date on the latest innovations and technology.
- Expand the staffing and resources of the Center of Excellence for Aerospace and Advanced Materials Manufacturing in Everett.
- Expand the revolving loan program for short-term aerospace training programs including those at the Washington Aerospace Training Center, Inland Northwest Aerospace Technology Center, and Renton Technical College.
- Develop an aerospace training facility proposed by the City of Renton, which is working closely with Renton Technical College.

In his opening remarks, Anderson highlighted the value of his aerospace training at Renton Technical College.

"I've been out of class for less than two weeks now and let me tell you something: I'm not scared of finding a job. I've been applying to numerous aerospace assembly companies and have been getting responses back in 24 hours or less," he said. "If you have a dream, take the first step. Pick any of the community and technical colleges found in Washington. They will help you achieve your dreams."

Inslee described his plan as the "first launch" with more proposals to come.

Prepared by the President's office.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #5: Academic Master Plan (AMP) Report #1 Access 2013 (for action)

BACKGROUND:

This fifth annual comprehensive Access report of the 2009-2014 Academic Master Plan (AMP) provides information on how BBCC continues to devote its resources and efforts to student success through activities centered around district-wide resource awareness, student engagement and student enrollment. This report addresses Ends Statements E-1 Mission, E-2 Access, E-3 Partnerships, E-4 Student Achievement, E-6 Multiculturalism. The report detail was discussed in the Board Study Session held prior to this regular meeting.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

RECOMMENDATION:

President Leas and Dean Kirkwood recommend acceptance of Access 2013.

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #6: Probationary/Tenure Reviews (for information)

BACKGROUND:

The Board will consider probationary faculty-contract renewals for the following faculty:

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
David Holliway	Psychology Instructor	2 nd probationary year
Jan Elliston	Nursing Instructor	1 st probationary year

Prepared by Vice President of Student Services and Instruction Bob Mohrbacher and President Leas.

RECOMMENDATION:

President Leas and VP Mohrbacher recommend renewal of the contracts for David Holliway and Jan Elliston.

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #7: Exceptional Faculty Award Nomination (for action)

BACKGROUND:

Dr. Ryann Leonard applied for an Exceptional Faculty Award to attend the American Psychology – Law Society (AP-LS) Conference in Portland, OR.

Prepared by the President's office.

RECOMMENDATION:

President Leas and VP Mohrbacher recommend the Trustees approve the Exceptional Faculty Award for Dr. Leonard.



February 8, 2013

Dear President Leas,

The Exceptional Faculty Award committee is pleased to inform you that we have an Exceptional Faculty Award application for your consideration. The committee has reviewed the application, believes it fits the guidelines and fully supports the activities as presented.

Ryann Leonard has requested an award so she may attend Travel to and from the American Psychology - Law Society (AP-LS) Conference. The conference will give Ryann the opportunity to network with many of her fellow Psych and Law professionals and her experience may ultimately bring new ideas to the classroom. The committee is inspired by Ryann's desire to make a difference in her field and enthusiastically supports her endeavor.

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

Sincerely,

Sonia Farag

Dennis Knepp

Gregory Crane

Charlene Rios

Bill Autry

**APPLICATION FORM
BBCC EXCEPTIONAL FACULTY AWARD**

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

NAME: Ryann Leonard

DATE: January 3, 2013

DIVISION: Social Sciences

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

I teach several courses in Criminal Justice and Psychology. I am an active member in the Social Sciences division and am the assessment representative.

2. Amount requested: \$1140.28

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

Travel to and from the American Psychology - Law Society (AP-LS) Conference and lodging during the event. Also, I would like the conference registration to be covered. This is likely the last year I will attend the conference due to its high cost.

For the past 10 years I have attended this conference in several capacities. From 2000 – 2005, I attended as a student presenter where I presented several research projects I had conducted. From 2004 – 2010, I have been a member and Past Chair of the AP-LS Mentorship committee whose purpose is to reach out to psychologists in the early stages of their careers and to graduate students who plan to enter a career in psychology and law.

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

Conference Registration - \$245 – already paid, need reimbursement (See attached e-mail below)
Hotel Costs for 4 nights - \$536.52
Mileage from Moses Lake to Portland, OR – 296 miles (@ .56/mile) = \$165.76
Meals – All for Thursday-Sat (\$61 allowed per day) + Breakfast Sun \$10*
Total = \$1140.28

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

No other reimbursements. The travel monies in my account are ear-marked for my annual Substance Abuse Prevention Event in May and for a student field trip to correctional facilities that happens every Spring.

6. When was your last sabbatical? Never

7. What travel monies have you received during the last year? None

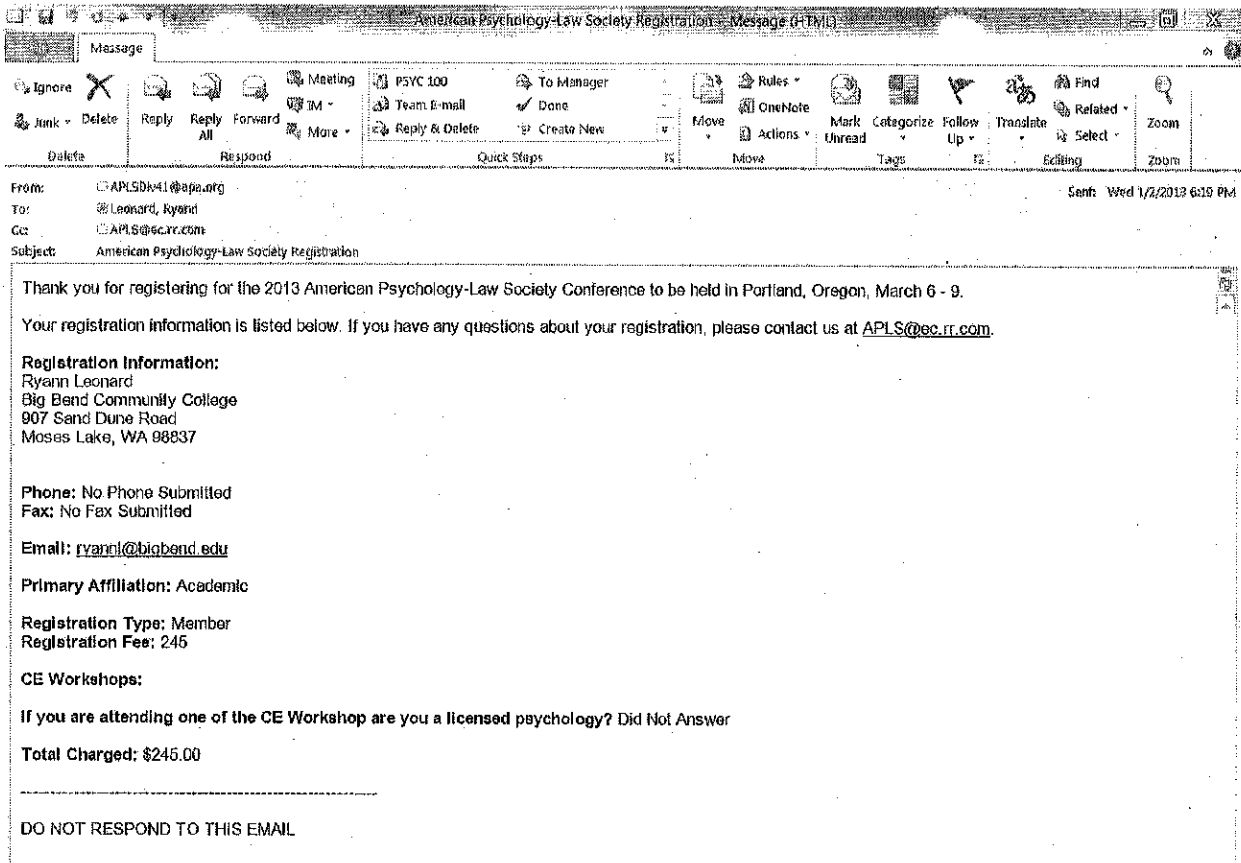
8. **How will this stipend improve your teaching and/or professional expertise?**

This conference helps me to connect with those in my field to stay current on the research and current status of my specific discipline (Psych and Law) which helps me to keep my courses current. It has been 3 years since I have attended this conference due to cost but with the conference being local I would like to attend.

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

I have previously chaired the safety committee and was the safety coordinator for the campus and continue to work with Kyle Foreman on safety work. I also am involved in the New Student Orientation Registration committee and have served on several hiring committees and probationary tenure review committees. I have also served on two Tenured Faculty Evaluation committees. I have worked closely with several faculty on improving technology for students and have co-created several tutorials to serve students and faculty in their online instruction. I have worked to improve assessment on this campus to make it easier and more efficient.

Copy of Registration e-mail



BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #8: Mission, Vision, Values (for information)

BACKGROUND:

BBCC STRATEGIC PLANNING UPDATE

BBCC has undertaken a new strategic planning activity that will rewrite the current mission statement to create an updated statement of mission, vision and values for the college. These components will be aligned with the Board's Ends Statements and will be the basis for revised Core Themes outcomes, which must be reported to the Northwest Commission on Colleges and Universities in the fall of 2013. In addition, this work will lay the groundwork for the revision of the Academic Master Plan; the current plan expires in 2014.

BBCC has contracted with Dr. Ron Baker, of Baker Collegiate Consulting, to implement an inclusive process to renew our mission. On Friday, February 8, Dr. Baker led a workshop to begin gathering data from the college and its community with regard to the most important elements shaping our mission, vision, and values. Data from that workshop was collected and then given to a Strategic Planning work group, who has begun to organize the data into a set of values statements. Once the work group has narrowed down the data and come up with draft statements, those drafts will then be shared with college and community constituents to gather additional feedback.

The workshop on February 8 was well attended, with over 100 people participating. The participants included BBCC faculty, staff and administrators, as well as Board members, BBCC Foundation representatives, local business and community representatives, and K12 and university partners. All those in attendance supplied valuable raw material that can now be used to help shape our strategic planning efforts.

Prepared by VP Mohrbacher.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

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: 2/28/13

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

BACKGROUND:

The next Board meeting is scheduled on April 4, 2013, 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 2/28/13

ITEM #11: Miscellaneous (for information)

BACKGROUND:

The TACTC January meetings were held at the Olympia Red Lion. Trustees Anna Franz, Mike Villarreal and President Leas attended new Trustee Orientation Tuesday, January 29. That same evening President Leas, PIO Sly, Trustees Anna Franz, Jon Lane, and Mike Blakely attended the TACTC Transforming Lives Awards Dinner. The nominee representing BBCC, Ms. Maria Hartman, also attended the dinner.

Trustees Jon Lane and Mike Blakely attended the Quincy Community meeting Tuesday, February 19, along with President Leas, VP Hamburg, VP Garza and PIO Sly.

President Leas and Trustees McFadden, Blakely and Lane will attend the ACCT Governance Leadership Institute in San Antonio, TX March 21-22, 2013.

The dedication and naming of the Paul Hirai Fine Arts Building will be held Monday, April 1 at 2:00. All are welcome to attend.

During the February 28 Board meeting Trustee Jon Lane asked President Leas to bring the Employee Work Plan to this meeting. The Trustees may consider using a similar format for the President's evaluation.

Prepared by the President's office.

RECOMMENDATION:

Department Leader Work Plan



Employee Name:	Position:
Department:	Date:
Reports To:	

Core Theme	Annual Objective	Resources Needed	Action Steps	Expected Completion	Results
Access	Objective(s)				
Student Achievement	Objective(s)				
Partnerships	Objective(s)				

Climate	Objective(4)				
	Miscellaneous Items				

Review Dates and Signatures:

1st Quarter:

Employee

Supervisor

3rd Quarter:

Employee

Supervisor

2nd Quarter:

Employee

Supervisor

4th Quarter:

Employee

Supervisor