



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

**March 13, 2017  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

### Spring 2017 Campus Events

March							April							May						
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							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

March	13	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	14	ASB Porkfest Lunchfest; Masto Conference Center; 10:30 a.m.-1:00 p.m.
	16	BBCC Instruction Ends
	18	Baseball vs Centralia Community College; Double Header; 12:00 p.m.
	19	Baseball vs Centralia Community College; Double Header; 10:00 a.m.
	24	Women's Softball vs Community Colleges of Spokane; Double Header; 2:00 p.m., 4:00 p.m.
	27	JATP Welcome Dinner
	31	Softball vs Walla Walla Community College; Double Header; 2:00 p.m., 4:00 p.m.
April	1	Baseball vs Yakima Valley College; 1:00 p.m.
		Softball vs Columbia Basin College; Double Header; noon, 2:00 p.m.
	3	Spring Quarter Instruction Begins
	6	ASB Easter Egg Hunt
	7	Softball vs Blue Mountain Community College; Double Header; 2:00 p.m., 4:00 p.m.
	8	Baseball vs Community Colleges of Spokane; 1:00 p.m.
		Softball vs Treasure Valley Community College; Double Header, noon, 2:00 p.m.
	11	ASB Lunchfest; Masto Conference Center; 10:30 a.m.-1:00 p.m.
	12	Baseball vs Wenatchee Valley College; Double Header; 1:00 p.m.
	13	TRiO Upward Bound Induction; Masto Conference Center; 6:30 p.m.
	15	Baseball vs Treasure Valley College; Double Header; 12:00 p.m.
	20	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		Softball vs Walla Walla Community College; Double Header, 2:00 p.m., 4:00 p.m.



March 1, 2017



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Monday, March 13, 2017, 1:30 p.m.  
 ATEC- Hardin Community Room

**Governing Board Members:**

*Anna Franz, J.D.*  
 Chair

*Miguel Villarreal, Ed.D.*  
 Vice Chair

*Jon Lane*

*Stephen McFadden*

*Juanita Richards*

*Terry Leas, Ph.D.*  
 President

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

Vision  
 Big Bend Community College  
 inspires every student to be  
 successful.

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

- |     |   |
|-----|---|
| A   | 1. Call to Order/Roll Call<br>Pledge of Allegiance – Veteran  |
| I   | 2. Introductions –  |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> <li>a. Meeting Minutes January 26, 2017 (A)</li> <li>b. President’s Activity Update (I)</li> <li>c. Accreditation (I)</li> <li>d. Assessment (I)</li> <li>e. Student Success (I)</li> <li>f. Finance &amp; Administration Report (I)</li> <li>g. Safety &amp; Security Update (I)</li> <li>h. Human Resources Report (I)</li> <li>i. Classified Staff Report (I)</li> <li>j. Enrollment Report (I)</li> <li>k. Public Correspondence (I)</li> </ul>  |
| 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"> <li>a. ASB Treasurer – Auggie Francis</li> <li>b. Classified Staff Representative – Barbara Collins</li> <li>c. Faculty Association President – Kathleen Duvall</li> <li>d. VP Finance &amp; Administration – Linda Schoonmaker</li> <li>e. VP Learning &amp; Student Success – Dr. Bryce Humpherys</li> <li>f. VP Human Resources &amp; Labor – Kim Garza</li> <li>g. Executive Director BBCC Foundation – LeAnne Parton</li> </ul> |
| A   | 5. Community Engagement Monitoring Report – Dean Valerie Parton<br><span style="text-decoration: underline wavy 2px; text-decoration-color: cyan;">-----BREAK-----</span>   |
| A   | 6. Probationary Tenure List – Dr. Bryce Humpherys   |
| I   | 7. Exceptional Faculty Award – CDL Instructor Guillermo Garza   |
| A   | 8. EFA Recommendations – Dr. Bryce Humpherys<br>Executive Session   |
| I/A | 9. Assessment of Board Activity – Trustees  |
| I/A | 10. Next Regularly Scheduled Board Meeting – Trustees   |
| I   | 11. Miscellaneous – Chair Anna Franz, President Leas<br>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 – April 20, 2017**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting January 26, 2017, 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, January 26, 2017, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Mike Villarreal

Absent: Juanita Richards

Aviation student Quentin Stepon led the Pledge of Allegiance. He serves in the National Guard 124<sup>th</sup> Fighter Wing and has returned to BBCC after concluding his deployment to Turkey last year.

### 2. Introductions

Women's Basketball team Coach Preston Wilks and the team members introduced themselves: Savannah Marley, Idaho Falls, ID; Sunnie Marinez, Kaysville, UT; Kelsy Foster, Layton, UT; Emily Allen, Spanish Fork, UT; Kenzie Call, Shelley, ID; Maddie Williams, Mapleton, UT; Maddison Wilcox, La Grande, OR; and Maryah Tipping, Ogden, UT. Coach Wilks stated the five sophomores on the team contributed to the high GPA achievement resulting in BBCC earning the 2016 NWAC President's Cup.

President Leas introduced Heidi Summers as the new Director of the Transforming STEM Pathways Grant. Heidi introduced BBCC graduate CarlaLouise Christian who is in a new role as the Administrative Assistant for the grant. Executive Director Char Rios introduced new Budget Analyst Angela Garza, she is also a BBCC alum. ASB Treasurer Auggie Francis was also introduced.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes December 12, 2016 (A); b) President's Update (I); c) Accreditation & Assessment (I); d) Student Success (I); e) Finance & Administration Report (I); f) Safety & Security Report (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Quarterly Budget Report (I).

Motion 17-01 Trustee Mike Villarreal moved to approve the consent agenda. Trustee Stephen McFadden seconded the motion, and the motion carried.

Chair Anna Franz asked for public comment, and there was none.

#### 4. Remarks

- a. ASB Treasurer Auggie Francis reported student activities. ASB has been participating in the NWAC Mascot Challenge. Currently, BBCC's Thor is ranked in the top eight schools competing, and the only school from the east side of the state. Auggie encouraged everyone to "like" the video of Thor donating blood videos on Big Bend Community College's Facebook, Instagram and Twitter accounts before noon tomorrow. The winning school receives a \$1,000 scholarship.

ASB sponsored a blood drive. They also sponsored the L'eggo Breakfast Fest this month, featuring a waffle bar and a Lego Brickumentary movie, with an attendance of 269. Later that week, ASB sponsored movie night in Ephrata at the Lee Theater, with 156 students attending. Due to inclement weather, ASB postponed their Grocery Store Bingo night. It will be held on February 9, with lots of grocery store prizes for the students. Tonight is ASB's free bowling night at Lakebowl. Next Thursday night, ASB is sponsoring ice skating in Moses Lake. ASB is gearing up for Black History Month by giving away shirts honoring Rosa Parks to the students. They will be for sale to faculty and staff as well. February is also Rosa Park's birthday month.

ASB took advantage of the remodel, and replaced the carpet in the game room while the pool tables were in storage. Lots of students are enjoying the game room since it reopened this quarter. Lastly, ASB answered the call for funds towards a new freezer at the Viking Food Pantry and donated \$500 toward the cause.

ASB Treasurer Auggie Francis also provided an update on club and student programs on campus. Martin Luther King Jr Day was celebrated as a multicultural and diversity event at the Student Success Center featuring an "I have a dream" wall where students shared their dreams. An MLK Day movie was played and an information board with the timeline of his life and family was posted. The last day of the week, students read the actual "I have a dream speech" for an audience of staff, faculty, and students. A video is online for anyone who would like to watch it.

Phi Theta Kappa submitted their Honors in Action and College Project Hallmark essays. They will assist the *Columbia Basin Herald* with the Bridal Fair. They are also hosting a Soup-R-Bowl Food drive, February 6-9 to benefit the BBCC Food Pantry. Phi Theta Kappa will also provide concessions for the upcoming Allied Arts events.

- b. Classified Staff Representative Barbara Collins reported there are nine members on the STAR Committee and recruitment continues. Classified Staff logged 381 hours of training. The STAR Committee will lead a tour of the Administration building tomorrow, and trustees are invited to attend. The committee continues to discuss additional training offerings, and they are looking forward to the local/global issues presentation by Dr. Leas in February.

- c. Faculty Association President Kathleen Duvall reported faculty activities. English Instructor Dave Hammond is exploring how to decrease the number of students needing to repeat English 101 classes using existing resources. English Instructor Allison Palumbo shared that she is presenting at the MAC February 1 on her research work, *The Struggle is Real: Romance Fantasies, Fighting Females, and the Strong Woman Ideal in a Post-Feminist Popular Culture*. Librarian Libby Sullivan reported that the One Book One College event with best-selling author Jess Walter featuring short stories from his book *We Live in Water* was well attended by students, faculty, staff, and community members. She received excellent feedback from all involved, one student mentioned that it was the best thing he's been to at Big Bend. As an added bonus, Mr. Walter also visited Matt Sullivan's "Mystery Story As Literature" class the next day to talk about another of his books, *Over Tumbled Graves*, which the students read. BBCC's first One Book One College event was a big success; we hope to hold another event next year.
- d. VP of Finance & Administration Linda Schoonmaker shared that the Presidents discussed ctcLink at the WACTC meeting, and the ctcLink Steering Committee is on hiatus. There is concern about the lack of progress on the project. SBCTC Executive Director Marty Brown assumed the role of ctcLink project manager, while the SBCTC recruits for a project manager. BBCC's ctcLink Project Manager Rick Sparks attended the project managers' meeting for Wave 2 & 3 colleges. He reported that his group is offering to help SBCTC, and they continue to assist with standardizing and aligning processes at the college level.
- VP Schoonmaker reported the state auditor's office conducted the Financial Statements Exit Conference earlier today, and it was positive. She thanked Executive Director of the Business Office Char Rios for her work on the audit preparation.
- e. VP of Learning & Success Dr. Bryce Humpherys introduced Dean of Students Dr. Dawna Haynes to discuss the Student Code of Conduct revisions. She stated that recently, there was a decision issued in a case involving WSU where the court found WSU's conduct code insufficiently provided for due process for the participants. The court found that full adjudicative hearings should be provided in more cases, and the students involved in those proceedings should get more due process protections. As a result of the *Arishi vs. WSU* case, many colleges are amending their conduct codes to comply with the guidance from the court. BBCC is filing the emergency rule because we have a court ruling instructing that these changes are to be made.

Motion 17-02

Trustee Jon Lane moved to approve the revisions to the student code of conduct as presented. Trustee Mike Villarreal seconded the motion, and the motion carried.

AAG Catherine Kardong stated a permanent rule-making filing will be processed following this emergency rule making.

VP Humpherys introduced Director Heidi Summers to share information about the \$5-million Transforming STEM Pathways grant. BBCC will receive \$1 million per year for five years to increase STEM enrollments, completions, and transfers. The grant will also fund work on a computer science degree, on which Dean Daneen Berry-Guerin has been collaborating with local data centers. The grant will also fund purchasing manufacturing and robotic equipment, developing applied math curriculum for emporium-style workforce education classes, and building a math and maker lab. The grant will also focus on the national Guided Pathways Initiative to help students choose their career paths earlier in their educational path. The grant also includes a matched endowment of \$345,000 to fund scholarship in workforce education degrees.

Trustee Mike Villarreal commented about the importance of informing local school districts about the Transforming STEM Pathways grant efforts to encourage students to attend BBCC. Trustee Stephen McFadden commented that the timing of this grant will help prepare potential employees for industries with growing levels of automation. He has found that processing plant employers can't fill vacancies because applicants are missing key STEM skills. Trustee McFadden invited Director Heidi Summers to participate in the Othello Industry Council showcase in October.

Dr. Bryce Humpherys shared about the re-organization in the transitional student learning area. The new Dean of Transitional Studies will replace the Dean of Library Resources, Developmental Education & eLearning and incorporate the Library/eLearning/Writing Center, Development English/College Success Skills, Adult Education, and Workforce Education Services into one area. Dr. Humpherys shared a graphic of the current structure illustrating how these programs are currently separate and how the new structure will bring these departments, in which transitional students interact, under one Dean. This will move BBCC toward a more transformational model.

The new transitional student department will strive to reduce the achievement gap between Anglo and Hispanic students. Student performance data show that Hispanic students are overrepresented in adult education and dev math/English. Hispanic students are also more likely to be first-generation students. Adult education students often transition to workforce education. Pre-college level curriculum needs pathways to both workforce education and academic coursework. Students placing in lower level classes decreases the likelihood that they will persist and complete. Students need to progress through pre-college classes more successfully. The BBCC Data Team recommended robust support and acceleration for developmental and adult education college curriculum to provide a smooth transition to the next step. Moving the identified programs to one leader rather than three different leaders will improve connection, elevate the



importance of the work, and help facilitate an expansion of I-BEST programs. Workforce Education Services' wraparound services meet strong support needs. The Writing Center provides service to all students and is a key ingredient for developing writing skills following the pedagogy of English/Professional Writing programs. Including the Library and eLearning in the transitional student department helps with information literacy to connect students with resources and help students progress through the curriculum. Student Achievement Initiative (SAI) pays the college for enrollment and student performance. BBCC cannot compete with the larger colleges in the enrollment area; however, we are very competitive in the area of student benchmark progression. We are very competitive and leading the state in the per student area. The SAI encourages innovation to compete for funding. The re-organization is the right thing for students, and it will help our funding also.

VP Humpherys stated the Dean of Transitional Students and the Dean of Arts & Science following Dean Garrett's retirement will be hired July 1, 2017. The reorganization is cost neutral. Trustee Villarreal commented positively about the transition. Trustee Jon Lane asked for Faculty Association President Kathleen Duvall's thoughts. She responded that there were concerns about having so many positions under one dean and the impact on developmental English. Dr. Humpherys met with faculty to hear their feedback and share his rationale which shows transparency in the process. Instructor Duvall commented that the reorganization is mostly positive. The number of changes at the college have been challenging.

President Leas commented the reorganization is a thoughtful approach moving toward a transformative learning model. BBCC currently has more isolated silos, and we are moving to a more integrated holistic model.

- f. VP of HR Kim Garza reported her department is consistently busy hiring and adding positions. She shared BBCC's NeoGov site, which is the new online hiring and applicant management site. NeoGov provides a streamlined process for accepting and reviewing applications. Applications will be accepted exclusively through NeoGov, which is a secured site and birthdates and social security numbers are not requested. The HR department has computers available for applicants to use if needed. VP Garza stated the HR staff have worked hard to incorporate this new process.
- g. President Leas provided the Foundation report in Executive Director LeAnne Parton's absence. The Foundation hosted two scholarship workshops in January and will have two more in February. They have also provided scholarship presentations to BBCC students in academic and workforce education programs. Foundation staff continue planning and preparing for the upcoming Cellarbration! for Education event May 20. Another generous donation from the Sam Kobata and Sons Foundation of \$65,000 was received.

## **5. Probationary Tenure CBIS Report List for Next Meeting**

The trustees reviewed the list of probationary faculty members that they will take action on during the next meeting. The probationary tenure review binders will be available for trustee review beginning February 9.

Board Chair Anna Franz announced a 10-minute recess at 2:40 p.m. The meeting reconvened at 2:50 p.m.

## **6. Achieving the Dream (ATD)**

Dr. Humpherys shared about BBCC's participation in ATD, which is a national organization that includes a network of colleges that focuses on improving student success. ATD helps colleges leverage data to identify gaps and implement strategies to close gaps. ATD colleges engage in a culture of inquiry, continuous improvement, and strategic planning. Member colleges are assigned coaches who provide assistance and guidance. BBCC was an ATD college from 2006 to 2011. During that time, BBCC identified priorities including improving retention in the first quarter and improving completion rates in developmental math classes. New student orientations and college success skills classes were initiated, and they dramatically improved student persistence year to year. ATD planted the seeds for the emporium model math and helped the college learn about mining data.

BBCC rejoined ATD last year. ATD work during the first year focuses on data gathering and planning. ATD teams have found achievement gaps in development education, pathway advising, and career advising. There are achievement gaps between Anglo and Hispanic students. BBCC's three ATD priorities are (1) increase completion, (2) reduce barriers for first-generation students, and (3) examine social justice and increase multicultural competency on campus. Dr. Humpherys stated that BBCC will use this opportunity to galvanize efforts to accomplish the three identified priorities. First generation students benefit from intrusive advising and advising consistently comes up low on student surveys.

Dr. Leas indicated that the ATD coaches have been impressed with BBCC, and they are very positive with compliments. Dean Valerie Parton stated the ATD coaches work constructively with the data team. Trustee Villarreal stated one of BBCC's strengths is readiness to accept learning and new ideas.

## **7. PTEC Update**

VP Linda Schoonmaker reported that three buildings will be built. The tentative square footage of PTEC is 76,000 square feet on the first floor and 49,000 square feet on the second floor. The AMT building will have 12,000 square feet. There will also be a 2,500 square foot hazardous material/wash station building. The PTEC funding will cover the square footage of the first floor of PTEC and the hazardous material/wash station building. The \$6 million local money will fund the second floor of PTEC and the AMT building. Constructing the three buildings simultaneously saves money. Two large hangars and three small buildings will be demolished and be replaced by the new buildings. The hangars are not on the historical buildings list.

Faculty members are in agreement with the plan. The trustees reviewed the blueprints. The PTEC building will have a large elevator. The project should be completed winter quarter 2020. Current plans are two points into the LEEDs Gold certification requirements.

Trustee Stephen McFadden suggested Dr. Leas write a guest commentary for the newspaper to share with community and clarify information. Trustee Jon Lane thanked VP Schoonmaker for her work.

### **8. Assessment of Board Activity**

Trustee Jon Lane reported that he is on the SBCTC Executive Director hiring committee, and they hope to hire someone for the position in the spring. He attended the ACT Conference and the Transforming Lives dinner. He will attend the ACCT National Legislative Summit in WA D.C.

Trustee Stephen McFadden reported that he attended the ACT conference and the legislative visits. He said Senator Schoesler was excited to see more agriculture courses offered at BBCC and less expensive CDL classes. Trustee McFadden hosted the Othello Industry Council meeting. The Council is planning the Othello Career Showcase, he would like to have a BBCC person serving on the planning committee. It's a great opportunity for Director Summers to showcase the Transforming STEM Pathways Grant.

Trustee Mike Villarreal attended the ACT Conference and visited Senator Schoesler during the Transforming Lives dinner. He also expressed his appreciation that Dr. Leas is communicating about the very difficult inclement-weather campus-closure decisions.

Trustee Anna Franz reported that she attended the ACT Conference and legislative visits. She commented it was great to have BBCC's nominee Phillip Christian at the Transforming Live event. Trustee Franz also attended the state audit exit conference just prior to this meeting. She complimented staff on earning a clean audit.

### **9. Next Regularly Scheduled Board Meeting**

The trustees discussed the date of the next meeting.

#### Motion 17-03

Trustee Stephen McFadden moved to reschedule the March 9 board meeting to March 13, 2017. Trustee Mike Villarreal seconded the motion, and the motion carried.

### **10. Miscellaneous**

Board Chair Anna Franz announced that the Community Engagement worksheets are due Friday, January 27.

President Leas shared that he strives to balance safety and the fact that, unlike school districts, community college cannot make up the time when the campus closes for

inclement weather. The college was closed due to inclement weather on January 18. This was the first weather-related closure first since 2010 and before that the college had closed only for Mt. St. Helens in 1980.

President Leas reported that he was invited to attend the ATD Dream Conference and as part of a funded-learning initiatives panel. He will also attend a Working Student Success Network (WSSN) meeting celebrating BBCC student, Santiago Ramirez. BBCC is one of four colleges in WA and one of 16 in the nation to be part of WSSN. Director Heidi Summers and her team have done extraordinary work. Reviewers have visited BBCC to learn about how BBCC has obtained such good results.

May 25-26, BBCC will host the Spring ACT Conference. Presidents and trustees from Washington State will attend.

Dr. Leas reported that he met preliminarily with representatives from Mitsubishi. They are interested in learning about BBCC and workforce development in the area. They want to add value and be good community partners.

Dr. Leas reported that he and Dr. Humpherys met with Quincy School District Superintendent John Boyd, President Jim Richardson from Wenatchee Valley College and Ricardo Sanchez, a Latino leader who is working with legislators to develop a program to unify Early Childhood Education, and Adult Education Dual Language in four different areas of Washington State (Skagit Community College, Highline Community College, Pasco, and Quincy). Dr. Leas and Dr. Richardson also talked with SBCTC Executive Director Marty Brown. If this initiative is approved, it will provide funding to pay for bilingual educators' education if they agree to return and teach at local school districts.

The meeting adjourned at 4:00 p.m.

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Anna Franz, Board Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from January 9 through February 24, 2017, follow.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

1/09/17	Director of Title V Terry Kinzel	Program Support	BBCC	
	Quincy Valley Leadership Roundtable	Community Engagement	BBCC	
1/10/17	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
1/11/17	Local/Global Presentation Meeting	Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Transforming Lives Meeting	Debrief	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
1/12/17	Grant County EDC Executive Meeting	Community Engagement	BBCC	
	Mitsubishi Meeting	Campus Tour	BBCC	
1/13/17	Aerospace Presidents' Meeting	Program Support	Conference Cal	
	WACTC Legislative Conference Call	System Support	BBCC	
1/17/17	Samaritan Healthcare Strategy & Finance Committee Meeting	Community Engagement	Moses Lake	
	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Meet Sodexo District Manager Lew DelFierro	Campus Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Review Board Agenda	Board Meeting Prep	BBCC	Board Chair Anna Franz
	Rotary Scholarship Foundation Meeting	Community Engagement	Moses Lake	

1/18/17	Campus closed for ice/snow			
1/19/17	Quincy Rotary	Community Engagement	Quincy	
	Quincy Supt John Boyd, WVC President Jim Richardson, and Commission for Hispanic Affairs staff Ricardo Sanchez and Alex Ybarra	K-12 Partnerships, Dual Language Program	Quincy	
1/20/17	Meet Employment Applicant	Feedback	BBCC	
	Joe Rogers Bike Trail Committee Meeting	Planning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
1/23/17	Meet Employment Applicant	Feedback	BBCC	
	Inclement Weather Meeting	Develop Process	BBCC	
	Transforming Lives Dinner	Excellence Teaching & Learning	Olympia	
1/24/17	ACT Meeting	Trustee Support	Olympia	Board of Trustees
1/25/17	WACTC Meetings	System Support	Olympia	
1/26/17	Rotary Board Meeting	Community Engagement	Moses Lake	
	Program Discussion	Planning	BBCC	
	State Audit Exit Conference	Results	BBCC	Board Chair Anna Franz
	Board Meeting	College Guidance	BBCC	
1/27/17	Business After Hours Meeting	Preparation	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Inclement Weather Meeting	Develop Process	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
	Retiree Celebration	Employee Support	BBCC	
1/30/17	Review Probationary	Excellence in Teaching &	BBCC	

	Tenure Review Binders	Learning		
	Viking Mascot Competition Discussion	Student Support	BBCC	
	Meet Employment Applicant	Feedback	BBCC	
	Othello School District Facilities Planning Meeting	K-12 Partnerships	BBCC	
1/31/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	Mumps Discussion	Planning	BBCC	
	HR Discussion	Employee Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
2/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Allison Palumbo Salon Series Presentation	Community Engagement	Moses Lake	
2/02/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Review Probationary Tenure Review Binders	Excellence in Teaching & Learning	BBCC	
	Personnel Discussion	Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
2/03/17	Faculty In-Service	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/06/17	Review Probationary Tenure Review Binders	Excellence in Teaching & Learning	BBCC	
2/07/17	Achieving the Dream Panel	Preparation	Conference Call	



	Meeting			
	Title V NOA Director Pat Ford	Program Support	BBCC	
	Rotary Scholarship Board Meeting	Community Engagement	Moses Lake	
2/08/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Director of Communication Matt Killebrew	Program Support	BBCC	
2/09/17	Grant County EDC Executive Committee	Community Engagement	BBCC	
	Business After Hours Meeting	Planning	BBCC	
	WA Campus Compact Executive Director Jennifer Hine	Discussion	Conference Call	
	Global/Local Issues Presentation	Preparation	BBCC	
	Multicultural Development Team	Diversity & Inclusion	BBCC	
2/10/17	Shared Governance Meeting	Collaboration	BBCC	
	Inclement Weather Forecasts	Planning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/13/17	Health Assessment	Nursing Program Support	BBCC	
	Global/Local Issues Presentation	Preparation	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	

2/14/17	Rebranding Outdoor Signs			
	Trustee Emeritus Mike Blakely	Discussion	BBCC	
	STAR Global/Local Issues Training Presentation	Employee Support	BBCC	
2/15/17	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Mitsubishi STEM Meeting	Planning	Conference Call	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
2/16/17	Rotary Board Meeting	Community Engagement	Moses Lake	
	Foundation Meeting	Foundation Support	BBCC	
	Advisory Board Dinner	Workforce Education Support	BBCC	
2/17/17	STAR Global/Local Issues Training Presentation	Employee Support	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/21-22/17	ATD DREAM 2017 Conference	BBCC Recognition, Support	San Francisco, CA	
2/23-24/17	WACTC Meetings	System Support	Olympia	

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

c. Accreditation

### **Accreditation:**

The Northwest Commission on Colleges and Universities (NWCCU) has scheduled BBCC's Spring 2017 Ad Hoc visit on April 17-18, 2017 (Monday/Tuesday). BBCC also had to submit a report summarizing our progress to date and future plans for meeting the recommendation. The report was delivered to the Commission Office on March 1. The link to the report is: <http://www.bigbend.edu/wp-content/uploads/information-center/institutional-research-planning/Ad-Hoc-Report-Spring-2017-FINAL.pdf>

The Ad Hoc Report and visit address Recommendation 2 from the Comprehensive Evaluation Report in 2012.

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

Prepared by Dean of Institutional Research Valerie Parton.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

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

d. Assessment Update

BBCC faculty adopted the following updated General Education and Related Instruction Outcomes at the Winter In-service and in Instructional Council. Making the updates was an important step in addressing the recommendation from the NWCCU regarding assessment of student learning.

### **General Education/Related Instruction Outcomes Approved by Instructional Council on 2/7/17**

In February 2017, the faculty voted to change our General Education Outcomes. The current General Education Outcomes are listed below. During the outcome revision we also decided that the General Education Outcomes were general enough that they could also be applied to the Related Instruction Outcome areas of Communication, Computation, and Human Relations. Both Transfer and Workforce Education faculty can benefit from these outcomes and should try to include them on their Course Master Course Outlines (MCOs) where appropriate. On the MCOs they should be listed after Student Learning Outcomes and before the Course Content Outline. The five General Education/Related Instruction Outcomes are listed below:

1. Students will be able to communicate clearly and effectively.
2. Students will be able to reason mathematically.
3. Students will be able to solve problems by gathering, interpreting, combining and/or applying information from multiple sources.
4. Students will be able to recognize or articulate personal/interpersonal aspects of, or connections between, diverse cultural, social, or political contexts.
5. Students will be able to demonstrate teamwork, ethics, appropriate safety awareness and/or workplace specific skills.

Prepared by Dean of Institutional Research Valerie Parton and VP Bryce Humpherys.

#### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

#### e. Student Success:

The Washington State Board for Community and Technical Colleges is reviewing the current Student Achievement Initiative (SAI) Point Structure. The following points were shared with the system commissions. The state board is soliciting feedback regarding potential changes and are anticipating adopting any changes next fall.

#### **Advisory Group Progress Report for Commissions: February 2017**

Throughout the course of three meetings, the student achievement initiative review advisory group has drafted possible revisions to the metrics. The concepts that undergird this work are an increased focus on the milestones that most closely align with completions and closing the achievement gap for historically underrepresented students. This guiding framework is reflected within the overall principles and principles for measurement as noted below. Using these principles as a guide, the group had an open discussion about the issues within the current metrics (achievement points) and developed problem statement questions to consider for possible new or revised metrics.

The draft revisions to the metrics that are currently under consideration are listed below in item IV. At this phase in the review, commissions and councils are encouraged to provide feedback on the information to help guide the advisory committee's work in the months ahead.

#### **I. Overall Principles for Accountability and Performance Funding:**

- The initiative supports improved educational attainment for students, specifically degree and certificate completion.
- The initiative allows colleges flexibility and supports innovation to improve student achievement according to their local needs.
- The initiative accounts for opportunity gaps for underrepresented students and provides incentive for colleges to focus on closing the achievement gap.

#### **II. Principles for Measurement:**

- Performance measures recognize students in all mission areas and reflect the needs of the diverse communities served by colleges.

- Performance measures must measure incremental gains in students' educational progress irrespective of mission area.
- Measures are simple, understandable and reliable points in students' educational progress.
- Measures focus on student achievement improvements that can be influenced by colleges.

**III. Problem statement questions to consider for the metrics:**

1. The current metrics do not explicitly address the equity gap. Is this something to consider, and if so, which groups should be included in a separate category?
2. Is there a way to capture the progression of students in basic skills and precollege that aligns with other student success frameworks (i.e., WIOA and Guided Pathways)?
3. Are there other gatekeeper courses besides math and English that research shows are either launch points to completion or barriers that require additional support for students?
4. Should a time factor be applied to milestone achievement?
5. Should transfer and employment (without a completion) be considered an achievement point?

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

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

f. Finance & Administration Update

**ctcLink Update:** WACTC-TECH (committee of Presidents) is the new governance body and will use the existing commissions and councils to raise issues of concern.

**Financial Statements:** With the new ruling from NWCCU that financial statements must be completed and audited within 9 months of the fiscal year close, we are working with the WA State Auditor's Office to possibly start our 2015-16 financial statement audit in the April-May (2017) timeframe. Consequently, the 2016-17 financial statement audit will begin in November 2017.

### **Ongoing Capital Projects:**

**Building 1700 ADA access and Doors:** This project is now complete.

**Professional Technical Education Center (New Building):** Continuing with design development of the two buildings—PTEC and AMT building and the initial lab configurations/equipment. Still working towards possibility of natural gas for the building.

**Building 1400 Student Center Remodel:** This project is now complete.

### **History:**

**Building 1700 ADA access and Doors:**

**01/26/2017:** ADA operators are all that's left to complete the replacement of the doors.

**12/12/2016:** Permit from county received after Thanksgiving and work continues to proceed on completing installation of the new doors.

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

**Professional Technical Education Center (New Building):**

**01/26/2017:** Continuing with design development, value engineering, which LEED points to attain, and the possibility of natural gas for the building.

**12/12/2016:** Continuing with design development and value engineering.

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

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

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

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

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

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

### **Building 1400 Student Center Remodel:**

**01/26/2017:** Move in complete, space is occupied. Ordering of new computers for front counter area and wall mounted monitors for displaying college events and news. Finalizing hardware mechanisms on the exterior doors.

**12/12/2016:** Exterior doors are to arrive the first week of December and punch list continues to be worked. Beginning to schedule move in dates over the break for staff.

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

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

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

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

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

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

### **Drone Netted Facility:**

**01/26/2017:** Project is completed. One warranty item--settlement of the gate and adjustments are needed.

**12/12/2016:** Fencing is completed around perimeter. Work continues on planning ADA accessibility. Facility is in use.

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

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

**5/26/2016:** We received approval from the federal contracting officer to move forward. Burton Construction was issued the NTP (Notice to Proceed) on May 4. Scheduling of the



resurfacing of the tennis courts and the removal of the old tennis net poles is being planned now between Burton and their asphalt subcontractor.

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

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

**Building 2000, Gymnasium, Wiggly Wall, 2<sup>nd</sup> Floor Balcony:**

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

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

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

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

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

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

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

**BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

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

g. Safety & Security Update

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

- 1) For 2016-2017 academic year, we have removed 257 gallons of used oil (not considered hazardous waste) from campus.
- 2) In 2016, we had zero quantities of hazardous waste which needed to be removed from campus. This can be attributed to better hazardous waste management. The steps undertaken since 2012 include:
  - a. Identifying and limiting hazardous waste streams on campus
  - b. Training employees to properly handle, label and dispose hazardous waste
  - c. Establishing hazardous waste containment areas in buildings which generate hazardous waste
  - d. Reducing the accumulated amounts of hazardous waste on campus through smaller containers

Our future efforts include limiting duplication of products, choosing environmentally friendly alternatives over caustic chemicals

- 3) Efforts are underway to conduct a chemical hygiene plan for the science labs and to correct existing compliance and safety deficiencies.

Prepared by Director Kyle Foreman.

**RECOMMENDATION:**

None.

**Year to date incidents 2017**

Report Number	Report Date	Report Incident Types	Location	Incident
<b>Total Records: 13</b>				
17-BC-001	01/02/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR	MEDICAL ISSUE
17-BC-002	01/22/17	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1200 : PARKING	PAIN IN LEFT WRIST AFTER SLIPPING ON ICE AND FALLING ONTO CONCRETE AT THE SOUTH SIDE OF BUILDING 1200.
17-BC-003	01/19/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR	PUNCHED IN MOUTH BY 5 Y/O CHILD. SWOLLEN LIP.
17-BC-004	01/19/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	FAC 3800 (CDL TRACK)	SLIPPED ON ICE, FELL TO GROUND. PAIN TO NECK, SHOULDER, ARM, WRIST, UPPER AND LOWER BACK, LEG.
17-BC-007	01/16/17	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1200	SLIP AND FALL ON ICE OUTSIDE BLDG 1200. COMPLAINT OF BACK PAIN, HIP, KNEE
<b>17-BC-008</b>	<b>12/31/16</b>	<b>CLERY OFFENSES : CRIMINAL OFFENSES : STALKING</b>	<b>BLDG 1600 : INTERIOR</b>	<b>COMPLAINT OF ALLEGED CYBERSTALKING, CYBERBULLYING OR ONLINE HARASSMENT [WAC 132R-04- 057(5)]</b>
17-BC-011	02/01/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR	EMPLOYEE WAS SWEEPING FLOOR AND SCRAPED HER ARM ON A CABINET.
17-BC-012	01/23/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1200 : PARKING	EMPLOYEE INJURY - FINGER INJURY DUE TO STRIKING A DUMPSTER WHILE DUMPING TRASH
17-BC-013	02/07/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 7700 : INTERIOR	EMPLOYEE INJURY - SLIPPED ON PUDDLE OF WATER, FELL TO FLOOR, PAIN AND BRUISING TO ARM/HIP/KNEE/ANKLE
17-BC-014	02/07/17	MOTOR VEHICLE COLLISION - NON INJ	BLDG 6000 : PARKING	NON-INJ COLLISION. STUDENT BACKED INTO PARKED SECURITY VEHICLE. MINOR DAMAGE.
<b>17-BC-015</b>	<b>01/22/17</b>	<b>NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING</b>	<b>BLDG 1200 : INTERIOR</b>	<b>REPORT OF THEFT OF 4 \$120 GRAPHING CALCULATORS</b>
17-BC-016	02/08/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 3300 : INTERIOR	EMPLOYEE INJURY - FINGER INJURY DUE TO FALL FROM STANDING POSITION.
<b>17-BC-017</b>	<b>02/22/17</b>	<b>NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING</b>	<b>BLDG 1600 : INTERIOR</b>	<b>THEFT OF PERSONAL PROPERTY \$300 LOSS. THEFT OF VEHICLE KEY FOB FROM WOMEN'S RESTROOM SHELF</b>
<b>17-BC-018</b>	<b>02/22/17</b>	<b>NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING</b>	<b>BLDG 1600 : INTERIOR</b>	<b>THEFT OF PERSONAL PROPERTY \$500 LOSS. THEFT OF IPAD FROM WOMEN'S RESTROOM SHELF</b>

Losses due to crime YTD: BBCC \$480    Students \$800

Several members of BBCC staff will be attending a three-day training in Richland on March 14-16.

- **Course title:** L0363 – Multi-Hazard Emergency Management for Higher Education
- **Course Goal:** To provide institutions of higher education with knowledge and planning strategies to better protect lives, property, and operations more effectively and efficiently within the context of comprehensive emergency management.
- About three years ago, BBCC sent five employees to this training. However, three of those employees have left BBCC for other jobs, so a new set of staff is being trained.

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

#### h. Human Resources

#### **BACKGROUND:**

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

Luis Alvarez accepted the position of Director of Residence Halls & Residential Life. Luis replaces Hugh Scholte who retired in December. Luis transitioned to his new position on March 1.

Abby Simonson accepted the position of Program Assistant in Financial Aid. This is a full-time, classified staff position replacing Cassandra Fry who accepted a promotion to a Program Specialist 2 position. Abby began work at BBCC on February 21.

Interviews for the STEM Computer Science Specialist were conducted on Friday, February 17. This is a new full-time admin/exempt position supporting the STEM grant. A letter summarizing the strengths and weaknesses of the finalists will be forwarded to the President for his review and final selection.

The following searches are currently open:

- Flight Instructor
- Dean of Arts & Sciences
- Dean of Transitional Studies
- Chemistry Instructor
- Biology Instructor
- Ag/Econ Instructor
- Math Instructor
- Developmental English Instructor
- ABE/ESL/I-Best Instructor
- Assistant Director of Business Services
- STEM Advising Specialist

## **Training:**

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

### **STAR Program Learning Experience-Student Services-January 21**

21 employees (4 Exempt, 1 Faculty, 16 Classified)

### **Safety Data Sheets Online and Accident Prevention Plan Training- January 25**

23 employees (19 Classified, 2 Exempt, 2 Part-time Hourly)

### **STAR Local and Global Issues-February 14 & 17**

46 employees (1 Exempt, 45 Classified)

### **Canvas Accessibility Training-February 23-24**

28 employees (10 Exempt, 9 Faculty, 2 Classified, 7 Associate Faculty)

### **Battling Burnout-February 24**

33 employees (10 Exempt, 6 Faculty, 17 Classified)

### **WA State DES Trainings-January and February 2017:**

WA State Purchasing & Procurement Ethics-3

WA State Contract Management 101 – 4 Modules-2

WA State Small Purchases-3

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

### **Gary Baker-**

UAS Remote Pilot 101 Training online on January 3-10

### **Daneen Berry-Guerin-**

Hispanic Student Success: Strategies to Ensure Enrollment and Completion Webinar on November 1 at BBCC

Industrial Services DACUM, Industry Focus Group Workshop on December 13 at BBCC

Professional Technical Faculty Certification Review ITV with SBCTC on January 10 at BBCC

Central Basin Sector Partnership Training on January 31 at Moses Lake SkillSource

### **Ruth Coffin-**

ARC Meeting – Coding and Diversity on January 25-27 at Grays Harbor College

### **Kim Garza-**

HRMC Labor Relations 101 on February 2 via ITV from Bellevue College.

Receiving Notice of Title Issues on Campus webinar on February 15.

Matt Killebrew-

PIC Conference on January 23 at South Puget Sound CC

Rafael Villalobos-

UAS Remote Pilot Certification Training MODULE 1 online on January 16-20

Tyler Wallace-

Data for Program Improvement Webinar January 18

Jobs for the Future: Winter Policy Institute on January 25-26 in Seattle

Central Basin Sector Partnership Training on January 31 at Moses Lake

SkillSource

# BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

### i. Classified Staff Update

#### BACKGROUND:

##### Current Membership as of March 2017

- Robin Arriaga, Ex Officio
- Barb Collins, Co-chair Lead
- Barbi Johnson, Co-chair Assistant
- Heidi Bratsch, Secretary/Treasurer
- Amber Jacobs, Marketing/Publicist

##### Members at Large:

- Alicia Wallace
- Cassandra Fry
- Lisa Johnson
- Tisa Timofeyev

#### **2016-2017 TRAININGS**

Since December, a number of individual classified staff completed **Training Opportunities** for professional or personal development. These training opportunities are provided on campus through the STAR Committee or campus and statewide webinars.

Other training is provided through the Leadership Development Team or personnel attending statewide meeting and conferences. A total of **244.5 hours** is logged for classified staff January 1 to February 28, including unreported hours for December 12th training. (See attached for complete report.)

On January 27, the STAR Committee hosted the second Program Learning Experience featuring the 1400 building. With the completion of the student services department it was an excellent time for department staff to educate participants about the admissions, financial aid, and student advising processes. The ASB department provided information about student leadership and campus clubs. The Vet Corps coordinator explained their role on campus to help our veteran students, and the student success center and TRIO provided information about peer mentoring, tutoring, and supplemental instruction.

<b>Webinars and/or Campus Trainings</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Department</b>	<b>Location</b>
MSDS M&O Safety Training	1-25-17	23	Maintenance & Operations	BBCC Campus
Program Learning Experience	1-27-17	17	Various Departments	BBCC Campus
Local and Global Issues	2-14-17	18	Various Departments	BBCC Campus
Local and Global Issues	2-17-17	21	Various Departments	BBCC Campus

<b>Other State Training and/or Conferences</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Department</b>	<b>Location</b>
ASSA Aloy/HID Seminar	1-26-17	1	Maintenance & Operations	Richland WA
Noxious Weed Board Mtg.	1-26-17	2	Maintenance & Operations	BBCC Campus
Core Microbiology Skills	1-27-17	1	Instruction Arts & Science	BBCC Webinar
Time and Effort Reporting	2-23-17	6	Various Departments	BBCC Campus
Canvas Accessibility Training	2-23 & 2-24	2	Various Departments	BBCC Campus
Battling Burnout	2-24-17	16	Various Departments	BBCC Campus
STTACC Leadership Meeting	2-24-17	1	Title V Programs	BBCC Campus

**COMMUNITY SERVICE PROJECT:**

The winter clothing drive ended on January 20. Generous donors collected 145 items for the Grant/Adams County Foster Families.

The STAR Committee will meet in March to plan promotion for the Vision 20/20 Moses Lake cleanup. We will recruit volunteers campus wide, administrators, faculty, and classified staff. We will also include students and clubs in our recruitment efforts. Our goal is to have 4-6 teams.

**OTHER:**

The STAR Committee plan to support the Big Bend Foundation again by providing a donation for the Cellarbration! For Education on May 20.

Prepared by Barbara Collins and Barbi Johnson

**RECOMMENDATIONS:**

None



**MARCH 2017 CONSENT AGENDA  
CLASSIFIED STAFF TRAINING REPORT**

**December; Unreported**

December 12-13	OSHA-10 Safety (10 Hours)	70.0
CERVANTES, SERGIO J.	Maintenance & Operations	
COOLEY, MICHAEL	Maintenance & Operations	
FISH, RANDY R.	Maintenance & Operations	
ROBNETT, JEFFREY K	Maintenance & Operations	
RUSSELL, ROBERT "JOE"	Maintenance & Operations	
TINCHER, JAMES E.	Maintenance & Operations	
URESTI, ANGEL B	Maintenance & Operations	

**January 2017**

January 11	Noxious Weed Board (9.5 hours)	19.0
FISH, RANDY R.	Maintenance & Operations	
TINCHER, JAMES E.	Maintenance & Operations	
January 17	Core Microbiology Skills Webinar (1 hour)	1.0
SARLES, KRISTINE M	Instruction/Math-Science	
January 25	BBCC Safety/MSDS Online (2 hours)	38.0
BERGEN, ANTHONY J	Maintenance & Operations	
BOMSTAD, OWEN "DAVID"	Maintenance & Operations	
CERVANTES, SERGIO J.	Maintenance & Operations	
COOLEY, MICHAEL	Maintenance & Operations	
FISH, RANDY R.	Maintenance & Operations	
FRUEH, DAVID A.	Maintenance & Operations	
GARCIA, DAVID	Maintenance & Operations	
JOHNSON, ELIZABETH A "LISA"	Maintenance & Operations	
RADCHISHIN, PETR	Maintenance & Operations	
RAKOZ, NANCY	Maintenance & Operations	
ROBNETT, JEFFREY K	Maintenance & Operations	
ROMERO, FRANCISCO	Maintenance & Operations	
RUSSELL, ROBERT "JOE"	Maintenance & Operations	
SHEPPARD, MIKE	Maintenance & Operations	
SHEPPARD, ANDREW	Maintenance & Operations	
TEMPLETON, DARRELL L	Maintenance & Operations	
THEIS, NANCY E.	Maintenance & Operations	
TINCHER, JAMES E.	Maintenance & Operations	
URESTI, ANGEL B	Maintenance & Operations	
January 26	HID Siminar-Richland WA (4 hours)	4.0
COOLEY, MICHAEL	Maintenance & Operations	
January 27	Program Learning Experience (1.5 hour)	24.0
BERNHARDT, STARR X	Institutional Research & Planning	
BRISCHLE, CHERYL J.	TRIO Student Support Services	
COLLINS, BARBARA L.	Title V Program	
FRY, CASSANDRA L	Student Services/Financial Aid	
FURMAN, KERRI L	Student Services/Admissions	
GARZA, ANGELA	Business/Finance	
GIRONE, KAREN L	Payroll/ATEC	
JACOBS, AMBER R	Payroll	
JOHNSON, BARBARA M "BARBI"	Business/Finance/Student Services	
LEACH, NANCY	TRiO Upward Bound	
OKERLUND, KAREN L.	Human Resources/Payroll	
RALPH, KATIE E	Business/Finance	
THEIS, NANCY E.	Maintenance & Operations	
TIMOFEYEV, TAISA	WorkFirst Education Services	
WALKER, JONIE M.	Student Services/FA/Counseling	
WALLACE, ALICIA B	WorkFirst Education Services	

## February 2017

February 14	Local and Global Issues (1.5 hour)	25.5
BERNHARDT, STARR X	Institutional Research & Planning	
BOMSTAD, OWEN "DAVID"	Maintenance & Operations	
BRATSCH, HEIDI A	Healthcare Education	
CHRISTIAN, CARLA LOUISE	STEM Program	
FRY, CASSANDRA L	Student Services/Financial Aid	
GARZA, ANGELA	Business/Finance	
GIRONE, KAREN L	Payroll/A TEC	
GOODALL, LAURA L	BB Technology	
JACOBS, AMBER R	Payroll	
JOHNSON, BARBARA M "BARBI"	Business/Finance	
MILLER, RICHARD D	BB Technology	
RADCHISHIN, PETR	Maintenance & Operations	
RICHINS, TANA L	Bookstore	
RIEGEL, BARBARA L	Business/Finance	
ROMERO, FRANCISCO	Maintenance & Operations	
TEMPLETON, DARRELL L	Maintenance & Operations	
TIMOFEYEV, TAISA	WorkFirst Education Services	
February 17	Local and Global Issues (1.5 hour)	33.0
CERVANTES, SERGIO J.	Maintenance & Operations	
COLLINS, BARBARA L.	Title V Program	
COOLEY, MICHAEL	Maintenance & Operations	
FISH, RANDY R.	Maintenance & Operations	
FRUEH, DAVID A.	Maintenance & Operations	
FURMAN, KERRI L	Student Services/Admissions	
GARCIA, DAVID	Maintenance & Operations	
JOHNSON, ELIZABETH A "LISA"	Maintenance & Operations	
KONOVALCHUK, LYUBOV V.	Childcare	
LAFRANCE, EDWARD J	Prof/Tech AMT Program	
OKERLUND, KAREN L.	Human Resources/Payroll	
PONCE, AURORA (YVONNE)	Business/Finance	
RALPH, KATIE E	Business/Finance	
RAMIREZ, SYNNOVA	Childcare	
ROBNETT, JEFFREY K	Maintenance & Operations	
SHIPLEY, JORDAN R	CBIS	
SIMPSON, DEBBIE L	Student Services/Admissions	
STARR, JENNIFER A	BBCC Foundation	
THEIS, NANCY E.	Maintenance & Operations	
TINCHER, JAMES E.	Maintenance & Operations	
WALKER, JONIE M.	Student Services/FA/Counseling	
February 23-24	Canvas Accessibility Training (1 hour)	2.0
BRATSCH, HEIDI A	Healthcare Education	
GAMBOA, JULIA C	Prof/Tech Programs	
February 23, 2017	Time and Effort Reports (1 hour)	6.0
CHRISTIAN, CARLA LOUISE	STEM Program	
COLLINS, BARBARA L.	Title V Program	
RALPH, KATIE E	Business/Finance	
TIMOFEYEV, TAISA	WorkFirst Education Services	
WALLACE, ALICIA B	WorkFirst Education Services	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
February 24	Battling Burnout (1 hour)	16.0
ALDRICH, KATHY L.	Library	
BERNHARDT, STARR X	Institutional Research & Planning	
CHRISTIAN, CARLA LOUISE	STEM Program	
FISH, RANDY R.	Maintenance & Operations	
GAMBOA, JULIA C	Prof/Tech Programs	
GIRONE, KAREN L	Payroll/A TEC	
JACOBS, AMBER R	Payroll	
KONOVALCHUK, LYUBOV V.	Childcare	
MILLER, RICHARD D	BB Technology	
OKERLUND, KAREN L.	Payroll/A TEC	
RAMIREZ, SYNNOVA	Childcare	
SHIPLEY, JORDAN R	CBIS	
TIMOFEYEV, TAISA	WorkFirst Education Services	

WALKER, JONIE M.	Student Services/FA/Counseling	
WEBER, ANGELA F.	Childcare	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
February 24	STTACC Board Leadership Meeting	6.0
COLLINS, BARBARA	Title V Programs	
<b>GRAND TOTAL HOURS</b>		<b>244.5</b>

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

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

#### j. Enrollment Report

##### **BACKGROUND:**

Winter Quarter enrollment is down across the board. It started out strong, with early registration slightly higher than last year, but has not kept up. I have not been able to find a definite explanation. I think the weather may have contributed and it is possible that Adult Basic Ed enrollments, which are down significantly, are particularly influenced by the political climate. Many of our ABE students are undocumented.

The only numbers available to compare to last Winter Quarter are the 2017 to date, versus the final numbers for Winter 2016, so there will be some improvement, but as of today, the numbers show:

Total headcount down 12.8%  
State FTEs down 9.5%  
Total FTEs down 7.8%  
Professional/Technical FTEs down 4.8%  
Academic FTEs down 7.7%  
Adult Basic Education down 26.2%

Adult Basic Education registration will continue throughout the quarter, so that number should improve considerably, which will also improve our State FTEs.

One other point to keep in mind, is that we are slightly ahead of enrollment for Winter of 2015 in total FTEs and headcount.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of January 31, 2017, we have collected \$2,827,217 or 67.3% of the budgeted amount. As of January 31, 2016, we had collected \$2,928,239 or 69.7%.

#### TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$4,200,000
Total Collections as of January 31	\$ 2,827,217	\$ 2,928,239
As a % of annual budget	67.3 %	69.7%
Left to collect to meet budget target	\$1,372,783	\$1,271,761

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

		<b>QTRLY</b>		<b>ANNUAL</b>			
		<b>FTEs</b>		<b>FTEs</b>			
<b>1st year (14-15)</b>							
SUMMER		314.0		104.7			
FALL		1591.1		530.4			
WINTER		1619.9		540.0			
SPRING		1496.1		498.7			
<b>2nd year (15-16)</b>							
SUMMER		360.8		120.3			
FALL		1640.4		546.8			
WINTER		1669.0		556.3			
SPRING		1505.1		501.7	1725.1		
<b>3rd year (16-17)</b>							
SUMMER		368.4		122.8			
FALL		1677.5		559.2			
WINTER		1507.1		502.4			
SPRING					1184.3		
<b>TOTAL</b>		<b>13749.4</b>		<b>4583.1</b>			
1st year annual FTE Target		5181		1727	96.92%		
2nd year annual FTE Target		5175		1725	100.01%		
3rd year annual FTE Target		5208		1736			
The state is using a new method for determining our FTE target.							
I do not have information on correctly calculating our target attainment percentages.							
Using previous years' system:							
<b>SBCTC 2-year rolling enrollment count</b>							
Past year + current year actual FTE				2909.4			
Past year + current year allocation				3461.0			
% of allocation target attained to date				84.1%			
If our current enrollment trend of slight increases continues, we should be on track to meet our target.							

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**ITEM #5:** Community Engagement Monitoring Report (for action)

### **BACKGROUND:**

In the 2015-16 Mission Fulfillment Cycle, monitoring reports were prepared throughout the year on BBCC's Core Themes of Community Engagement, Excellence in Teaching and Learning, and Student Success. Trustees, faculty, and staff were invited to assess the college's movement towards improving community engagement and BBCC processes that were developed to support students, community partners, and employees.

Feedback from the campus community and our accreditation evaluators has resulted in a more efficient method gathering feedback, disseminating the results, and determining next steps. In addition, the college has demonstrated improvement in its ability to develop short and long-term goals that support each objective, and ultimately mission and vision fulfillment.

Prepared by Dean Valerie Parton and VP Bryce Humpherys.

### **RECOMMENDATION:**

President Leas and VP of Learning & Student Success Humpherys recommend approval of the Community Engagement Monitoring Report.

## BIG BEND COMMUNITY COLLEGE

Date: 3/13/17

**ITEM #6:** Probationary/Tenure Reviews (for action)

### **BACKGROUND:**

The Board will consider probationary faculty contract renewal for the following faculty.

<b>Faculty Member</b>	<b>Position</b>	<b>Current Status</b>
Kent Dannenberg	AMT Instructor	1 <sup>st</sup> probationary year
Ryan Duvall	BIM Instructor	1 <sup>st</sup> probationary year
Allison Palumbo	English Instructor	1 <sup>st</sup> probationary year
Jody Quitadamo	History/Political Science	1 <sup>st</sup> probationary year
Sean Twohy	English Instructor	1 <sup>st</sup> probationary year
Michael Dzbenski	Music Instructor	2nd probationary year
Dawnne Ernette	Development Ed Instructor	2nd probationary year
Jaime Garza	Counselor	2nd probationary year

### **The Board will consider awarding tenure to the following faculty.**

Benjamin Altrogge	Aviation Instructor	3rd probationary year
Heidi Gephart	Counselor	3rd probationary year
John Martin	Automotive Instructor	3rd probationary year
John Marc Swedburg II	Aviation Instructor	3rd probationary year
Arthur Wanner	Computer Science Instructor	3rd probationary year

Prepared by Vice President of Learning and Student Success Bryce Humpherys and President Leas.

### **RECOMMENDATION:**

President Leas and VP Humpherys recommend renewal of the probationary tenure contracts and award of tenure to the five third-year probationary faculty as presented.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**ITEM #7:** Exceptional Faculty Award Report (for information)

### **BACKGROUND:**

The board approved and Exceptional Faculty Award (EFA) to CDL Instructor Guillermo Garza was in the amount of \$2,000 to attend the 2017 27<sup>th</sup> Annual NAPFTDS Convention in St Pete Beach, Florida during the December 12, 2016 board meeting. Instructor Garza will present his EFA report to the board.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.



**Guillermo Garza**  
**CDL Instructor**  
**Exceptional Faculty Award Report**

With help from an Exceptional Faculty Award, February 13<sup>th</sup> – 15<sup>th</sup>, I was able to attend the 2017 NAPFTDS 27<sup>th</sup> National Convention in St. Petersburg, Florida. Where this year's theme was "Beach and Learn." During this convention I gained a tremendous amount of information on the many presentations that were brought to the table:

"Maintenance Matters," that was presented by Homer Hogg, who is a Technical Development Manager for TA Truck Service and Petro: Lube Truck Service. Homer also sits on the Board of Directors for ASE, multiple Tech School Advisory Councils and is an advocate in the industry for the professional development for technicians. Homer brought an informative power-point presentation explaining the importance of being aware and understanding the difference between how today's diesel engines are being built compared to yesterday's diesel engines and how although today's diesel engines are much bigger, stronger and much more fuel efficient, simple mistakes such as putting in the wrong antifreeze can cause severe damage to the engine. Homer talked about many changes that have been and are still being made to today's modern trucks, he went on to explain how even using a simple 12-volt test light that has been so commonly used by many to check for electrical current in the trucks wiring system can in today's trucks be the wrong tool to use and can cost the owner hundreds if not thousands of dollars in damage, because today's trucks are mostly controlled by computers. Homer brought us this informational presentation so that we as CDL instructors may pass this information to our students, making them aware of how important it is to read and understand your vehicles maintenance manual before attempting to check, test, replace and or fix anything on today's semi-trucks, because it could mean the difference between keeping their job and being a valuable asset to the company they drive for.

Kevin Lewis, CDL Safety Director in AAMVA's Programs department, Director of Driver Programs in AAMVA's Member Services and Public Affairs Division and is the staff liaison to the AAMVA Driver Committee. Kevin spoke to us about some of FMCSA's and AAMVA's Regulations and Rulemakings. He brought important and insightful information regarding current laws and regulations that are affecting the trucking industry and CDL Class A holders today. He also spoke about some rules and laws that will soon be implemented and what effect they will have on the driver and the trucking industry in the future.

Rich Clemente, Transportation Specialist for the FMCSA, talked to us about four of the FMCSA's regulatory updates.

- Entry-Level Driver Training (ELDT) Final Rule
- Electronic Logging Devices (ELDs) Final Rule
- Drug and Alcohol Clearinghouse Final Rule
- Safety Fitness Determination (SFD) Supplemental Notice of Proposed Rulemaking (SNPRM)

He spoke regarding the final rules as well as upcoming changes that will be made to some regulations, and how they will affect not only the trucking industry but also CDL schools. The presentation was very informative and brought out many questions and concerns from many CDL instructors that were present.

The insight gained at the conference from the presenters and also while talking to some of my colleagues from various states and colleges was very informative. It has given me the knowledge needed to keep our CDL program updated and on track. Coming to this conference has taught me that with all of the changes being made to this growing industry, from the new to updated or revised regulations, to how to maintain today's vehicles, that one must be a well-informed and knowledgeable CDL Instructor in order to pass this information on to the CDL students and give them the knowledge, skills and tools necessary to become a more viable asset to the company they drive for.

Thank you for helping fund the trip that provided me the opportunity to attend this event.

Sincerely:

Guillermo Garza  
CDL Instructor  
Big Bend Community College

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**ITEM #8:** Exceptional Faculty Award Recommendation (for action)

### **BACKGROUND:**

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

Nursing Instructor Jennifer Brooks in the amount of \$2,000 to attend the Association for the Advancement of Wound Care & Burns Conference in San Diego, CA.

Counselor Heidi Gephardt in the amount of \$2,000 to attend a week-long Mental Health First Aid Instructor Training Course in Seattle.

Developmental Education Instructor Pam Hare in the amount of \$2,000 to attend the "Close Up" Workshop in WA, D.C.

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

### **RECOMMENDATION:**

President Leas and the VP of Learning & Student Success, Bryce Humpherys recommend approval of the Exceptional Faculty Awards as presented.



**Big Bend**  
COMMUNITY COLLEGE

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Exceptional Faculty Award Committee

February 16, 2017

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you, we have an application submitted by Jennifer Brooks of the nursing department this winter. The committee reviewed her application, finding everything in order both in the guidelines and intent.

Jennifer Brooks is asking for an award that she may attend the Association for the Advancement of Wound Care & Burns Conference in San Diego, CA this April. We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this conference works with Jennifer's professional discipline and will allow her to learn about emerging treatment modalities that she can then share with her students and professional peers. This committee whole-heartedly supports Jennifer's pursuit of excellence.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank, you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you.

Sincerely,

Libby Sullivan

Mark Poth

Brinn Harberts



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Exceptional Faculty Awards Committee

February 9, 2017

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you, we have an application submitted by Heidi Gephart of the counseling department this winter. The committee reviewed her application, finding everything in order both in the guidelines and spirit.

Heidi is asking for an award that she may attend a weeklong training for Mental Health First Aid Instructor Training Course. We are confident her planned activity is worthy of yours' and the Boards consideration. We believe this conference dovetails very nicely with Heidi's professional discipline and will allow her to learn about how to help those who are experiencing mental health or substance use-related crises. This opportunity will aid Heidi to not only add to her own professional capabilities but also allow her to then share the skills with others in her department and within the community. This committee whole-heartedly supports Heidi pursuit of excellence.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank, you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you.

Sincerely,

Libby Sullivan

Brinn Harberts

Mark Poth





**Big Bend**  
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Exceptional Faculty Awards Committee

February 16, 2017

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you, we have an application submitted by Pamela Hare of the ABE/ESL/HS21+ division this winter. The committee reviewed her application, finding everything in order both in the guidelines and intent.

Pam Hare is asking for an award that she may attend the "Close Up" Workshop in Washington DC. We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this conference works with Pam's professional discipline and will allow her to explore ideas and teaching practices that may aid her instructional professional capabilities. This committee whole-heartedly supports Pam's pursuit of excellence.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank, you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you...

Sincerely,

Libby Sullivan

Handwritten signature of Libby Sullivan in blue ink.

Mark Poth

Handwritten signature of Mark Poth in blue ink.

Brinn Harberts

Handwritten signature of Brinn Harberts in blue ink.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**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 measure definitively what is accomplished throughout the year for its next self-evaluation review.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**ITEM #10:** Next Regular Meeting (information/Action)

**BACKGROUND:**

The next regularly scheduled board meeting is scheduled on Thursday, April, 2017. Trustees may discuss rescheduling this meeting.

Prepared by the President's Office.

**RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 3/13/17

**ITEM #11:** Miscellaneous (information)

### **BACKGROUND:**

President Leas and Chair Anna Franz may discuss miscellaneous topics.

President Leas participated on the DREAM Funded Learning Initiatives Panel at the Achieving the Dream (ATD) Conference February 21-22. He also attended the ATD Working Student Success Network (WSSN) celebration honoring students including BBCC student Jennifer Galloway at the ATD Conference.

February 28, President Leas visited with legislators at the SBCTC Legislative Open House in Olympia. BBCC hosted a drone demonstration.

The Achieving the Dream Coaches were on campus March 9-10. Dr. Leas may provide information about their visit.

Upcoming trustee events:

ACT Conference May 25-26, at BBCC.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.