



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

**Thursday, March 5, 2015  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

## Spring 2015 Campus Events

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

April						
S	M	T	W	Th	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		

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

Spring 2015 Campus Events		
<b>March</b>	<b>5</b>	<b>Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room</b>
		<b>Dodgeball Tournament; 7:00 p.m.; DeVries Activity Center</b>
	<b>6</b>	<b>ASB Leadership Training <i>Swiftkick "Dance Floor Theory"</i>; 10:00 a.m.; Masto Conference Center</b>
	<b>7</b>	<b>Viking Baseball vs. Green River CC; 11:00 a.m.; BCC Field</b>
	<b>8</b>	<b>Viking Baseball vs. Green River CC; 10:00 a.m.; BCC Field</b>
	<b>10</b>	<b>ASB Lunchfest BBQ; 10:30 a.m.-1:00 p.m.; Masto Conference Center</b>
	<b>14</b>	<b>Viking Baseball vs. Thompson River University; 11:00 a.m.; BCC Field</b>
	<b>18</b>	<b>Free Pool; 8:00 a.m.-5:00 p.m.; Game Room</b>
	<b>21</b>	<b>Viking Baseball vs. Thompson River University; 11:00 a.m.; BCC Field</b>
	<b>22</b>	<b>Viking Baseball vs. Thompson River University; 10:00 a.m.; BCC Field</b>
	<b>23</b>	<b>JATP Welcoming Ceremony &amp; Dinner; 6:00 p.m.; Masto Conference Center</b>
		<b>Spring Break Begins</b>
	<b>27</b>	<b>Viking Softball vs. Blue Mtn CC; 2:00 p.m.; BCC Field</b>
	<b>28</b>	<b>Viking Baseball vs. Wenatchee Valley College; 1:00 p.m.; BCC Field</b>
		<b>Viking Softball vs. CC of Spokane; 12:00 p.m.; BCC Field</b>
	<b>30</b>	<b>Spring Quarter Begins</b>
<b>April</b>	<b>2</b>	<b>ASB Easter Egg Hunt; 10:00 p.m.; (BCC students only)</b>
	<b>8</b>	<b>ASB Motivational Speaker C.L. Lindsay, "Computing &amp; the Law"; 1:00 p.m.; Masto Conference Center</b>
		<b>Viking Baseball vs. Walla Walla CC; 1:00 p.m.; BCC Field</b>
	<b>9</b>	<b>Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room</b>
	<b>10</b>	<b>BCC Softball vs. North Idaho College; 2:00 p.m.; BCC Field</b>
	<b>11</b>	<b>Viking Baseball vs. Yakima Valley College; 1:00 p.m.; BCC Field</b>



BCC computer science graduate Tabatha DeLong received Transforming Lives recognition from community college trustees in Olympia on Jan. 28. Tabatha works as the maintenance/programmer technician for patient simulators in the BCC nursing department while working on her bachelor's degree at Central Washington University.



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday March 5, 2015, 1:30 p.m.  
 ATEC- Hardin Community Room

*Governing Board Members:*

*Jon Lane*  
*Chair*

*Stephen McFadden*  
*Vice Chair*

*Anna Franz, J.D.*

*Juanita Richards*

*Miguel Villarreal, Ed.D.*

*Terry Leas, Ph.D.*  
*President*

**Values**

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

**Vision**

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

**Mission**

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

- |        |     |  |     |
|--------|-----|--|-----|
| Action | 1.  | Call to Order/Roll Call<br>Pledge of Allegiance –Veteran Luke Rosman   |     |
| A      | 2.  | Introductions –<br>Swing Dance Club  |     |
| I      | 3.  | Consent Agenda   |     |
| I/A    | a.  | Regular Meeting Minutes<br>January 15, 2015  | (A) |
|        | b.  | President’s Activity Update  | (I) |
|        | c.  | Student Success  | (I) |
|        | d.  | Accreditation  | (I) |
|        | e.  | Assessment   | (I) |
|        | f.  | Capital Project Report   | (I) |
|        | g.  | Safety & Security Update   | (I) |
|        | h.  | Human Resources Report   | (I) |
|        | i.  | Classified Staff Report  | (I) |
|        | j.  | Enrollment Report  | (I) |
|        | k.  | Quarterly Budget 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) |     |
|        | a.  | ASB President – Stormie Kidd   |     |
|        | b.  | Classified Staff Representative – Starr Bernhardt  |     |
|        | c.  | Faculty Association Vice President – Rie Palkovic  |     |
|        | d.  | VP Financial & Administrative Services – Gail Hamburg  |     |
|        | e.  | VP Instruction/Student Services – Bob Mohrbacher   |     |
|        | f.  | VP Human Resources & Labor – President Leas  |     |
|        | g.  | Executive Director BBCC Foundation – LeAnne Parton   |     |
| I      | 5.  | Annual Assessment Report – Dr. Ryann Leonard, Assessment   |     |
| A      | 6.  | Sabbatical Leaves – VP Bob Mohrbacher  |     |
| A      | 7.  | Probationary Tenure Review – VP Bob Mohrbacher   |     |
|        |     | <del>-----BREAK-----</del>   |     |
|        |     | Executive Session  |     |
| I      | 8.  | Board Policies for Information – President Leas  |     |
| A      | 9.  | Board Policy for Action – President Leas   |     |
| I      | 10. | Assessment of Board Activity – Trustees  |     |
| I      | 11. | Next Regularly Scheduled Board Meeting – Trustees  |     |
| I/A    | 12. | Miscellaneous – Chair Jon Lane, President Leas   |     |
|        |     | Adjournment  |     |

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

**NEXT MEETING REMINDER – April 9, 2015**

*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: 3/05/15

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting January 15, 2015, is included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes of the regular board meeting January 15, 2015.

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular board meeting January 15, 2015, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Chair Jon Lane reminded all attendees that this meeting is being streamed live on-line and recorded on MediaSite.

BBCC student and Specialist Luke Rosman led the Pledge of Allegiance. Specialist Rosman explained that he is a Medic in the WA Army National Guard.

### **1. Call to Order**

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Mike Villarreal

### **2. Introductions**

Associate Vice President Candy Lacher accompanied the BBCC Volleyball team to the meeting. She stated they persevered and never gave up during one of the best seasons in a decade. The team members introduced themselves: Rebecca Egan from Soldotna, AK; Shania Bateman from Montpelier, ID; Whitney Southam from Dillon, MT; Jamie Miller from Pocatello, ID; Brooke Sorenson from Malad City, ID; Felicia Nelson from Sugar City, ID; Brooke Bowers from Burley, ID; Payton Clark from Idaho Hills, ID; McKenzi Lott from Idaho Falls, ID; Rachel Dinsmoor from Pullman, WA; and Nichole Dally from Jerome, ID.

Men's Basketball Coach Mark Poth reported the Runnin' Vikes are a young team and they are playing well with a win-loss record of 13-4. Assistant coaches and former Viking players Spencer Pingle, Tanner Flynn, and Mingo Scott accompanied the team. Coach Mark said the team members are good representatives of BBCC. They introduced themselves: Alonzo Ramos from Blackfoot ID; AJ Miles from Pullman, WA; Wyatt Johnson from Victor, ID; Garrett Leavitt from Mesquite, NV; Mogga Lado from Nampa, ID; Shawn Spencer from Puyallup, WA; Zach Ashman from West Valley, UT; and Chandler McOmer from South Jordan, UT.

Student Success Center Coordinator Beth Laszlo transitioned to the Center for Business and Industry Services (CBIS) Coordinator. She shared the handout she will distribute to businesses. Coordinator Laszlo said she will pursue grants and provide customized training and continuing education training to community members. Trustee McFadden offered to share Adams county resources and lists. Trustee McFadden invited Coordinator Laszlo to share CBIS information at the Adams County Development Council meeting February 12.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes from December 9, 2014. (A); b) President's Activity Update (I); c) Student Success Update (I); d) Assessment (I); e) Capital Project Report (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I).

#### Motion 15-01

Trustee Juanita Richards moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

### 4. Remarks

- a. ASB President Stormie Kidd reported that she delivered 13 blankets that were made for the Primary Children's Hospital over Winter break, and they were very much appreciated. She also read the hospital's thank-you note. The ASB will work on another service project at the end of the month when they visit the Assisted Living Care Facility on Patton Blvd. ASB officers will give manicures to the ladies and visiting and playing cards with the men. Over 190 students and staff attended ASB's Breakfastfest Lunchfest. ASB also sponsored a blood drive with Inland Northwest Blood Center where 27 donors were registered, 22 procedures were performed, and 23 products were collected. The monthly Thrillin' Third Thursday event is tonight at 7:00 in the Wallenstien Theater, with Josh McVicar, a great magician. It is free to students and staff, and the general admission is \$5.

ASB will sponsor a singles pool tourney as part of our intramural program and then the following day a quarterly movie night at Lee Theater in Ephrata. The three movies that are available to watch are Taken 3, American Sniper, and Unbroken. This event is free to students and staff, and others can attend and pay regular admission.

Home basketball games will be held Friday at 6:00 and 8:00 p.m. and Saturday at 2:00 and 4 p.m. ASB's new human-sized foam finger will be making an appearance as well as BBCC mascot Thor and his new t-shirt gun. Today's Generation Dance Company will be performing Saturday, and ASB will hold a contest during the men's halftime on Friday.

ASB is developing a survey for students to gather input on events as well as the best way to publicize upcoming events.

The Rho Zeta chapter of Phi Theta Kappa submitted their individual hallmarks to international headquarters on January 14. For the month of January, they will be providing concessions for ASB's Third Thursday and Allied Arts events. Phi Theta Kappa will conduct a Soup-R-Bowl food drive January 26-29. Collected donations will be delivered to the Moses Lake Food bank. Lastly, officers will complete the video demonstrating the proper use of AEDs. The video will be available on the BBCC monitors.

- b. Classified Staff Representative Starr Bernhardt provided an update. Members Randy Fish, Tana Richins, Kristin Krcma, and Carla Louise Christian are moving off the committee. Current committee members include Kathy Aldrich, Robin Arriaga, Starr Bernhardt, Barbara Collins, Cassandra Fry, Tony Lidbetter, Ted Mata, Mikaela Pinger, Alicia Wallace, and Barbi Schachtschneider. During the first meeting of the quarter, the group will discuss the training schedule. The first training, a customer service webinar, is scheduled for January 21.
- c. Faculty Association President Rie Palkovic reported faculty news. January 10, 2015 counselors Marsha Nelson and MariAnne Zavala-Lopez presented two Running Start information sessions to parents and students attending the GEAR UP 4 Tomorrow's Education Conference. The event was held at BCC and sessions were provided in English and Spanish.

Part-time math instructor Brinn Harberts is team teaching a Math in Society class (Math 107) with an Ephrata High School math teacher and AVID instructor, Michele Ramirez. The teamwork provides opportunities for BCC instructors to connect with high school teachers in a really meaningful way. Instructor Harberts will do this again in the spring quarter for Statistics with Ephrata High School math instructor Cassie Roloff.

Criminal Justice and Psychology Instructor Dr. Ryann Leonard and two criminal justice students were invited to participate in the Quincy Police Department hiring process on Jan 22. They will evaluate recruits during their oral board interview and participate in the hands-on scenarios.

Madame McCarthy's French class is the largest ever with 36 students. She is excited about her enthusiastic students this quarter and plans a Flash Mob before Spring Break.

English Instructor Matt Sullivan was nominated for an Emerging Writer Fellowship at the Aspen Words conference in Aspen, Colorado in June. If he is chosen by the judges, he will be flown to Aspen, given a place to stay, and have a chance to study writing for a week with Richard Russo, Andre Dubus III, and other professional authors.

Instructor Sullivan is also co-hosting a two-day creative writing workshop on campus in June (the weekend of graduation) through a non-profit organization called Kahini. The workshop, open to nine participants from the school and community, will focus on Gender. Besides Moses Lake, the other cities hosting the upcoming Kahini workshops are New Dehli (India), Kampala (Uganda), Seattle, Chicago, Las Vegas, Kapiti (New Zealand) and Olympia. Technically there is no cost for the workshops, but participants are asked to make a donation to support a writing conference in Uganda sponsored by Kahini.

Instructor Sullivan and English Instructor Dr. Steve Close recently attended the Modern Language Association conference in Vancouver and reported, “it was massive and enlightening.”

Basic Skills instructor Pam Hare shared that the basic skills and English as a second language students are overcoming barriers. The students are no longer charged for BBCC ID cards. This allows them to participate in campus activities, connect with students, and feel more like a part of the BBCC community.

- d. VP Gail Hamburg reported the trip to review Columbia Basin College’s facilities on January 23 is being rescheduled to accommodate Brad Beuckman’s memorial service. Progress continues in the business and liberal arts building, including installation of new carpet, black-out blinds, accent walls, and bathroom remodel.
- e. VP Bob Mohrbacher referred the trustees to consent agenda item c beginning on page 7. The SBCTC Transfer Study shows that the majority of community college students are not transferring to four-year institutions with too many credits as was recently reported. Students who start at BBCC earn approximately the same credits as those who start at a four-year school. VP Mohrbacher also explained that the recent article on student achievement in the *Columbia Basin Herald* was based on a false understanding of the performance funding. Studies show performance funding is effective for shifting the focus. The Student Achievement Initiative (SAI) funding will rise significantly in the coming years. BBCC student achievement is higher than average; for example, BBCC’s average number of transfer degrees and professional technical degrees is greater than the state average. There are still some gaps between non-Latino and Latino completions. Transitions from Adult Basic Education to college classes are high except for the ESL students. The data gathered for the SAI provides good information for decision making.

Trustee Mike Villarreal asked if there are adequate resources to examine the data in depth to make decisions to be sure we are not missing something. He stated it is important to strategize and move funding to address weak points. VP Mohrbacher responded that BBCC is data-rich even through working with the 35-year-old student management system is labor intensive. It is important to provide clarity in goals and outcomes to help staff focus resources in the high-priority areas.

- f. VP Kim Garza reported that BBCC electrician Brad Beuckman passed away Friday, January 9. He had worked about the college since 2005. His memorial service will be held Friday January 23, at 3:00 p.m. at Kayser’s Chapel of Memories.

Interviews for the Student Success Center Coordinator will be finalized this week. The positions for retiring VP Gail Hamburg and Dean Clyde Rasmussen are posted.



VP Garza said there are a significant number of retirements this year, and 2015-16 will be a year of change. She explained that the internet and social media advertising is replacing print advertising. Print may be used to advertise faculty positions in Washington State.

VP Garza announced that the 2015 Leadership Development Series begins Friday. The series will feature the themes of the *7 Habits of Highly Effective People* book by Stephen Covey.

- g. President Leas provided the Foundation report in Director Parton's absence. The Foundation received the good news that the JATP trainees' Visas have been approved. In the past three weeks, the Foundation has received in-kind or cash donations totaling \$300,000. Butch Milbrandt donated a unique aircraft that the Aviation Maintenance Technology (AMT) program will put to good use. Dean Rasmussen explained this is one of the first planes to use avionics; it was high tech in the 1980s. The Floch Memorial games raised \$1,900 for scholarships; this total is nearly double from \$1,000 last year. The Foundation also received a plane for AMT from Boeing valued at \$84,000.

## **5. Sabbatical Leaves**

VP Bob Mohrbacher reported he received two sabbatical leave requests. It has been many years since a sabbatical was requested. A committee is working to determine what the process is based on the Negotiated Agreement. The committee has met once to clarify criteria, and they will meet again next Thursday. VP Mohrbacher requested the trustees table this item until the next meeting to provide the committee time to process the requests. The sabbatical language is a little confusing. This is a good opportunity to clarify the language for future requests.

### Motion 15-02

Trustee Anna Franz moved to table the discussion of sabbatical leaves to the next board meeting. Trustee Juanita Richards seconded, and the motion passed.

## **6. Probationary Tenure Reviews**

VP Bob Mohrbacher reported that the Probationary Tenure Review Committees are finishing their work and assembling binders for the trustees' review. Melinda will e-mail the trustees when the binders are ready to review. Each of the trustees will review the binders prior to the board meeting on March 5. Action will be taken during the March 5 board meeting.

Board chair Jon Lane requested a photo of the respective probationer be placed in each binder. He also stated that after hiring the president, evaluating probationary tenure faculty is the most important role of the trustees.

The Board adjourned to an Executive Session to discuss items provided for in RCW 42.30.110 (f) to receive and evaluate complaints or charges brought against a public officer or employee for ten minutes.

After ten minutes, the Executive Session was extended for five minutes. After a total of fifteen minutes, the Executive Session was extended for five more minutes. The Executive Session concluded at 2:53 p.m. with no action taken. Board Chair Jon Lane announced a five-minute break.

The meeting reconvened at 2:58 p.m.

#### **7. Board Policies for Information**

BP 3001 Shared Leave and an unnumbered BP regarding student holidays for reasons of faith or conscience were shared for the trustees' consideration. These policies will be included in the March 5 board agenda for action. AAG Mirisa Bradbury has reviewed and approved the draft BPs.

#### **8. Board Policy for Action**

BP 8021 Gifts, Grants, and Donations was presented for board action.

##### Motion 15-03

Trustee Stephen McFadden moved to approve revised BP 8021. Trustee Mike Villarreal seconded, and the motion passed.

#### **9. Assessment of Board Activity**

Trustee Juanita Richards reported that she attended Grant County EDC and Kiwanis meetings.

Trustee Mike Villarreal reported the BBCC holiday luncheon was great. He complimented VP Kim Garza for organizing and emceeding the event. He also stated he appreciates the upbeat morale and the employees' interactions.

Trustee Jon Lane agreed with Trustee Villarreal about the holiday luncheon. Trustee Lane also met with President Leas regarding today's agenda.

Stephen McFadden attended the holiday potluck. He also attended the luncheons on campus with Representative Susan Fagan and Senator Judy Warnick.

#### **10. Regular Scheduled Board Meeting**

The next regular scheduled meeting will be held March 5, 2015, at 1:30 P.M.

#### **11. Miscellaneous**

President Leas reported he will attend the TACTC New Trustee Orientation with Trustee Juanita Richards. He will also accompany the trustees to the TACTC Conference and the Transforming Lives Award Recognition. BBCC's nominee Tabatha DeLong will also attend the recognition. President Leas will also attend the 2015 Dream Conference (Achieving the Dream) February 17-20 with faculty and staff members.

The trustees discussed the local Transforming Lives Award Recognition event. Board Chair Jon Lane will give the welcome, and Trustee Stephen McFadden will provide the Trustees' Perspective.

President Leas announced that the Executive Director of the Washington Student Achievement Council Gene Sharratt will deliver BBCC's 2015 commencement address.

The BBCC Advisory Board Dinner is scheduled on February 26 and will be held at CBTech. Invitations will be sent to trustees.

Public Information Director Doug Sly is scheduling legislative appointments for President Leas and the trustees in Olympia during the TACTC Conference.

Trustee Jon Lane reported he will serve on the new trustee orientation panel to discuss the role of the board chair.

President Leas shared that BBCC electrician Brad Beuckman's memorial will be held next Friday, February 23, at 3:00 p.m. Kayser's Chapel of Memories.

The meeting adjourned at 3:17 p.m.

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Jon Lane, Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from January 2, through February 20, 2015, following.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/05/15	Personnel Activities	Supervision	BBCC	
1/06/15	Columbia Basin Herald	Editorial Board Participation	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
1/07/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
1/08/15	Aerospace President's Conference Call	Collaboration		
	Quincy Rotary Luncheon	Community Engagement	Quincy	Accompanied Adult Ed Director Tyler Wallace
	Foundation Committee Meeting	Collaboration	BBCC	
1/09/15	Shared Governance Council (formerly Cabinet) Meeting	Information Sharing & Coordination	BBCC	
	Personnel Activities	Supervision	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
1/12/15	Attorney General	Consultation	Conference Call	
1/13/15	Visit M & O Crew	Employee Support	BBCC	
	Cellarbration! Planning Meeting	College Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
1/14/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Grand Coulee Rotary Luncheon	Community Engagement	Grand Coulee	Accompanied Adult Ed Director Tyler Wallace
1/15/15	Achieving the Dream (AtD)	College Support	Conference Call	
	Board of Trustees Meeting	Guidance	BBCC	
	Foundation Dinner & Meeting	Information Sharing Consultation	BBCC	
1/16/15	Floch Memorial Games	Planning	BBCC	
	President's Social Media	Planning	BBCC	
	January Lunch & Learn	Professional Development	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
	Basketball Games	Sports Support	BBCC	
1/17/15	Basketball Games	Sports Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/20/15	Cabinet (formerly Executive Council Meeting)	Information Sharing Consultation	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Rotary Scholarship Foundation Meeting	Board of Directors	Moses Laek	
1/21/15	Grant Co EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
1/22/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
	BBCC Foundation Audit	Information Sharing	BBCC	
	JATP 50 <sup>th</sup> Anniversary Meeting	Planning	BBCC	
1/23/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
	Brad Beuckman Memorial	Employee Support	BBCC	
1/24/15	Basketball Games	Sports Support	BBCC	
1/26/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
1/27/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
1/28/15	New Trustee Orientation	Professional Development	Olympia	Trustee Juanita Richardson
	TACTC Transforming Lives Award Dinner	Celebrating Student Success	Olympia	Trustees Lane, McFadden, Franz, Richards, Villarreal
1/29/15	Legislative Visits: Rep Dent, Sen Warnick, Rep Fagan, Sen Schoesler, Rep Manweller, Rep Schmick	Legislative Relations	Olympia	Trustees Lane, McFadden, Franz, Richards, Villarreal
1/30/15	WACTC Business Meeting	System Support	Olympia	
	Governor Jay Inslee	Lunch & Networking	Olympia	
1/31/15	Basketball Games	Sports Support	BBCC	
2/02/15	Student Issue	Evaluate	BBCC	
	Basketball Game	Sports Support	BBCC	
2/03/15	Columbia Basin Editorial Board	Community Engagement	Moses Lake	
	STEM Director Andre Guzman	Program Support	BBCC	
	Basketball Game	Sports Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/4/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	HR Discussion	Response	BBCC	
2/05/15	Moses Lake-Othello Realtors Association (Presenter)	Community Engagement	BBCC	
2/06/15	Faculty In Service Welcome	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
2/07/15	Rotary Fundraising at the Basketball Games	Community Engagement	BBCC	
2/09/15	Achieving the Dream Coach Dr. John Nixon	Communication	BBCC	
	HR Discussion	Supervision	BBCC	
2/10/15	Trustee Juanita's Richardson's Confirmation Hearing	Trustee Support	Olympia	Trustee Juanita Richardson
	HR Discussion	Supervision	BBCC	
2/11/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/12/15	Classified Staff Local & Global Issues (Presenter)	Information Sharing	BBCC	
2/13/15	Shared Governance Council (formerly Cabinet) Meeting	Information Sharing & Coordination	BBCC	
	Donor Lunch	BBCC Support	Moses Lake	
	WACTC Legislative Update	System Support	Conference Call	
	2015 Dream Conference	Professional Development Information Sharing	Baltimore, MD	

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

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

c. Student Success

Big Bend Community College is rejoining National Achieving the Dream Initiative that helps colleges maintain focus on student success. BBCC President Terry Leas and six faculty and staff attended the Achieving the Dream's Annual Institute on Student Success in Baltimore on February 17– 20.

Prepared by Dean of Institutional Research Valerie Kirkwood

### **RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

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

d. Accreditation

The Northwest Commission on Colleges and Universities has scheduled a visit for the Mid-Cycle evaluation October 5-6, 2015. The chair of the evaluation committee will be from a peer institution located outside the state of Washington.

The college is currently preparing the Mid-Cycle Evaluation Report.

Prepared by Dean of Institutional Research Valerie Kirkwood

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

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

e. Assessment

The Spring Enrollment Survey results were disseminated earlier in the academic year. The following PowerPoint presentation is being shared and discussed with Student Services and Faculty.

Prepared by Dean of Institutional Research Valerie Kirkwood

**RECOMMENDATION:**

None.



# Spring Enrollment Survey

## 2014 Key Results



# Demographics

## Who participated?

Students were asked questions related to educational planning, advising, culture on campus, students engagement, quality of relationships, and services.



78% full-time

66% female

29% Hispanic

60% Academic/Transfer & 37% Prof-Tech

471 participants



**95%** felt safe on campus

**91%** had a plan to achieve their educational goals

**84%** who had a problem/concern knew where to go to resolve the problem

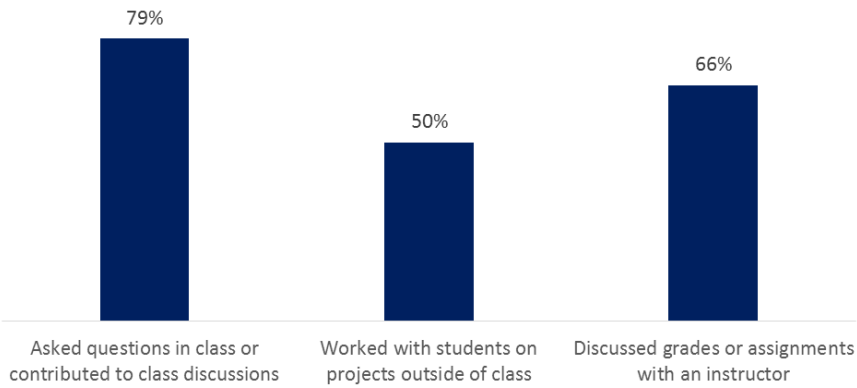


**84%** were satisfied with the resolution



## Student Engagement

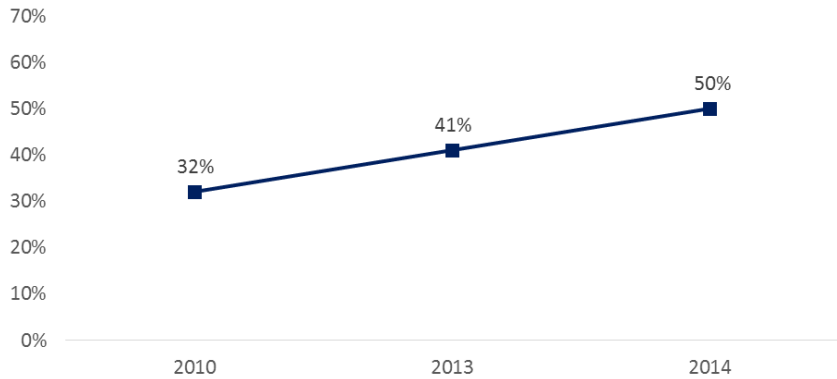
How often have you... (rated *often* or *very often*)





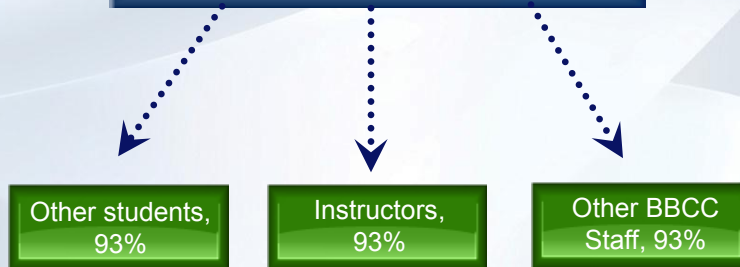
## Student Engagement

*Often or very often worked with other students on projects outside of class*



## Quality of Relationships

Rated as *good or excellent*





## Quality of Relationships

Good to excellent relationships with administrative personnel and offices



Around **90%** over the past three survey cycles!

BBCC made you feel welcomed on campus

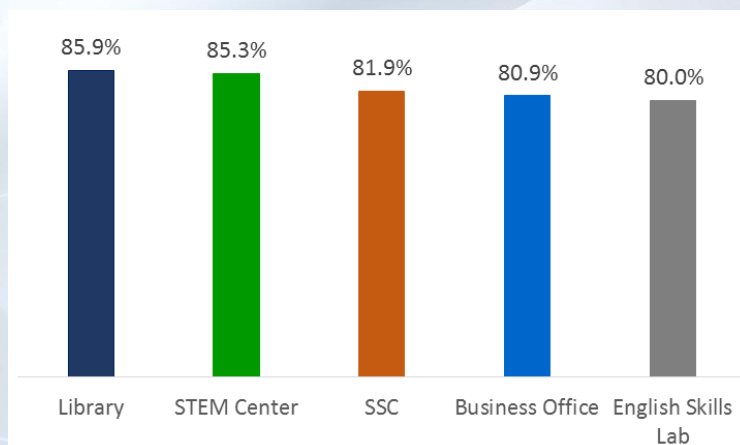


**97%** or higher over the past three survey cycles!



## Satisfaction with Services

Services with *Very Satisfied* Rating





## Improving the Student Experience

### Diversity/Inclusion

*"I almost get the feeling that there are still problems with race/culture."*

*"Instructors making funny remarks about living in ML. People live or have grown up in lower income and/or high crime areas know what their neighborhoods are like and don't need reminders."*



## Improving the Student Experience

- Access
  - Services, gym, tutoring, English Lab, Stem Center, work-out facilities
  - Classes at non-traditional times
- Student Shuffle
  - Passing the buck
  - Using lingo students don't understand
  - More cross-training
  - Improved listening skills



## Improving the Student Experience

### Welcoming Environment

*"When I ask a question she sighs and makes me feel like I'm dumb and should know the answers."*

*"Her descriptions and directions are vague and when you ask her to clarify she responds rudely and with a negative tone of voice."*



## Enhancing Students' Communities

- Better social events and information about other types of people
- School spirit and advertising around town
- Job fairs were good
- Community events/projects, outreach programs
- Help for first-generation students





Next all-campus student  
survey:

Spring  
2015



## BIG BEND COMMUNITY COLLEGE

Date: 3/05/15

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

#### f. Safety & Security Update

Campus Safety and Security Director traveled to Redmond and completed a 16-hour instructor certification from the ALICE Institute.

The purpose of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training is to prepare individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster.

ALICE Acronym -- To make it easy to remember in a stressful situation, ALICE is broken up into five strategies: Alert; Lockdown; Inform; Counter and Evacuate.

The purpose of ALERT is to notify as many people as possible within the danger zone that a potentially life-threatening risk exists.

The purpose of LOCKDOWN is to secure in place, and prepare to EVACUATE or COUNTER, if needed.

The purpose of INFORM is to continue to communicate the intruder's location in real time.

The purpose of COUNTER is to interrupt the intruder and make it difficult or impossible to aim.

This is a strategy of last resort.

The purpose of EVACUATE is to remove yourself from the danger zone when it is safe to do so.

Director Foreman will be working to integrate the ALICE principles into BBCC's emergency response plans.

Prepared by Director Kyle Foreman.

### **RECOMMENDATION:**

None.



MONTHLY REPORT  
**JAN. 2015**

<b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>	803
<b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b>	0
<b>SAFETY INCIDENTS INVESTIGATED</b>	1
<b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>	0
<b>EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)</b>	0
<b>FIRE EVACUATION DRILLS CONDUCTED</b>	0
<b>HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)</b>	1,187

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

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

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

	Jan. 2015	YTD
<b>Arrests and Violations</b>		
[90G] Liquor Law Arrests	0	0
[90G] Liquor Law Violations	0	0
[35A] Drug Law Arrests	0	0
[35A] Drug Law Violations	0	0
[520] Illegal Weapons Arrests	0	0
[520] Illegal Weapons Violations	0	0
<b>Criminal Offenses</b>		
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0
(1b) [09B] Negligent Manslaughter	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0
(5a, 5b, 5c) [220] Burglary	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0
(8a-g, 8 h-i, 8j) Arson	0	0
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
(8a-g, 8 h-l, 8j) [200] Arson	0	0
<b>Sex Offenses</b>		
<b>(2a) Forcible</b>		
[11A] Rape	0	0
[11B] Sodomy	0	0
[11C] Sexual Assault w/ Object	0	0

[11D] Forcible Fondling	0	0
<b>(2b) Non-Forcible</b>		
[36A] Incest	0	0
[36B] Statutory Rape	0	0
<b>Hate Crimes</b>		
<b>Larceny or theft</b>		
Race bias	0	0
Gender bias	0	0
Religion bias	0	0
Sexual orientation bias	0	0
Ethnicity bias	0	0
Disability bias	0	0
<b>Simple Assault</b>		
Race bias	0	0
Gender bias	0	0
Religion bias	0	0
Sexual orientation bias	0	0
Ethnicity bias	0	0
Disability bias	0	0
<b>Intimidation</b>		
Race bias	0	0
Gender bias	0	0
Religion bias	0	0
Sexual orientation bias	0	0
Ethnicity bias	0	0
Disability bias	0	0
<b>Destruction, damage or vandalism of property</b>		
Race bias	0	0
Gender bias	0	0
Religion bias	0	0
Sexual orientation bias	0	0
Ethnicity bias	0	0
Disability bias	0	0
<b>Criminal Offenses</b>		
[510] Bribery	0	0
[13B] Simple Assault	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0
[250] Counterfeiting/Forgery	0	0
[290] Destruction/Damage/Vandalism	0	0
[270] Embezzlement	0	0
[210] Extortion/Blackmail	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0

[26B] Fraud: Credit Card/ATM Fraud	0	0
[26C] Fraud: Impersonation	0	0
[39A] Gambling: Betting/Wagering	0	0
[39B] Gambling: Operating/Promoting	0	0
[100] Kidnapping/Abduction	0	0
[23A] Larceny: Pocket Picking	0	0
[23B] Larceny: Purse Snatching	0	0
[23C] Larceny: Shoplifting	0	0
[23D] Larceny: Theft from Building	0	0
[23E] Larceny: Theft from Coin Operated Machine	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0
[23H] Other Larceny	0	0
(6Xf) Larceny: Theft of Bicycle	0	0
[370] Pornography/Obscene Material	0	0
[40A] Prostitution	0	0
[40B] Assisting/Promoting Prostitution	0	0
<b>NIBRS Group B Offenses</b>		
[90A] Bad Checks	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0
[90C] Disorderly Conduct	0	0
[90D] Driving Under the Influence	0	0
[90E] Drunkenness	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0
[90H] Peeping Tom	0	0
[90J] Trespass of Real Property	0	0
[90Z] All Other Offenses	0	0
<b>Vehicle Collisions</b>		
Non-injury	0	0
Injury	0	0
<b>Other Type Incident (Not categorized)</b>		
Overdose w/o Intent to Harm Self	0	0
Suicide Attempt/Gesture/Threats	0	0
Hostile Person - No Assault/Crime	0	0
<b>Fires</b>		
All incidents	0	0
<b>Total Combined Incidents</b>	<b>0</b>	

<b>Notices Against Trespass Issued (non-student)</b>	1	1
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## BIG BEND COMMUNITY COLLEGE

Date: 3/05/15

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

#### g. Capital Project Update

#### **BACKGROUND:**

##### **Facilities Master Planning:**

Facilities Master Planning - The final draft of the Facilities Master Plan is being reviewed. Once it is finalized, RGU Architects will give a presentation to the Board.

Minor Improvements - Building 1400 Second Floor Renovation (Administration and Student Services Building). The second floor of building 1400 will be remodeled to include removal of the existing asbestos-containing ceilings, installation of a suspended ceiling system and new efficient lighting. The walls will be painted, and the carpet will be replaced. In addition the elevator that is original to the 1959 building will be replaced. The tiles and railing at the stairway will also be replaced. RGU Architects was selected as the architect. They are in the design phase now. This project will begin in mid-April and be completed by June 30. The budget is \$450,000.

#### **1/15/15:**

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

#### **12/09/14:**

Work on finalizing the Facilities Master Plan continues. It should be completed by the end of December.

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

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

**6/13/14:** Work continues on the Facilities Master Plan.

**5/22/14:** Our capital proposal to State Board for PTEC was submitted by the February 28 due date. On April 21, we received an email with the prioritized list, and we were #1 on the list! We had a great team working on the proposal and a special "thank you" goes out to everyone involved.

We met with the architects on April 10 and have a plan for spending the Minor Improvement funds based on the current Facilities Master Plan. We are also working on standards for building finishes, HVAC systems, landscaping and so forth to incorporate into the Facilities Master Plan. The Academic Master Plan Committee met and is finalizing the update to the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

**4/14/2014:** The architects were on campus on April 10 to review the Facilities Condition Report further. The purpose of this exercise is to address needed repairs and improvements that could be funded from Minor Improvement funds. This information will be included in the Facilities Master Plan. The Academic Master Plan Committee met on April 14. They are in the final stages of updating the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

**3/06/2014:** The Facilities Master Plan is in the process of being finalized. The Master Plan identifies a new interactive Professional Technical Education Center (PTEC) as its number one priority. It further distinguishes five primary goals: promote student success; offer state-of-the-art teaching and learning opportunities; provide a safe, accessible, and sustainable campus; create a sense of campus identity; and expand and enhance partnerships and collaboration. This Master Plan has been guiding our capital proposal to the State Board for a PTEC proposal. The proposal is due February 28, and then all of the proposals will be scored in March and April. We expect to hear where our proposal ranks in early May.

**1/16/2014:** The Facilities Master Planning Committee met again on January 10, 2014 to discuss Master Plan goals and objectives, including both short-term and long-term facility needs.

The architects have been meeting with personnel from the Grant County Economic Development Council and the Moses Lake School District. They have also reviewed information from the Facility Condition Report with mechanical, electrical and structural engineers.

Surveys were administered to students, faculty, staff, and business & industry; survey responses were analyzed.

**12/12/2013:** The Facilities Master Planning Committee was formed and met on December 6 to start the process of updating the Facilities Master Plan. Three different facility assessment surveys were distributed to business and industry, students, and faculty and staff. Input from these surveys helps us better understand the current and future needs of all programs. One of the committee's goals is to align the Facilities Master Plan with the Academic Master Plan.

Prepared by VP Hamburg.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 3/05/15

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

h. Human Resources Report

### **BACKGROUND:**

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

Diana Villafana accepted the position of Student Success Center Coordinator replacing Beth Laszlo, who accepted the CBIS Coordinator position. Diana transitioned to her new position on January 16.

The screening committee for the position of Activity Coordinator/Advising Specialist-Title V is continuing to review applications.

The position of VP of Finance & Administration was posted on January 12, 2015. This position replaces Gail Hamburg, who will retire in June. First review of applications is scheduled for February 20, 2015.

The position of Dean of Workforce Education was posted on January 13, 2015. This position replaces Clyde Rasmussen, who will retire in June. First review of applications is scheduled for February 27, 2015.

The position of Electrician was posted on February 11, 2015. This position replaces Brad Beuckman, who passed away in January. This position closes on March 18, 2015.

The position of Retention Specialist was posted on February 17, 2015. This position replaces Diana Villafana, who was promoted in January. This is a full-time, 11-month, admin/exempt position. First review of applications is scheduled for March 20, 2015.

The position of Flight Instructor was posted on February 10, 2015. This position replaces Greg Crane, who resigned in September 2014. This is a full-time, tenure-track position. First review of applications is scheduled for March 20, 2015.

A new posting combining the positions of Head Volleyball Coach and Student Activities Coordinator was posted on February 17, 2015. This position replaces Steve Duncan, who passed away in November 2014. First review of applications is scheduled for March 18, 2015.

It is anticipated that the following positions will be posted in the next 3-4 weeks.

- Music Instructor – This position replaces Pat Patterson, who will retire in June. This is a full-time, tenured faculty position.



- Math Instructor – This position replaces Tyler Wallace, who accepted the position of Director of Basic Skills. This is a full-time, tenured faculty position.
- Nursing Instructor – This position replaces Jan Elliston, who will retire in June. This is a full-time, tenured faculty position.
- Developmental Education Instructor – This position replaces Gail Erickson, who retired in December. This is a full-time, tenured faculty position.
- Director of Purchasing – This position replaces Kathy Arita, who will retire in July. This is a full-time, admin/exempt position.
- Director of Financial Aid – This position replaces Jille Shankar, who will retire in July. This is a full-time, admin/exempt position.
- STEM IT Specialist – This position replaces Robert Barksdale, who resigned in 2014. This is a full-time, grant-funded, classified position.

### **IT Reclassification Project:**

The Office of Financial Management (OFM) State HR and the Office of the Chief Information Officer (OCIO) have partnered to initiate a class study for Information Technology (IT) classifications.

A class study is a review and in-depth evaluation of the work assigned to all positions in a class or class series. A class study is typically conducted when the existing class specification no longer addresses the actual duties assigned to the positions allocated to the specific class or class series. Reasons for a study include substantial changes in the nature of the work, reorganization, difficulty allocating positions, legislative change, among others.

State Agency/Higher Education Institution management, and the IT and HR communities all agree that the current classified IT class structure is not meeting business needs. The state is experiencing human resource-related issues, such as recruitment and retention problems, misallocation of employees, inflexibility of classification structure, and lack of alignment with industry and market definitions of IT work. These issues need to be addressed with a statewide classification solution.

The work to develop the model will take approximately one year. After a model is developed, it is submitted to the OFM Director, who has responsibility for the statewide classification plan, and to the State CIO for final approval. This is the largest class study undertaken in the state in over 20 years. This multi-year project affects both general government agencies and higher education institutions.

**Training:**

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

Loralyn Allen-

How an Accessibility Strategy Can Unlock the Power of Academic Video Webinar on December 16 at BBCC

Kathy Arita-

WA State Contract Training Webinar on January 21, 23 at BBCC

Melinda Dourte-

Statistics 146 course fall quarter 2014 at BBCC

English 216 Film Studies course fall quarter 2014 at BBCC

Terry Leas-

Presidents' Academy 2017-19 Capital Budget Selection Criteria on December 11 at Green River CC

Bob Mohrbacher-

Addressing the Unique Needs of Undocumented Students Webinar on December 10 at BBCC

Charlene Rios-

ctcLink Webinar on December 11 at BBCC

ctcLink SME Webinar on January 8 at BBCC

Contract Management 101; MODULE 1 Webinar on January 21 at BBCC

Contract Management 101; MODULE 2 Webinar on January 21 at BBCC

Contract Management 101; MODULE 3 Webinar on January 23 at BBCC

Contract Management 101; MODULE 4 Webinar on January 23 at BBCC

IS-00907 – Active Shooter: What You Can Do Online on January 28 at BBCC

BAR (Budget, Accounting and Reporting) Group Webinar on January 29 at BBCC

Tyler Wallace-

WABERS Refresher Training Webinar on January 29 at BBCC

Zach Welhouse-

How an Accessibility Strategy Can Unlock the Power of Academic Video Webinar on December 10 at BBCC

In-House Captioning Workflows and Economic Analysis Webinar on December 11 at BBCC

Panopto Webinar on January 21 at BBCC

Prepared by VP Kim Garza.

**RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 3/05/15

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

#### i. Classified Staff Report

#### **BACKGROUND:**

The STAR Committee developed a 2015 calendar of monthly training sessions and quarterly workshops for classified staff (following). In January, a short survey of staff was conducted to design training topics that best address areas of need.

Our winter quarter workshop, **How to Achieve Exceptional Front-Line Customer Service in Higher Education** (Innovative Educators webinar), was offered to staff on January 21 and again on February 24. Eighteen (18) staff attended the January session, and 100% felt the information was *good to excellent*. Seventy-two percent (72%) felt it would be *very useful* in their job. Information on the February session will be shared verbally at the March board meeting.

February training sessions focused on **Local & Global Issues** with Dr. Leas. This provided staff with an opportunity to become informed on college and state issues and engage Dr. Leas in a two-way conversation to better understand them. Thirty-five (35) classified staff members attended, and 91% gave the sessions an overall rating of *very good to excellent*. Training in March will focus on the **Employee Assistance Program (EAP)**, and Robin Arriaga will help attendees better understand and utilize their benefits from this program.

#### **Additional Classified Staff Training** (January 2015)

Name	Department	Training	Location	Date(s)
Angel Uresti	M&O	Fire Safety	BBCC	January 8
Randy Fish	M&O	Lead Awareness	BBCC	December 30
		Noxious Weed Board Meeting	BBCC	January 14
Jim Tincher	M&O	Noxious Weed Board Meeting	BBCC	January 14
		Pesticide Recertification Class	BBCC	January 26
Jonie Walker	Financial Aid	Viking Careers "Using Recent System Changes and Improvements – What You Need to Know!"	BBCC	January 30
Mike Andresen	Word Services	Hazcom/MSDS Training	BBCC	January 30
Kristen Krcma	Math/Science			
Rick Jones	M&O			

Prepared by Starr Bernhardt and Robin Arriaga.

#### **RECOMMENDATIONS:**

None

# 2015 Classified Staff Training Calendar

## WORKSHOPS

Winter Quarter <b>January 21</b> 12:00-1:30 -or- <b>February 24</b> 10:00-11:30 Masto A/B <b>How to Achieve          Exceptional Front-Line          Customer Service in          Higher Education</b>	Spring Quarter <u>Date/Time/Location</u> <b>TBD</b>  <b>Topic TBD</b>	Summer Quarter <u>Date/Time/Location</u> <b>TBD</b>  <b>Active Shooter and          Basic Self-Defense</b>	Fall Quarter <u>Date/Time/Location</u> <b>TBD</b>  <b>Motivational Speaker</b>
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## TRAINING SESSIONS

<b>January</b> Workshops Scheduled	<b>February 12</b> 10:00-11:00 and 3:30-4:30  Masto D <b>Local &amp; Global Issues</b> President Terry Leas	<b>March 18</b> 10:00-11:00 and 3:30-4:30  Library 1802 <b>Employee Assistance          Program (EAP)</b> Robin Arriaga	<b>April 23</b> 10:00-11:00 and 3:30-4:30  Masto TBD <b>Disability Etiquette &amp;          Customer Service</b>  Loralyn Allen
<b>May 14</b> 10:00-11:00 and 3:30-4:30  Masto TBD <b>Organizational Skills –          “Putting First Things First”          (from The Seven Habits of          Highly Effective People)</b> Tyler Wallace	<b>June TBD</b> 10:00-11:00 and 3:30-4:30  Location TBD <b>Online Security &amp; Safety/          Computer Technology</b>  Tony Lidbetter	<b>July TBD</b> 10:00-11:00 and 3:30-4:30  Location TBD <b>Stress Management</b>  TBD	<b>August TBD</b> 10:00-11:00 and 3:30-4:30  Various Locations <b>TRIO, Student Success          Center, &amp; Opportunity          Center Tour</b> Various Presenters
<b>September TBD</b> 10:00-11:00 and 3:00-4:00  Location TBD <b>Navigating the          Department of          Retirement Website Maze</b> Robin Arriaga	<b>October TBD</b> 10:00-11:00 and 3:30-4:30  Location TBD <b>Leadership Training</b>  TBD	<b>November TBD</b> 10:00-11:00 and 3:30-4:30  Location TBD <b>Topic TBD</b>  Presenter TBD	<b>December TBD</b>  Holiday Social

### STAR COMMITTEE MISSION STATEMENT

“The STAR Committee supports the personal and professional development of all classified staff by planning a variety of useful staff training opportunities, developing programs for the recognition of staff contributions, and maintaining a presence with other groups on the BCC campus.”

## BIG BEND COMMUNITY COLLEGE

Date: 3/05/15

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

j. Enrollment Report

**BACKGROUND:**

The Winter Quarter 2015 10<sup>th</sup>-day report and the two-year FTE report as of February 18th are included for your review. State FTE enrollment numbers are following the same trends as fall quarter. State-funded FTE is 1518.0, which is 41.8 FTE (2.7%) lower than last winter. Headcount is 2,172, which is up 9 students (0.4%) compared to last year.

The tuition amount budgeted for 2014-2015 is \$4,400,000. As of January 31, 2015 we have collected \$3,061,259 or 69.6% of the budgeted amount. As of January 31, 2014 we had collected \$3,220,106 or 75.5%.

### TUITION COLLECTION REPORT

As of January 31, 2015 and January 31, 2014

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of January 31	\$ 3,061,259	\$ 3,220,106
As a % of annual budget	69.6%%	75.5%
Left to collect to meet budget target	\$ 1,338,741	\$ 1,044,178

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

**RECOMMENDATION:**

None

# F.T.E. REPORT

2/18/2015

	<b><u>QTRLY</u></b> <b><u>FTEs</u></b>	<b><u>ANNUAL</u></b> <b><u>FTEs</u></b>
<b>1st year (13-14)</b>		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
<b>2nd year (14-15)</b>		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1590.1	530.0
SPRING		0.0
<b>TOTAL</b>	<b><u>8691.8</u></b>	<b><u>2897.3</u></b>
1st year annual FTE Target	5049	1683
2nd year annual FTE Target	5181	1727
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2897.3
Past year + current year allocation		3410.0
% of allocation target attained to date		85.0%
Add'l FTEs to meet minimum 96%	1129.0	376.3
Add'l FTEs to meet target 100%	1538.2	512.7
FTEs over funding level - 1st year	147.6	49.2
FTEs over funding level - 2nd year	-1685.8	-561.9

**WINTER 10TH DAY ENROLLMENT REPORT  
HEADCOUNTS**

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	18	31	26	37	24	33	47
Asian/Pacific Islander	34	42	30	26	35	32	28
Black	37	32	30	42	43	38	33
Hispanic	785	693	671	808	747	717	585
White	1,169	1,198	1,167	1,166	1,320	1,332	1,205
Other/Unknown	129	167	87	132	88	138	117
<u>SEX</u>							
Female	1,153	1,167	1,155	1,266	1,344	1,328	1,160
Male	1,016	992	853	937	907	942	829
Not Coded	3	4	3	8	6	20	26
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,411	1,441	1,438	1,506	1,501	1,476	1,283
Part-time (less than 12 crs)	761	722	573	705	756	814	732
Percent full-time	65.0	66.7	71.5	68.1	66.5	64.4	63.7
<b>TOTAL HEADCOUNT</b>	<b>2,172</b>	<b>2,163</b>	<b>2,011</b>	<b>2,211</b>	<b>2,257</b>	<b>2,290</b>	<b>2,015</b>
Running Start	352	215	172	170	157	139	146
International	9	7	2	4	5	2	4
<b>STATE FUNDED FTES</b>							
ABE/ESL	112.1	56.9	70.8	98.0	91.4	118.8	72.0
Academic	861.2	914.2	917.3	978.1	971.9	917.1	770.5
Occupational	544.7	588.7	581.1	580.2	598.4	611.9	580.6
<b>TOTAL STATE FTES</b>	<b>1518.0</b>	<b>1,559.8</b>	<b>1,569.2</b>	<b>1656.3</b>	<b>1661.7</b>	<b>1647.8</b>	<b>1423.1</b>

**BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

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

k. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of December 31, 2014, is attached for Board review. There was 59.6% of the state operating budget remaining.

Prepared by Director of the Business Office Charlene Rios.

**RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF DECEMBER 31, 2014**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/14		As of 12/31/14	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,830,253	21,000	4,851,253	1,721,260	3,129,993	64.52%
	BENEFITS	1,427,100	5,671	1,432,771	556,741	876,030	61.14%
	GOODS&SVC	375,371	125,465	500,836	108,478	392,358	78.34%
	TRAVEL	53,120	0	53,120	14,434	38,686	72.83%
	EQUIP	55,398	0	55,398	16,722	38,676	69.81%
	<b>TOTAL</b>		<b>6,741,242</b>	<b>152,136</b>	<b>6,893,378</b>	<b>2,417,634</b>	<b>4,475,744</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	602,106	0	602,106	288,062	314,044	52.16%
	BENEFITS	177,334	0	177,334	85,693	91,641	51.68%
	GOODS&SVC	34,358	0	34,358	18,831	15,527	45.19%
	TRAVEL	6,750	0	6,750	3,501	3,249	48.14%
	EQUIP	6,500	0	6,500	303	6,197	95.34%
	<b>TOTAL</b>		<b>827,048</b>	<b>0</b>	<b>827,048</b>	<b>396,389</b>	<b>430,659</b>
<b>050 LIBRARY</b>	SALARIES	345,213	0	345,213	154,425	190,788	55.27%
	BENEFITS	114,049	0	114,049	52,973	61,076	53.55%
	GOODS&SVC	63,656	0	63,656	50,630	13,026	20.46%
	TRAVEL	1,750	0	1,750	1,182	568	32.45%
	EQUIP	20,000	0	20,000	17,453	2,547	12.73%
	<b>TOTAL</b>		<b>544,668</b>	<b>0</b>	<b>544,668</b>	<b>276,662</b>	<b>268,006</b>
<b>060 STUDENT SERVICES</b>	SALARIES	1,069,902	56,650	1,126,552	469,039	657,513	58.37%
	BENEFITS	329,731	20,271	350,002	151,587	198,415	56.69%
	GOODS&SVC	68,402	20,000	88,402	36,737	51,665	58.44%
	TRAVEL	9,400	19,418	28,818	15,009	13,809	47.92%
	EQUIP	0	0	0	1,548	(1,548)	0.00%
	GRANTS	438,316	0	438,316	244,220	194,096	44.28%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	<b>TOTAL</b>		<b>1,931,232</b>	<b>116,339</b>	<b>2,047,571</b>	<b>918,142</b>	<b>1,129,429</b>
<b>080 ADMIN.</b>	SALARIES	1,536,678	0	1,536,678	724,004	812,674	52.89%
	BENEFITS	458,297	0	458,297	224,957	233,340	50.91%
	GOODS&SVC	626,745	0	626,745	178,334	448,411	71.55%
	TRAVEL	28,075	0	28,075	21,541	6,534	23.27%
	EQUIP	20,250	0	20,250	14,495	5,755	28.42%
	<b>TOTAL</b>		<b>2,670,045</b>	<b>0</b>	<b>2,670,045</b>	<b>1,163,331</b>	<b>1,506,714</b>
<b>090 M&amp;O</b>	SALARIES	1,121,490	0	1,121,490	499,729	621,761	55.44%
	BENEFITS	390,068	0	390,068	176,673	213,395	54.71%
	GOODS&SVC	857,109	0	857,109	417,297	439,812	51.31%
	TRAVEL	5,025	0	5,025	1,232	3,793	75.49%
	EQUIPMENT	36,537	0	36,537	22,385	14,152	38.73%
	DEBT SERV.	200,841	0	200,841	4,250	196,591	97.88%
	<b>TOTAL</b>		<b>2,611,070</b>	<b>0</b>	<b>2,611,070</b>	<b>1,121,566</b>	<b>1,489,504</b>
<b>TOTAL BUDGET</b>		<b>15,325,305</b>	<b>268,475</b>	<b>15,593,780</b>	<b>6,293,724</b>	<b>9,300,056</b>	<b>59.64%</b>

ALLOCATION #2	LEAN Reduction	-34,035
ALLOCATION #2	Aerospace Enrollments	159,500
ALLOCATION #4	Basic Skills Enhancement	26,671
ALLOCATION #4	Student Achievement Initiative	116,339

TOTAL ADJUSTMENTS TO ALLOCATION 268,475

**BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #5:** Annual Assessment Report (for information)

**BACKGROUND:**

Dr. Ryann Leonard, Chair of the Assessment Committee, will present the results of the BBCC Annual Assessment Report on student learning outcomes.

Prepared by VP Bob Mohrbacher.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #6:** Sabbatical Leave Requests (for action)

### **BACKGROUND:**

Two requests have been received for sabbatical leave during the 2015-16 academic year. These requests were discussed briefly during the January 15 board meeting and the trustees took action to table further discussion until this meeting. The Professional Leave Recommending Committee, as required by the Negotiated Agreement has reviewed the requests.

Prepared by VP Bob Mohrbacher.

### **RECOMMENDATION:**

President Leas and Vice President Mohrbacher recommend that the Board approves a two-quarter sabbatical for each faculty member. Both proposals were considered to have equal value by the committee members. Sabbaticals have not been granted in more than twenty years, so we have no recent experience and had not budgeted funds for sabbaticals. While we strongly support professional development for faculty members, we feel the need to be conservative financially at this time. We also want to negotiate with the faculty and refine the Article XL language in the negotiated agreement to resolve some issues. This recommendation aligns with BP5500 Professional Leaves and AP5500 Professional Leaves and with RCW 28B.10.650 Remunerated professional leaves for faculty members of institutions of higher education.

Rie Palkovic

## Sabbatical Proposal

Leave committee:

I came to Big Bend Community College in August 1998. Prior to coming here I taught at two institutions: New Mexico State University in Las Cruces and El Paso Community College. On the in-between days I worked as registrar and curator at the University Art Gallery in Las Cruces. Coming to Big Bend and having one place to work was a luxury and the opportunity to focus on the group of students here. In addition to teaching I have been involved in many other campus activities. I have been active in the Faculty Association as an officer for many years. I have served as Division Chair of Humanities. I am currently head of the art department and have, since arriving, totally revamped the art program and curriculum. I have lived through two moves of the art department. First, we moved from building 1700 to 4100 out by Welding. I also redesigned 4100 building to be functional for our program. From there we moved into the brand new art building 1900 which required me to work closely with the architects so that the building would serve our needs. After 16 years of teaching at BBCC I need some time to regroup, refresh, and rekindle my teaching abilities. For me, the best way to do that is to practice my art-making. I would like to take 2015-2016 school year on sabbatical with 90% pay and the promise to return for three years afterward.

I have two major exhibitions in 2015-2016 for which I need time to work out the art pieces. The first show will be held at Moses Lake Museum and Art Center in November 2015. It will be a group exhibition that will include two people from Las Cruces, New Mexico and one to two artists from Moses Lake in addition to me. Each artist will make 50-60 pieces that will be hung in a grid-like pattern on the wall. I plan on learning and using two new techniques for this show. The first is encaustic, which is painting with wax. It is one of the most ancient types of painting dating back to the Romans. The second is the plant dyeing method I started learning this past summer. I plan to use the technique and incorporate other drawing and painting methods with it. To learn these new skills I plan on taking classes which will require me to go to Gage Academy in Seattle or Oregon College of Arts and Craft in Portland. The classes range from two days to eight weeks and will require a focus from me to fully integrate the skills into my own oeuvre. In learning the techniques, I will have new media skills to share with my students. The students have been asking for new types of media to learn. Both techniques can be taught in the Painting/Drawing workshop class and the plant dyeing can be also used in the Field Botany/Drawing collaboration classes.

In order to gain some facility with the newly learned techniques I will need some time to practice. Painting with wax and dyeing with plants will require new equipment as well as skills. The skills and equipment will require time and focus to practice daily. Stolen moments outside of teaching class are not concentrated enough to gain mastery. Of the 60 pieces I must make for this first show, I hope to make 20 encaustic pieces, 10-15 plant dyed mixed media pieces, and 30 pieces of oil painting or drawing. In order to get 60 good pieces I will likely have to make 80-100 total.

In addition to making the pieces for the show, I will be curating and coordinating the other pieces made by the other artists. In total, there will be around 300-360 pieces depending on whether five or six artists will participate. The pieces will need to be curated as to where they will hang on the grid pattern that the group will design. Because two of the artists are from out of town, a certain measure of coordination will be required: in shipping, in designing the grid, in designing invitations for the exhibit, and other such activities.

The second show I will participate in is scheduled for August 2016 in Las Cruces, New Mexico at a private gallery. The show will be a solo exhibition and will require around 20 pieces. The pieces must be ready to hang by the end of July which will leave around eight months to prepare after the Moses Lake show. I would like to expand on the encaustic skills and work in a larger format. I want to incorporate the plant dyeing method together with encaustic and see what happens. I have not shown in Las Cruces since we left there in 1998. It will be a homecoming of sorts and I am nervous/excited about showing to members of our former art community.

I routinely tell my students that the way to get an idea is to get an idea. I forget where I got this quote but the concept is so very true. The way to become creative is to practice being creative. The art critic Dave Hickey has said that the toughest part of teaching art is getting students to see what they do not yet see. It is even tougher if I am not practiced in creativity to encourage it in my students. Even though the majority of my students are not art majors nor looking for art careers, the ability to be creative in solving problems is sought by most employers and would-be entrepreneurs. The studio problems in the art classes challenge students to come up with multiple solutions and the ability to see various viewpoints within the group. These skills are invaluable in any discipline or career. My job as a teacher is to create the opportunities for the students to experience. The experience of my own opportunities of creativity will help me regroup, refresh, and rekindle my teaching abilities. I am committed to living and working the way of art.

Thank you for your time in considering my proposal. Please let me know if you desire any clarification.

Regards,

Rie Palkovic

October 24, 2014

Dear Sabbatical Committee:

I am writing to apply for a sabbatical for the 2015-2016 school year. I am requesting all three quarters, and plan on returning to Big Bend for a minimum of three years after the sabbatical is complete.

For the past eight years, concurrent with my full-time teaching load at Big Bend, I have been writing and revising a novel (*I Know What You Have Done*) that my agent, Kirby Kim of [Janklow & Nesbit](#), has recently submitted to publishers. Although it has yet to be picked up by a American publisher, two well-established publishers in Europe (in Italy and in Germany) have recently secured rights to publish Italian and German language editions of it, and the hope is that an English-language publisher will eventually pick it up. Whether this happens may affect part, but not all, of my sabbatical request.

In looking over the language of the Negotiated Agreement, as well as researching the sabbatical process in place at other Northwest community colleges, one of the clear guidelines is that the faculty member should return from the sabbatical with something new to offer students and the college. Toward this end, if granted, my sabbatical time will be spent working in my discipline—writing and literature—to fulfill the following proposal and meet the following criteria:

- While the publication of my novel has been secured, there are many elements of it that are in flux, such as finding an American publisher, working with editors on revisions, and possibly doing readings or publicity of some sort. All of this is standard practice in the industry, so my sabbatical period may incorporate some of the above, depending on what happens in the next year or so. Because the dates of publication are not up to me, I'm not sure how or when this will fit into the time I am requesting, but I can guarantee it will not impede my ability to work on my primary project, which is detailed below.
- My primary goal is to allot some time to work on writing a new novel. As mentioned, it took eight years before my last novel was ready for publication; the process of writing a 500-page book is time consuming and requires a sustained level of focus. For the past two years, in addition to working on *I Know What You Have Done*, I have been working on the early stages of a novel that is set in a fictionalized version of a central Washington lake town—somewhat like Soap Lake, but a much fictionalized version of it. In addition to being a character-driven literary mystery, the novel will also entail research that would be part of my sabbatical:

- My primary area of research will be in the region's unique limnology (the study of lakes). As people in our region are aware, Soap Lake is unique in its mineral content, microbial make-up, and stratification (not to mention its geological attributes). At this point, I only have an introductory understanding of the subject matter, but my plan is to use some of my sabbatical time to deepen my understanding of the lake's limnology, and to make that a pivotal part of the novel. For example, I know that WSU has conducted various research projects on the microbial qualities of the lake, and that their findings have held promise for the pharmaceutical industry. My plan is to dig deeper into the publications and documentation of these studies, and if need be, arrange visits to WSU or phone interviews to help further my grasp of the material. What does this have to do with a novel? I would be happy to discuss this with the committee in more detail, but I plan to incorporate some of this research into the plot of the mystery itself—loosely speaking, something rare that has been discovered in the lake water has commercial/pharmaceutical potential, and acts as part of the motive for the mystery and the background of at least one of the characters, a researcher who ends up in the town while pursuing a pharmacology grant. On some level, I hope that the book will be layperson's marriage between science and art.
- Another area of research, though significantly smaller, is the history and conflicting cultural interests of the town. This represents a smaller part of the research because I lived in Soap Lake for years and am fairly familiar with the region's history and culture. For example, though it is set in the current day, the novel may incorporate some of the town's early-20<sup>th</sup>-century roots as a spa-destination.
- In addition to research, my sabbatical time will be spent writing the novel. At the very least, at the end of my sabbatical period, I propose that I will present to the sabbatical committee 100 polished pages of new writing for each quarter that I am away—300 pages for the school year. This will be a very challenging requirement to fulfill, but I am hoping that it also shows the level of commitment I have toward this project. In my discussions with English instructors at other colleges about their sabbatical processes, this “product” should act as documentation that the time was 1) spent effectively and 2) relevant in my discipline (writing and literature).
- At some point during my sabbatical period, I will also attend a writer's residency program. Residency programs essentially offer a quiet and creative environment that allows for high-intensity immersion in the creative process, sometimes for a month or more (for people who don't have kids; I think mine would be shorter). Residencies also encourage the growth of creative work by providing opportunities to attend lectures, readings,

studios, as well as work closely with guest authors and artists. They are usually populated with educators as well, so there is a fair amount of pedagogical interaction informally built into the system at most residencies. In the past I have been awarded residency time at the Yaddo Colony, The Vermont Studio Center, and Centrum, and all of these experiences have included a competitive application process and have been enormously fruitful. In addition to the above, I will be applying for a residency at the MacDowell Colony and possibly others, such as Jentel. Although they all have competitive application processes, I am hopeful that one of them will invite me to attend.

If I were on the sabbatical committee, I would want to know how this project will contribute to my job in the classroom.

- A significant part of my time spent in the classroom is focused on teaching students how to research, yet for many of us who teach composition, we do very little formal research on our own. We might be masters at teaching it, but as we move further away from our own formal education we have less opportunity to practice it. This project will allow me the time and energy to immerse myself in a research-based project, and to bring that practical experience to the composition classes that make up the majority of my teaching load.
- I have been committed to teaching Big Bend students for the past decade, and though it has been difficult to find time for my own writing, my ability to do so has served my students well. In a creative writing or composition classroom, when I am telling students about the challenges and tricks of the writing process, it is not theoretical—I am speaking from direct experience born of my personal commitment. Although writing has many rewards and can at times be fun, it is also an ongoing struggle and lifelong learning process, the fruits of which I frequently and generously pass on to my students. I think that they appreciate not just the practical knowledge I share (about revising, goals, audience, style, use of texts, etc...), but also the fact that their writing teacher *writes* (and attempts, as best I can, to navigate my way through the publishing industry, as well). Because of the immersive quality of a sabbatical, I will bring both of these qualities—additional practical knowledge of the writing process and the publishing industry, as well as “modeling” the role of a professional writer—directly into the classroom when I return.
- Writing is my main my field of study, but I also teach literature at Big Bend—*The Mystery Story as Literature* and *American Literature III*, and to a lesser degree in *Creative Writing* and *Engl&102*—and I see the sabbatical as a way to continue broadening my base in this field. I am continuously reading new books and reviews, staying on top of trends and debut authors, and



discussing these trends and patterns with agents, writers and others in the publishing industry. All of this feeds directly into my classes, whether it is updating the books that I require in a given course, learning more about a given genre, or making book recommendations for students in and out of the classroom. I see a sabbatical as giving me more time and freedom to further broaden my understanding of contemporary literature and publishing. I'm currently putting together a reading list that will help me with this project (a nonfiction book about Soap Lake, for example, and *Smilla's Sense of Snow* by Peter Hoeg, which is a mystery that deals with a scientific discovery in the Scandinavian ice) and if the committee would like me to, I would be happy to provide this list once it is complete or keep a log of relevant readings.

Based on the ten-plus years I have spent teaching at Big Bend, my students and colleagues should know that I am a committed teacher and a lifelong learner, especially in the fields of writing and literature. I am continuously changing texts, rethinking my classes, updating my assignments, attending conferences and local events, and growing as a teacher and writer. It is my hope that, if granted, the sabbatical process will allow me to have the rare opportunity for full immersion into my field, which will amplify the knowledge of writing and literature that I bring to the classroom.

Please let me know I can clarify or further explain any of this proposal.

Thank you for your consideration.

Matt Sullivan  
English Instructor

**BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #7:** Probationary/Tenure Reviews (for action)

**BACKGROUND:**

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

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Benjamin Altrogge	Aviation Instructor	1 <sup>st</sup> probationary year
Heidi Gephart	Counselor	1 <sup>st</sup> probationary year
John Marc Swedburg II	Aviation Instructor	1 <sup>st</sup> probationary year
Arthur Wanner	Computer Science Instructor	1 <sup>st</sup> probationary year
John Martin	Automotive Instructor	1 <sup>st</sup> probationary year
James Ayers	Industrial Systems Instructor	2 <sup>nd</sup> probationary year
Clint Gilbert	Welding Instructor	2 <sup>nd</sup> probationary year
Lindsay Groce	Chemistry Instructor	2 <sup>nd</sup> probationary year
Cara Stoddard	English Instructor	2 <sup>nd</sup> probationary year
Libby Sullivan	Reference Librarian	2 <sup>nd</sup> probationary year
Valerie Wade	Dev Ed/ABE Instructor	2 <sup>nd</sup> probationary year

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

**RECOMMENDATION:**

President Leas and Vice President Mohrbacher recommend renewal of the probationary contracts.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #8:** Board Policies (for information)

### **BACKGROUND:**

The following board policy drafts are included for your consideration and subsequent action at the next meeting.

#### **BP 8040 Check Cashing**

With the recent change of financial aid refunds going to Higher One, AP8040 needs to be updated. BP8040 is necessary to align AP8040 with our BP/AP structure. Now that the Business Office does not disburse financial aid checks each quarter, less cash is available at any given time.

#### **BP 8045 Credit Card Security**

With the increase of identity theft and fraud, Big Bend needs to have a policy that protects the credit card information for our students/clients. Students will be able to give BBCC authorization to make card payments on due dates for the STEPP plans. It would be similar to “bill pay” at most banks. This will allow students to only visit the business office once a quarter instead of three times and will cut down on the amount of late fees that are being assessed every quarter.

#### **BP 4602 Unused Sick Leave Compensation**

This board policy was revised to reflect changes in the legal references related to this program. This policy was last reviewed in February 1980.

### **RECOMMENDATION:**

None.

In compliance with [RCW 28B.10.31](#) Big Bend Community Colleges accepts payroll checks, expense checks, financial aid checks, or personal checks in exchange for cash from students or staff under certain conditions.

New Draft

Big Bend Community College is committed to protecting and upholding the Payment Card Industry Data Security Standard (PCI DSS) and complying with RCW 19.255.020, Liability of processors, businesses, and vendors.

New Draft

4602.1 AUTHORIZATION

Chapter 150, Laws of 1979 (SSB 2191), requires Big Bend Community College to adopt rules for compensating employees for unused sick leave as part of establishing an attendance incentive program.

(See also BP3000)

Current

In accordance with RCW 28B.50.553 and RCW 41.04.340, Big Bend Community College shall establish a program by which employees may receive compensation for unused sick leave.

Draft Revision

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #9:** Board Policies (for action)

### **BACKGROUND:**

The following board policy drafts were included for your consideration during the January meeting. They are presented at this meeting for your action.

#### **BP 3001 Shared Leave**

This is a revision of BP 3001, which was last revised in 1990. AAG Mirisa Bradbury has reviewed and approved the revisions.

#### **BP 6130 Student Holidays for Reasons of Faith or Conscience**

This is a new board policy to implement new RCW 28B-10-039. AAG Mirisa Bradbury has reviewed and approved this draft BP.

### **RECOMMENDATION:**

President Leas recommends approval of the board policies as presented.



**3001.1 Brief Summary:**

Law permits college exempt, administrative and classified employees to donate annual leave (vacation) to another state employee who has or soon will exhaust all leave. Faculty can donate sick leave.

**3001.2 Background:**

In the 1989 legislative session the legislature established an annual leave (vacation) sharing program for employees who accrue vacation and sick leave. State employees historically have joined together to help their fellow employees who suffer from, or have relatives or household members who suffer from an extraordinary or severe illness, injury, impairment or physical or mental condition which prevents the individual from working and causes great economic and emotional distress to the employee and his/her family. These circumstances may be exacerbated because the employee has used all his/her personal holiday, accrued sick and annual leave and is forced to take leave without pay or terminate employment.

The 1990 legislative session approved SSB 6452 which allows sick leave donation only by employees who do not accrue vacation leave. SSB 6452 excludes sick leave donation by exempt, administrative and classified employees who may only donate vacation leave, but does now allow faculty to donate sick leave. RCW 41.04.650

Both the Department of Personnel and the Office of Financial Management have developed rules and procedures to implement this new law. A local campus committee consisting of administration, faculty and classified staff recommend the following procedure for the local administration of the leave sharing program:

**3001.3 Restrictions:**

- A. Maximum amount that can be received by an employee is 261 days.
- B. Exempt, administrative and classified employees who donate vacation cannot have their vacation leave balance drop below 80 hours. Faculty who donate sick leave cannot have their sick leave balance go below 480 hours nor can they request a transfer of more than six days of sick leave during any twelve-month period.
- C. Those employees paid from federal grants and contracts must obtain written approval from their funding source prior to participation in the leave sharing program.

**3001.4 Impact:**

- A. Exempt, administrative and classified employees can donate vacation and receive "shared leave."
- B. Faculty can donate sick leave and receive "shared leave."
- C. Leave may be donated among permanent employees within the college and other state agencies.
- D. Donated vacation or sick leave shall be deducted from the donating employee's budget and credited to the receiving budget or follow other current OFM prescribed method.

Big Bend Community College employees may participate in a Shared Leave Program in accordance with RCW 41.04.650 to 670 and WAC 357-31-380 to 455.

The purpose of the program is to permit eligible employees, at no significantly increased cost to the state of providing annual leave, sick leave, or personal holidays, to come to the aid of another eligible employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; a fellow state employee who is a victim of domestic violence, sexual assault, or stalking; or a fellow state employee who has been called to service in the uniformed services, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

Big Bend Community College employees may participate in the leave sharing program according to state regulations and as outlined in the corresponding BBCC administrative procedure.

Big Bend Community College provides discrimination-free environment which promotes diversity and student success. Big Bend Community College provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

In accordance with RCW 28B-10-039 Big Bend Community College will accommodate student absences for up to two days per academic year, to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so that students' grades are not adversely impacted by the absences.

RCW 28B-10-039

New Draft

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #10:** 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.

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #11:** Regularly Scheduled Board Meeting Date (for action)

**BACKGROUND:**

The next regular board meeting is scheduled on Thursday, April 9, at 1:30 p.m. The Community Engagement Monitoring Report will be presented during the meeting.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/05/15

**ITEM #12:** Miscellaneous (for information/action)

### **BACKGROUND:**

President Leas attended the TACTC New Trustee Orientation and the TACTC Winter Conference in Olympia January 28-29.

President Leas accompanied a group of faculty and staff to the 2015 DREAM Conference. He attended plenary and work sessions.

The Transforming Lives Award Recognition event was held February 25.

### **RECOMMENDATION:**

None.