



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

**Thursday, March 6, 2014  
3:00 p.m.**

**ATEC  
Hardin Community Room**

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

## Spring 2014 Campus Events

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

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

March	6	Board of Trustees Meeting 3:00 p.m.; Hardin Community Room, ATEC
	8	Baseball vs Green River CC; 11:00 a.m. BBCC Baseball Field
	9	Baseball vs Green River CC; 10:00 a.m. BBCC Baseball Field
	11	ASB Sponsored Lunchfest Pandafest 10:30 a.m. – 1:00 p.m.; \$5 with BBCC ID, \$7 without; ATEC Building
	15	“Heart by Heart” sponsored by Columbia Basin Allied Arts; 7:00 p.m.; Wallenstien Theater
	18	ASB Sponsored Free Pool 8:00 a.m. – 5:00 p.m. Gameroom 1400 Bldg. ASB Library Campout – 8:00 p.m. Peterson Gallery, ATEC Bldg.
	21	“Lewis & Clark A Celebration of American Teamwork” sponsored by Columbia Basin Allied Arts; 7:00 p.m.; Wallenstien Theater
	22	Baseball vs Olympic College; 11:00 a.m.; BBCC Baseball Field
	23	Baseball vs Olympic College; 10:00 a.m.; BBCC Baseball Field
	24	Softball vs Skagit Valley Community College; 2:00 p.m.; BBCC Softball Field
	24-28	BBCC Spring Break
	26	Baseball vs Yakima Valley College; 1:00 p.m.; BBCC Baseball Field
	28	Softball vs Treasure Valley Community College; 2:00 p.m.; BBCC Softball Field
	29	Softball vs Blue Mtg Community College; 12:00 p.m.; BBCC Softball Field
	30	Softball vs Walla Walla Community College; 12:00 p.m.; BBCC Softball Field
	31	Spring Quarter Begins
April	1	Trio Upward Bound Induction Ceremony; 6:30 p.m.
	4	Softball vs Columbia Basin College; 2:00 p.m.; BBCC Softball Field
	5	Baseball vs Community Colleges of Spokane; 1:00 p.m.; BBCC Baseball Field
	5	Softball vs Walla Walla Community College; 12:00 p.m.; BBCC Softball Field
	8	ASB Sponsored Lunchfest: Pastafest 10:30 a.m. – 1:00 p.m.; \$5 with BBCC ID, \$7 without; ATEC Building
	8	Softball vs Community Colleges of Spokane; 2:00 p.m.; BBCC Softball Field
	9	Baseball vs Columbia Basin College; 1:00 p.m.; BBCC Baseball Field
	10	Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC



William C. Bonaudi Library Dedication  
February 17, 2014



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, March 6, 2014, 3:00 p.m.  
 ATEC- Hardin Community Room

*Governing Board Members:*

*Mike Blakely*  
*Chair*

*Jon Lane*  
*Vice Chair*

*Anna Franz*

*Stephen McFadden*

*Miguel Villarreal, Ed.D.*

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

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

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

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

Action	
A	1. Call to Order/Roll Call Pledge of Allegiance – Women’s Basketball Team Captain Jessica Sorenson
I	2. Introductions – Asst. Attorney General Mirisa Bradbury Women’s Basketball Team Nursing Club
I/A	3. Consent Agenda a. Regular Meeting and Study Session Minutes January 16, 2014 (A) b. President’s Activity Update (I) c. Student Success (I) Student Achievement Initiative Academic Master Plan 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)
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 Programming Director – Shanelle Hemmert b. Classified Staff Representative – Starr Bernhardt c. Interim Faculty Association President – Daneen Berry-Guerin d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton
A	5. Probationary Tenure Review – VP Bob Mohrbacher ----- <b>BREAK</b> ----- Executive Session
A	6. Exceptional Faculty Awards – President Leas
A	7. Board Policy for Action – President Leas
A	8. Policy Governance Revisions Ends Statements – VP Mohrbacher
I	9. Assessment of Board Activity – Board
I/A	10. Regularly Scheduled Board Meeting – Board
I	11. Miscellaneous – President Leas
A	Adjournment

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

**NEXT MEETING REMINDER – Regular Meeting April 10, 1:30 p.m.**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting on January 16, 2014, 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 a regular board meeting Thursday, January 16, 2014 at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

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

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

BBCC Viking Softball player Nicole Cameron led the Pledge of Allegiance.

### **2. Introductions**

BBCC Viking Softball Coach Ray Moffitt accompanied the team to be introduced to the trustees. They introduced themselves: Nicole Cameron from Rathdrum, ID; Kelsey Cearley from Graham, WA; Rebecca Egan from Soldotna, AK; Lauren Schalbach from Rathdrum, ID; Brinley Miller from Twin Falls, ID; Alexis Spence from San Luis Obispo, CA; Emma Stephens from Twin Falls, ID; Erica Chandler from San Luis Obispo, CA; Jenna Hoffman from Rathdrum, ID; Kimberly Martin from Pocatello, ID; Christian Hill-Erickson from Spokane, WA; Tiffany Phillips from Visalla, CA; Cheyenne O'dell from Ivanhoe, CA; Jalene Howell from Colville, WA; Marisa Saldana from Pocatello, ID; Kate Walker from New Plymouth, ID; Stormie Kidd from Declo, ID; and Silvia Herrera from Mattawa, WA. The athletes stated they like the sense of community on campus. Coach Moffitt stated many of the athletes live in the dorms. They started practice January 15 and their first game is March 1.

Assistant Attorney General Charnelle Bjelkengren accepted another position and is no longer with the Attorney General's office. President Leas introduced Senior Assistant Attorney General Toni Ursich, Charnelle's former supervisor. Ms. Ursich will continue to be involved while she transitions the new person. She hopes to have a new Assistant Attorney General assigned to BBCC prior to the March 6 board meeting.

Director of Health Education Programs Katherine Christian introduced newly hired Medical Assistant Coordinator Kyla Ohls. Ms. Ohls is from Montana and worked at Confluence Health before coming to BBCC.

### **3. Consent Agenda**

a) Approval of Regular Board meeting minutes from December 12, 2013, (A); b) President's Activity Update (I); c) Student Success Update (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.

Motion 14-01

Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

**4. Remarks**

- a. ASB Programming Director Shannelle Hemmert reported the ASB and Club activities. ASB has sponsored multiple activities such as another duck hunt on campus. Students explore campus while they search for the eighteen ducks hidden around campus. Students who find the hidden ducks win a pizza or a parking place next to the President's parking spot. Over 70 students attended the ASB Library Campout. ASB showed the Bowl Championship Series (BCS) football game on the big screen in the Masto Conference Center the first night of classes. The group supports athletics by tossing swag into the crowd during games. Additionally, the Couch Potato fund raiser has been very successful at basketball games. Every Thursday morning, ASB sells hot chocolate for the low cost of fifty cents per cup in between classes to promote upcoming ASB events.

The ASB Breakfast-fest was held Tuesday, January 14, and almost 190 people attended. A hip hop violinist performed during the meal. An ASB pool tournament was held January 15. Students are looking forward to the free movie night at the Lee Theater in Ephrata tonight. ASB is trying something new and promoting events via text messaging. Lastly, ASB officers have gathered Facility Master Plan surveys and campus photos to provide student feedback to the process.

The Rho Zeta chapter of Phi Theta Kappa held a successful Silent Auction and Book Buy Back Bake Sale. They also assisted with New Student Orientation. The Phi Theta Kappans will be selling concessions at upcoming Allied Arts events. They will also conduct a Soup-R-Bowl canned food drive with the BBCC Engineering Club.

- b. Classified Staff Representative Starr Bernhardt announced that the Classified Staff Committee has been renamed the Staff Training and Recognition (STAR) Committee and consists of 10 members and Vice President Human Resources Kim Garza. Starr will Chair the STAR Committee, which meets tomorrow for the first time to discuss their new focus. They will develop an annual training schedule. The committee has received positive feedback about the change of name and focus. Starr also reported that several Classified Staff members participated in the active shooter training recently held on campus.
- c. Interim Faculty Association President Daneen Berry-Guerin shared news from faculty members. Philosophy Instructor Dr. Dennis Knepp received notice that his short essay was accepted for presentation to the Charles S. Peirce International Centennial Congress conference in Lowell, MA, in July. He will represent Big Bend Community College at the conference.

Math Instructor Stephen Lane presented information regarding the importance of statistics for the Ephrata High School statistics course December 17. He will also work with the instructor of the course, Mrs. Cassie Roloff, supporting the partnership between BBCC and EHS.

Foreign Language Instructor Jennifer McCarthy is preparing her German class for another German flash mob in the cafeteria this quarter.

Counselors Max Heinzmann and MariAnne Zavala-Lopez will provide information to high school students and their parents during the all-day college awareness WSU/MLHS Gear Up event January 24.

- d. Vice President of Finance and Administrative Services Gail Hamburg reported the committee is making progress on the Facilities Master Plan. Professional Technical faculty members are very involved in this effort, and ASB officers are submitting pictures of campus with comments. The PTEC draft proposal will be completed by January 31.

- e. Vice President of Student Services and Instruction Bob Mohrbacher referred to the enrollment report within the consent agenda. While most of the WA community colleges report they have fewer students attending, BBCC has more students enrolled. Running Start enrollment has increased 23% in part due to Instructor Stephen Lane's work supporting the statistics course at EHS. VP Mohrbacher predicted the scheduling changes at Moses Lake High School may increase Running Start enrollment even more.

Trustee Mike Villarreal inquired about the variables positively influencing the partnership between EHS and BBCC. VP Mohrbacher stated good relations with the EHS Principal Dan Martell is a big factor. Trustee Villarreal complimented VP Mohrbacher for his work with the local school districts.

VP Mohrbacher stated the Basic Skills program recently underwent a federal fund monitoring visit by the SBCTC, which is much like a "mini-accreditation" visit. Director Sandy Cheek and her team received a letter detailing six commendations and one recommendation. Students transferring from basic skills to college has increased from 7% to 27%.

Trustee Jon Lane asked about the composite consortium. Dean Clyde Rasmussen is working with the Director of the Aerospace and Advanced Materials Manufacturing Center of Excellence Mary Kaye Bredeson to see how BBCC can be involved.

- f. In VP Kim Garza's absence, President Leas reviewed the HR consent agenda item.
- g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has received property near Randolph Road. President Leas, VP Mohrbacher, and Executive Director Parton met with a group in Soap Lake that is

interested in starting a scholarship fund honoring the late Brent Blake. Director Parton reported that the Foundation raised \$545,000 in 2013. This amount is up from \$410,000 in 2012. Lastly, Director Parton encouraged all to attend the Business Expo held in the Masto Conference January 21, 2014.

#### **5. Probationary Tenure Reminder**

Committees are working hard to complete the reviews of probationary tenure faculty members. The binders will be available for the trustees to review February 3. The trustees will take action on this item during the March 6 board meeting.

#### **6. Innovations Excellence Award**

During the last meeting, President Leas announced that he had nominated Title V Director Terry Kinzel for the Innovations Excellence award. Director Kinzel thanked President Leas for the nomination. She said she is fortunate to work with great leadership at BBCC. This award celebrates all the accomplishments of staff, faculty, and students.

#### **7. Board Policy for Action**

BP 8053 Information Technology Security Policy was presented to the board for consideration during the last board meeting. President Leas recommended the board approve the updates to BP 8053.

#### Motion 14-02

Trustee Stephen McFadden moved to approve BP 8053.  
Trustee Mike Villarreal seconded, and the motion passed.

#### **8. Board Policy for Information**

The Board Policy regarding a compensation plan philosophy was provided to the board for its consideration. President Leas stated this board policy will ensure rationality in the way BBCC compensates employees. The policy will support a plan to make open, transparent, and rational decisions about employee compensation. Feedback will be accepted until the March 6 board meeting when this new policy will be considered for action. Trustee Jon Lane asked about comparison peer institutions. President Leas stated BBCC will be compared to other two-year colleges of similar size and composition. BBCC also receives data from the SBCTC, and the College and University Professional Association for Human Resources (CUPA). The salary matrix survey from the SBCTC is rudimentary and does not include important details. Executive Council members reviewed the survey options. An administrative process describing the operationalizing of the policy will be developed after the trustees approve the board policy. Trustee Mike Villarreal stated this policy provides guidance for BBCC to make consistent compensation decisions. President Leas said a compensation plan will help BBCC compete for quality employees. He also talked about attracting talent from faculty into administrative positions. A compensation plan will position BBCC to be competitive and equitable to recruit and retain quality employees.

## **9. Ends Statements Crosswalk**

Trustees Anna Franz and Jon Lane met with President Leas, VP Mohrbacher, Interim Faculty Association President Daneen Berry-Guerin, Dean Valerie Kirkwood, and Executive Assistant Melinda Dourte to discuss Ends Statement wording. The most current iteration of the Ends Statements were presented to the Board:

### **E-1 Mission**

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

### **E-2 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.

### **E-3 Excellence in Teaching and Learning**

Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

### **E-4 Community Engagement**

Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

### **E-5 Integrity and Stewardship**

Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

Once the Board approves the Ends Statements, they will be incorporated into the Policy Governance text.

President Leas commented that the trustees could add verbiage about philanthropy to the Community Engagement Ends Statement. Trustee Anna Franz stated philanthropy is a vital and fundamental board goal, and it is covered broadly by the “support to the college” wording in E-4.

Chair Mike Blakely asked if the Ends Statements wording meets accreditation requirements. VP Mohrbacher explained that the core themes and the elements of the mission are reported to accreditation. Approving these Ends Statements will meet accreditation requirements.

Motion 14-03

Trustee Mike Villarreal moved to approve the Ends Statements as presented. Trustee Anna Franz seconded, and the motion passed.

**10. Assessment of Board Activity**

Trustee Mike Villarreal reported that he attended the Adams County Development Council (ACDC) luncheon in Othello. Foundation member Gary Chandler and President Leas also attended the luncheon.

Trustee Anna Franz reported that she attended a meeting on campus to revise the Ends Statements. She also reviewed Carver's Policy Governance Model information.

Trustee Stephen McFadden stated he completed and submitted a reappointment application to the Governor's office.

Trustee Jon Lane reported that he attended a meeting on campus to revise the Ends Statements. He also attended BBCC basketball games. Trustee Lane complimented Director of Public Information Doug Sly for the recent articles in the newspaper.

Trustee Mike Blakely complimented the Basic Skills calendar and stated he will share the calendars in Quincy. He reported that he attended the Quincy Leadership Roundtable. Quincy Mayor Jim Hemberry will visit legislators in Olympia and is willing to share BBCC needs. Trustee Blakely also provided Transforming Lives Awardee Miraclejoy Curtis a financial gift.

Trustee Mike Villarreal reported that he would like to attend the AVID for Higher Ed meetings January 23-24. Dean of Arts & Sciences Kara Garrett will share the agenda with all of the board.

**11. Next meeting**

The next board meeting is scheduled for March 6, 2014, 3:00 p.m.

**12. Miscellaneous**

The William C. Bonaudi Library Dedication will be held Monday, February 17, 2014, at 4:00 p.m. in the Peterson Gallery of ATEC.

The trustees discussed the Transforming Lives Award dinner. The \$100 gift cards and meals for the nominees, nominees' two guests, and trustees will be funded by the Trustees' Scholarship Fund.

President Leas invited the trustees to check out one of three new resources regarding Carver's Model of Policy Governance from the President's office.

President Leas asked the trustees if they had preferences for a commencement speaker. The trustees expressed that the individual should be a charismatic speaker, and the BBCC mission should be the undertone of the message.

The meeting adjourned at 3:00 p.m.

---

Mike Blakely Chair

ATTEST:

---

Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from January 2, 2014 through February 14, 2014.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/2/14	Meet with Pat Jones	Collaboration	Moses Lake	
	JATP Fundraising Meeting	Planning	BBCC	
	Board Ends Statements Revisions	College Guidance	BBCC	Trustees Anna Franz and Jon Lane
1/6/14	Marketing Meeting	Planning	BBCC	
	BMW i3 Meeting	Planning		
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Review Board Agenda with Mike Blakely	Board Support	BBCC	
1/8/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Adams County Development Council Luncheon	Community Engagement	Othello	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	BBCC Basketball Games	Support	BBCC	
1/9/14	Board Ends Statements Revisions	College Guidance	BBCC	Trustees Anna Franz and Jon Lane
	Personnel Meeting	Employee Support	BBCC	
	Donor Lunch	Advancement	Soap Lake	
	CAMP Grant Meeting	Information Sharing Consultation	BBCC	
	Hot Rod Garage	Community Engagement	BBCC	
1/10/14	Bonaudi Library Dedication	Planning	BBCC	
	Facility Master Plan Meeting	Information Sharing Consultation	BBCC	
1/11/14	BBCC Basketball Games	Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/13/14	Venue Story	Information Sharing Consultation	BBCC	
	Ph.D. Nursing Student	Doctorate Interview	BBCC	
1/14/14	Observe Criminal Justice Class	Support Excellence in Teaching and Learning	BBCC	
	WorkForce Development Council Meeting	Community Engagement	BBCC	
1/15/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
1/16/14	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Lunch with AAG Toni Ursich	Information Sharing	BBCC	
	Regular Board Meeting	College Governance	BBCC	
	Foundation Dinner & Meeting	Information Sharing Consultation	BBCC	
1/17/14	Visit SGL	Community Engagement	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
1/18/14	Realtor Installation Awards Banquet	Speaker	Moses Lake	
1/19-21/14	TACTC Winter Conference WACTC Meetings	Education System Support	Olympia	
1/22/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/22/14	Bonaudi Library Dedication	Planning	BBCC	
	BBCC Basketball Games	Support	BBCC	
1/23/14	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	AVID Activities	Student Success	BBCC	Trustee Mike Villarreal
	Observe Welding Class	Support Excellence in Teaching & Learning	BBCC	
	Hot Rod Garage	Community Engagement	BBCC	
	Visit with Phi Theta Kappa President	Student Success	BBCC	
	Student Success Team	Student Success	BBCC	
	AVID Debrief	Student Success	BBCC	
1/27/14	Lunch N Learn	Professional Development	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Transforming Lives Award Recognition Event	Planning	BBCC	
1/28/14	Observe Statistics Class	Support Excellence in Teaching & Learning	BBCC	
	Community Visitor	Tour	BBCC	
1/29/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
1/30/14	Retirement Lunch	Feedback	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Building Prosperity Kick-off	Community Engagement	BBCC	Honorary Chair
1/31/14	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Aerospace Presidents'	Information Sharing & Coordination	Phone Conference	
2/3/14	Review Probationary Binders	Support Excellence in Teaching & Learning	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/3/14	WA Campus Compact Director Jennifer Hine	Information Sharing	Phone Conference	
2/4/14	Visitors to Grant County, EDC Director Jon Smith	Community Engagement	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Gene Sharratt, Executive Director WA Student Achievement	Student Success	BBCC	
2/5/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Rotary Internal Club Auction	Community Engagement	Moses Lake	
2/6/14	Meet with AD Preston Wilks	Support Athletics	BBCC	
	Realtor Meeting	Community Engagement Speaker	Moses Lake	
	Genie Industries Tour	Community Engagement	Moses Lake	
2/7/14	BBCC & JAEC 50 <sup>th</sup> Anniversary Planning	Information Sharing & Coordination	BBCC	
	BBCC Family Campaign Luncheon	Celebration	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	BBCC Basketball Games	Support	BBCC	
2/8/14	BBCC Basketball Games	Support	BBCC	
2/10/14	Major Gift Campaign Lunch	Advancement	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Allied Arts Event	Community Engagement	BBCC	
2/11/14	STEM Robotics	Program Support	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Nursing Funding Meeting	Integrity & Stewardship	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/12/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Bonaudi Library Dedication	Planning		
2/13/14	Local & Global Issues Presentation Speaker	Professional Development	BBCC	
	Grant Funded Employees	Information Sharing	BBCC	
2/14/14	Cabinet Meeting	Excellence in Teaching & Learning	BBCC	
	Bonaudi Dedication Rehearsal	Planning	BBCC	
	Lunch n Learn Presenter	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	

# Staff Training Evaluation



How would you rate the following?						
	Excellent	Very good	Good	Fair	Poor	Rating Count
Speaker knowledge of topic	<b>66.7% (14)</b>	19.0% (4)	14.3% (3)	0.0% (0)	0.0% (0)	21
Information usefulness	38.1% (8)	<b>47.6% (10)</b>	4.8% (1)	4.8% (1)	4.8% (1)	21
Handouts & visual aids (if applicable)	<b>50.0% (3)</b>	<b>50.0% (3)</b>	0.0% (0)	0.0% (0)	0.0% (0)	6
Overall rating	<b>52.4% (11)</b>	38.1% (8)	0.0% (0)	9.5% (2)	0.0% (0)	21
<b>answered question</b>						<b>21</b>
<b>skipped question</b>						<b>1</b>

How useful do you think this training will be in your job and personal life?

	Very useful	Somewhat useful	Not useful	Rating Count
Your job performance	73.7% (14)	21.1% (4)	5.3% (1)	19
Your personal life	57.9% (11)	36.8% (7)	5.3% (1)	19
			answered question	19
			skipped question	3

**Q1. How might the content or delivery of this training be improved?**

1	Really liked the informal gathering. Made it more comfortable for the employees to speak about their concerns and thoughts.	Feb 20, 2014 9:59 AM
2	I think a little more clarification on certain subjects would be great. Maybe have an agenda.	Feb 20, 2014 9:58 AM
3	The session could have been longer.	Feb 18, 2014 3:20 PM
4	Clearer boundaries of the discussion. The title of the "training" was Local and Global Issues. The only "issue" discussed by Dr. Leas was: women and minorities make 77% of white males because they don't "fight" for raises.	Feb 18, 2014 3:19 PM
5	Actually have supervisors and other administration follow up on what they promise.	Feb 17, 2014 8:34 AM
6	A plan to diffuse hostile situations and turn them into a positive. I'm unhappy that one staff member felt he had to leave.	Feb 14, 2014 11:13 PM
7	Just to stay positive and try to leave negative topics	Feb 14, 2014 11:10 PM
8	Just try to keep positive. I know negative topics might come up, but we need to steer it back quickly so people don't walk out.	Feb 14, 2014 11:09 PM
9	Reinforced with handouts with helps (i.e. reference material)	Feb 14, 2014 11:08 PM
10	Well delivered!	Feb 14, 2014 11:07 PM
11	More time needed - great topic.	Feb 14, 2014 11:06 PM
12	Follow-up reminder to staff via newsletter or highlighted topics.	Feb 14, 2014 11:05 PM
13	Group effort w/ all groups on college admin/faculty/classified staff	Feb 14, 2014 11:04 PM
14	Different time	Feb 14, 2014 11:03 PM
15	It was fine. I think people will get more comfortable if it becomes a regular thing.	Feb 14, 2014 11:02 PM
16	We didn't really get to touch the topic, but I really enjoyed the meeting.	Feb 14, 2014 11:00 PM
17	More time for session. I didn't want to leave.	Feb 14, 2014 11:00 PM
18	Maybe a little more time. I liked the informal setting with us all in a circle so that we could discuss and ask questions.	Feb 14, 2014 10:55 PM

**Q1. Please list any other training topics you would like to see presented in your workplace.**

1	Safety in the work place is already being done. Maybe getting to know the various departments and programs on campus would be great.	Feb 20, 2014 9:58 AM
2	Steps outlined for advancement	Feb 14, 2014 11:13 PM
3	Have to think about this one.	Feb 14, 2014 11:09 PM
4	One on one meeting would be nice.	Feb 14, 2014 11:07 PM
5	Safety issues	Feb 14, 2014 11:03 PM
6	Changes in higher ed nationwide and where we fit.	Feb 14, 2014 11:02 PM
7	How to deal with angry/upset students.	Feb 14, 2014 10:58 PM
8	CPR	Feb 14, 2014 10:55 PM

**Q1. Other comments?**

1	This was awesome. Wish we could have had more time with Dr. Leas.	Feb 20, 2014 9:59 AM
2	In think it is great that the President is involved and so open minded. I really appreciate it.	Feb 20, 2014 9:58 AM
3	Glad I attended, almost didn't.	Feb 18, 2014 3:20 PM
4	Robin gave a lot of info that Dr. Leas could not have answered because the questions left the subject at hand and went on to random HR/benefits questions. I would like more structure. I like the interaction of classified staff and Dr. Leas, but I did not get much out of it... I prefer Dr. Leas to have a direction and ask questions that are aimed toward the topic at hand. Also, if training is scheduled from 3:30-4:30, it should respectfully begin on time and end on time, regardless of late comers.	Feb 18, 2014 3:19 PM
5	Knowing we are valued and processes are being implemented to acknowledge and reward us helps us want to continue to improve and give outstanding service.	Feb 14, 2014 11:13 PM
6	Nice, peaceful!	Feb 14, 2014 11:07 PM
7	Great topic.	Feb 14, 2014 11:06 PM
8	n/a	Feb 14, 2014 11:05 PM
9	I appreciate being heard!	Feb 14, 2014 11:04 PM
10	GREAT!	Feb 14, 2014 11:03 PM
11	Would like to do this more.	Feb 14, 2014 11:00 PM
12	It was a great venue for open discussion!	Feb 14, 2014 11:00 PM
13	Appreciate Dr. Leas taking the time to visits with classified staff.	Feb 14, 2014 10:58 PM
14	Excellent chance to talk with our President. Information doesn't always trickle down to our staff.	Feb 14, 2014 10:55 PM

# BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

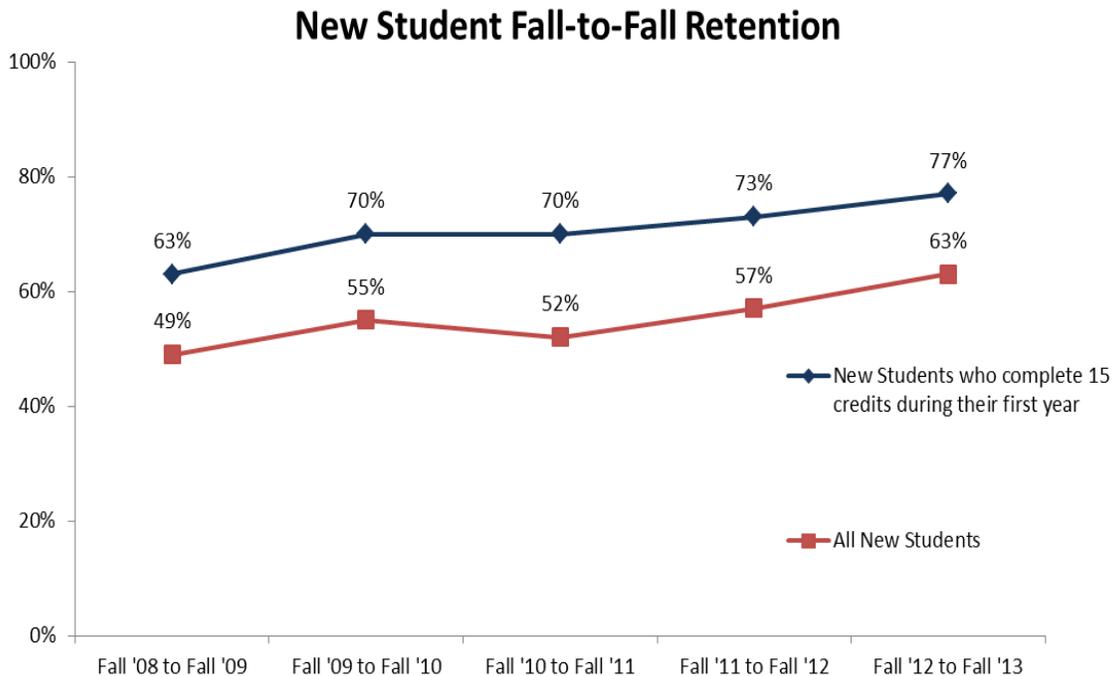
## ITEM #3: CONSENT AGENDA (for information)

### c. Student Success Initiatives

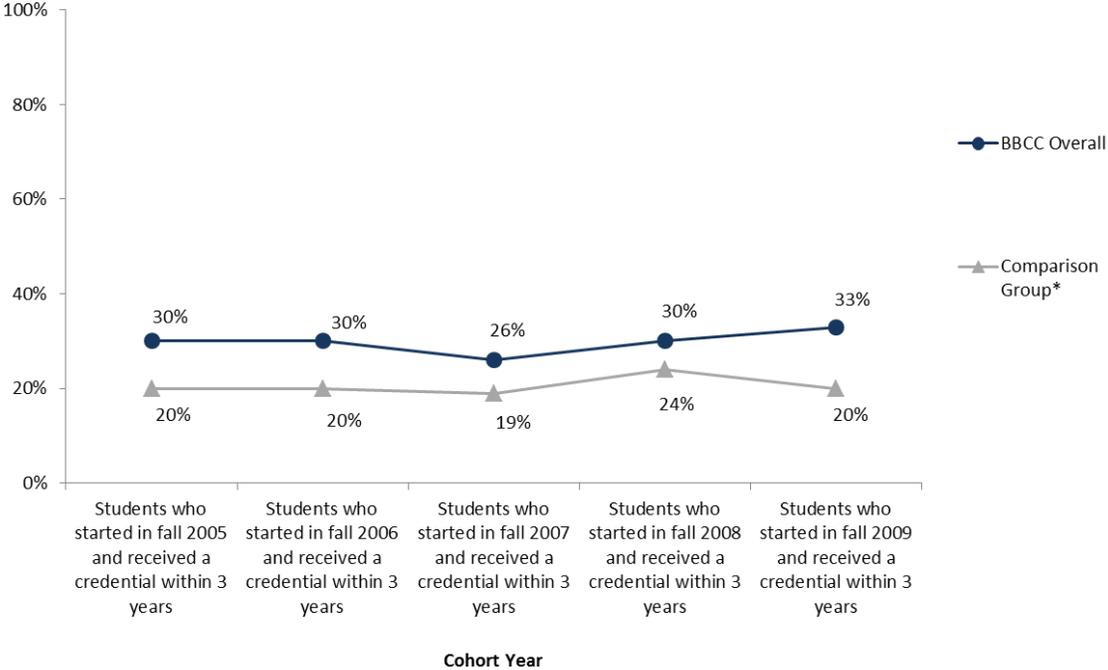
#### AVID

Another set of AVID professional development workshops was held February 20-21. Workshop topics were Inquiry and Academic Advising. In addition, College Success Skills (CSS) faculty also met to discuss integration of AVID strategies into CSS courses. The Campus Success Team met with the AVID facilitator as well. Discussion focused on examining data on how CSS students succeed in subsequent courses. Between 2009 and 2013, students who completed CSS 100 had a success rate of 90% or better in English 99, which can be a barrier to success for some students.

The Campus Success Team also reviewed data on Fall-to-Fall Retention rates and IPEDS Graduation rates, as detailed in the charts below.



**Graduation rates of full-time, first-time degree/certificate seeking undergraduates within 150% of normal time to completion (IPEDS)**



\*Comparison group consists of medium, public, 2-year colleges, in the western states, town locale. The 2009 comparison group includes 25 other institutions. Comparison groups vary year to year.

Prepared by VP Mohrbacher and Dean Kirkwood.

**RECOMMENDATION:**  
None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

d. Accreditation Update

### **Accreditation:**

The Academic Master Plan (AMP) committee continues to work on drafting a new version of the AMP for 2014-19. Currently, the committee has identified outcomes, objectives and indicators that align with the new BBCC mission statement. In addition, a subcommittee has written outcomes, objectives and indicators to guide the development of an annual marketing plan. The new AMP must be completed by the end of the academic year; a draft of the new AMP will be available for review in late March or early April.

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

e. Assessment Update

**Assessment:**

As of this writing, Dr. Ryann Leonard, chair of the Assessment Committee, is drafting the annual report on general education and program outcomes. The report is due March 1. This report is mandated by the Negotiated Agreement with faculty, and the provisions for this report were rewritten during the last round of contract negotiations. Once the report is submitted, it will be reviewed by the Assessment Committee and then distributed to faculty and other campus constituents in order to assess the findings and determine future actions.

Prepared by VP Mohrbacher and Dean Kirkwood.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

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

#### f. Capital Project Update

#### **BACKGROUND:**

**Facilities Master Planning:** 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.

#### **Old Developments/Background:**

**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 help 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.

## BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

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

#### g. Safety & Security Update

#### Safety and Security Department priorities:

- The first phase of installing surveillance cameras is purchase of the software and then the cameras. The first cameras will be installed at childcare. Build out will continue as funding is available.
- Maintain and strengthening relationship with Sheriff's Office and Larson community neighbors. Nearby gang violence in the Larson Housing Area over the course of the past six months is a concern. Director Foreman will be attending meetings to see how BBCC can help.
- A Clery Act Audit was triggered by the January forcible fondling incidents in the dorms; the U.S Dept. of Education is conducting an audit of BBCC's Clery Act compliance. Director Foreman has submitted the requested documents for review.

The 2014 BBCC Crime Statistics are on the following two pages.

Prepared by Director of Safety & Security Kyle Foreman.

#### **RECOMMENDATIONS:**

None.

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. 2013	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	2	2
<b>(2b) Non-Forcible</b>		
[36A] Incest	0	0
[36B] Statutory Rape	0	0
<b>Hate Crimes</b>		
Larceny or theft	0	0
Simple Assault	1	1
Intimidation	0	0
Destruction, damage or vandalism of property	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

**Total Combined Incidents 3**

## BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

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

#### h. Human Resources

### BACKGROUND:

#### Recruitment & Selection:

1. Interviews for the position of Director of Information Technology were completed on February 11. The screening committee completed its review of the feedback received from each interview session as well as committee members' notes from the interviews and finalists' responses to follow-up questions. Summaries of each finalist's strengths and weaknesses were provided to the president, and he completed his review of these materials plus his notes from his one-on-one interviews with the finalists.

The Director of Information Technology is a pivotal position at BBCC impacting students, faculty, and staff on daily basis. This position has grown exponentially over the last five years since Russ Beard held the position, due to the evolving needs of our students and college. To capture as many perspectives as possible, we provided an opportunity for faculty and staff to participate in this process. Big Bend Community College needs an individual who possesses strong technical skills, diverse experience in leadership positions, a strategic vision to move BBCC into the future, and the communication and facilitation skills to bring all parties together around a shared vision.

While each of the finalists possessed some of the qualities noted above, no single candidate had the combination of skills and experience we were seeking.

Upon careful consideration of the needs of our college, we decided to re-post the position of Director of Information Technology.

2. Angie Smith accepted the position of Financial Analyst 3, replacing Jessica Aloysius. This is a promotion for Angie who has been working as the Payroll Coordinator for BBCC since 2009. The Payroll Coordinator position has been posted and review of applications started on February 21.
3. The position of Program Assistant in the Workforce Education Services department was posted on January 24, 2014. This is a full-time, classified staff position. The vacancy occurred when Darci Alamos accepted a new job with DSHS.

4. First review of applications has started for the Automotive Instructor position. This position fills the vacancy created when Mike O'Konek retired in August 2013.

**Training:**

The following is a list of training in which admin/exempt personnel participated since the last Board of Trustees meeting.

- Tyler Wallace – Flipping the Classroom on February 6 via Webinar
- James Saucedo – LabVolt Training on January 27 at WSU
- Jille Shankar, Jeremy Iverson – FAM 2014-2015 Table Setup Training on January 21 via WebEx
- Loralyn Allen – Disability Support Services Council on January 20-21 at SBCTC; AVID Training on January 23-24 at BBCC
- Kim Garza – HRMC Meeting on February 6 and 7 at Lake Washington Technical Institute
- Rafael Villalobos – Going A.P.E. for Leadership Training on February 4 at BBCC
- Linda Chadwick – InDesign CC Software Training on January 8, 13, 31 via Online
- Kyla Ohs – AVID Training on January 23 at BBCC
- Mary Shannon – Microsoft Project 2013 (Project Management) on December 19-January 31 via Online
- Jaxon Riley – LSU Management & Leadership Certificate Program on January 13-17 at BBCC
- Charlene Rios – ACOM Training on January 8 via Teleconference; ctcLink on January 9, 30 via Webinar; BAR on January 23-24 via Webinar

Prepared by VP Kim Garza.

**RECOMMENDATIONS:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

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

- i. Classified Staff Report

#### BACKGROUND:

The Staff Training and Recognition (STAR) Committee developed a 2014 training calendar for classified staff based on responses to the January staff and supervisor surveys on training needs. The structure is similar to the training calendar for administrative exempt employees, created by the Leadership Development Team: quarterly workshops and monthly training sessions. (The 2014 Classified Staff Training Calendar is attached.)

The first training sessions were held on February 13, 2014, when Dr. Leas led two candid and open discussions with classified staff on **Local and Global Issues**. Thirty-nine classified staff members attended the two sessions. Overall, feedback was very positive. Twenty-two people turned in evaluations, and 90% felt the sessions were *excellent* to *very good* overall. Eighty-six percent said that the usefulness of the information was *excellent* to *very good*, and 95% said that the information would be *very* to *somewhat useful* in their job.

The STAR Committee will encourage and support classified staff to attend **CPR** training on March 7 and is planning details of a campus-wide **Scavenger Hunt** on March 20 to increase team-building and communication skills among classified staff.

Prepared by Classified Staff Representative Starr Bernhardt.

#### RECOMMENDATIONS:

None.

# 2014 Classified Staff Training Calendar

Focus Areas for 2014: Organizational Knowledge, Continuous Improvement, Communication, and Decision Making

## WORKSHOPS

Winter Quarter	Spring Quarter	Summer Quarter	Fall Quarter
<p><b><u>March 20</u></b> 9:30-12:00 Masto Conference Center C &amp; D /Campus-wide <b>Scavenger Hunt</b></p>	<p><b><u>May 30</u></b> 8:00-12:00 Masto Conference Center <b>On-the-Job Safety Training</b></p>	<p><b><u>July 18</u></b> 8:00-12:00 Masto Conference Center <b>Topic TBD</b></p>	<p><b><u>October 10</u></b> 9:30-12:00 Masto Conference Center <b>Continuous Improvement</b></p>

## TRAINING SESSIONS

<p><b>January</b> None Scheduled</p>	<p><b>February 13</b> 10:00-11:00 and 3:30-4:30  Room 1250 <b>Local &amp; Global Issues</b> President Terry Leas</p>	<p><b>March 7</b> Time &amp; Location TBD  <b>CPR/First Aid</b>  Note: this will be a 4-hour training session offered by Campus Safety &amp; Security</p>	<p><b>April 17</b> 10:00-11:00 and 3:30-4:30  Library, Room 1802 <b>TLR, Leaves, Vacation – Oh my!</b> HR/Payroll</p>
<p><b>May 15</b> 10:00-11:00 and 3:30-4:30  Masto A &amp; B <b>Position Allocation &amp; Performance Evaluations</b> Kim Garza</p>	<p><b>June 26</b> 10:00-11:00 and 3:30-4:30  Masto A &amp; B <b>Active Shooter Training</b> Grant County Sherriff's Deputy Ric Char &amp; Kyle Foreman</p>	<p><b>July 8, 10, 11, 22, 24, &amp; 25</b> Tues. &amp; Thurs. 3:30-4:30 and Fri. 10:00-11:00 &amp; 11:00-12:00  BIM Lab, Room 1612 <b>Office 2013 Tips &amp; Tricks</b> Tom Willingham</p>	<p><b>August 7</b> 10:00-11:00 and 3:30-4:30  Masto A &amp; B <b>Perspectacles</b> Aryan Dehbozorgi</p>
<p><b>September 4</b> 10:00-11:00 and 3:00-4:00  Library, Room 1802 <b>Navigating the Department of Retirement Website Maze</b> Robin Arriaga</p>	<p><b>October 16</b> 10:00-11:00 and 3:30-4:30  Library, Room 1802 <b>BBC Portal Tips &amp; Tricks</b>  TBD</p>	<p><b>November 13</b> 10:00-11:00 and 3:30-4:30  Masto A &amp; B <b>Diversity Training</b>  TBD</p>	<p><b>December</b>  Holiday Social</p>

### 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 BBCC campus."

## BIG BEND COMMUNITY COLLEGE

Date: 3/06/14

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

j. Enrollment Report

**BACKGROUND:**

The winter quarter tenth day enrollment report and enrollment numbers as of Wednesday, February 19 are included for your information. As of the tenth day of the quarter our full-time enrollment percentage was 4.8% lower than last winter. This is because we enrolled 149 more part-time students compared to winter 2013. This part-time enrollment increase is due, in part, to the increase of Running Start students, particularly the Running Start in the High School students at Ephrata HS. Our state funded FTEs as of the tenth day were just 1% lower than in 2013.

As of Wednesday, February 19 our state-funded quarterly FTE for winter quarter is at 1675.1. We are just 1362 quarterly FTE below our funding target for the year, last spring our state-funded FTE was 1537.2. We should have no problem meeting and exceeding our enrollment target for 2013-14.

---

The tuition amount budgeted for 2013-2014 is \$4,264,284. As of January 31, 2014 we have collected \$4,291,020 or 100.6% of the budgeted amount. As of January 31, 2013 we had collected \$4,111,059 or 102.6%.

**TUITION COLLECTION REPORT**  
As of January 31, 2014 and January 31, 2013

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of November 30, 2013	\$4,291,020	\$4,111,059
As a % of annual budget	100.6%	102.6%
Left to collect to meet budget target	\$ 0	\$ 0

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

**RECOMMENDATION:**

None

# F.T.E. REPORT

2/19/2014

	<b><u>QTRLY</u></b> <b><u>FTEs</u></b>	<b><u>ANNUAL</u></b> <b><u>FTEs</u></b>
<b>1st year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
<b>2nd year (13-14)</b>		
SUMMER	330.6	110.2
FALL	1681.2	560.4
WINTER	1675.1	558.4
SPRING		0.0
<b>TOTAL</b>	<b><u>8875.1</u></b>	<b><u>2958.4</u></b>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
 <b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2958.4
Past year + current year allocation		3370.0
% of allocation target attained to date		87.8%
Add'l FTEs to meet minimum 96%	830.5	276.8
Add'l FTEs to meet target 100%	1234.9	411.6
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	-1362.1	-454.0

# WINTER 10TH DAY ENROLLMENT REPORT

## HEADCOUNTS

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	31	26	37	24	33	47	34
Asian/Pacific Islander	42	30	26	35	32	28	36
Black	32	30	42	43	38	33	26
Hispanic	693	671	808	747	717	585	527
White	1,198	1,167	1,166	1,320	1,332	1,205	1,179
Other/Unknown	167	87	132	88	138	117	137

### SEX

Female	1,167	1,155	1,266	1,344	1,328	1,160	1,130
Male	992	853	937	907	942	829	793
Not Coded	4	3	8	6	20	26	16

### STUDENT STATUS

Full-time (12 or more crs)	1,441	1,438	1,506	1,501	1,476	1,283	1,167
Part-time (less than 12 crs)	722	573	705	756	814	732	772
Percent full-time	66.7	71.5	68.1	66.5	64.4	63.7	60.2

### **TOTAL HEADCOUNT**

Running Start	215	172	170	157	139	146	146
International	7	2	4	5	2	4	3

### **STATE FUNDED FTES**

ABE/ESL	56.9	70.8	98.0	91.4	118.8	72.0	32.0
Academic	914.2	917.3	978.1	971.9	917.1	770.5	717.1
Occupational	588.7	581.1	580.2	598.4	611.9	580.6	566.3

### **TOTAL STATE FTES**

	<b>1,559.8</b>	<b>1,569.2</b>	<b>1,656.3</b>	<b>1,661.7</b>	<b>1,647.8</b>	<b>1,423.1</b>	<b>1,315.4</b>
--	----------------	----------------	----------------	----------------	----------------	----------------	----------------

**BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

**ITEM #5:** Probationary/Tenure Reviews (for information)

**BACKGROUND:**

The Board will consider probationary faculty contract renewal for the following faculty at the March 6 Board meeting.

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
James Ayers	Industrial Systems Instructor	1 <sup>st</sup> probationary year
Clint Gilbert	Welding Instructor	1 <sup>st</sup> probationary year
Lindsay Groce	Chemistry Instructor	1 <sup>st</sup> probationary year
Cara Stoddard	English Instructor	1 <sup>st</sup> probationary year
Libby Sullivan	Reference Librarian	1 <sup>st</sup> probationary year
Valerie Wade	Dev Ed/ABE Instructor	1 <sup>st</sup> probationary year
Jan Elliston	Nursing Instructor	2 <sup>nd</sup> probationary year
David Holliway	Psychology Instructor	3 <sup>rd</sup> probationary year

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

**RECOMMENDATION:**

President Leas and Vice President Mohrbacher recommend all contracts be renewed and tenure be granted to David Holliway.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/13

**ITEM #6:** Exceptional Faculty Award Recommendation (for action)

### **BACKGROUND:**

The Exceptional Faculty Awards Committee is pleased to recommend awards to Commercial Drivers License (CDL) Instructors Randy Miller and Guillermo Garza in the amount of \$2,000 each. The awards will fund their attendance at the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) National Convention in Charleston, SC.

The committee also recommends a \$2,000 award be approved for Philosophy Instructor Dr. Dennis Knepp. He will attend the Charles S. Pierce International Centennial Conference at UMass Lowell.

The committee also recommends a \$1,000 award be approved for Welding Instructor Shawn McDaniel to fund his involvement in the American Welding Society D1 Committee.

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

### **RECOMMENDATION:**

President Leas and VP of Instruction & Student Services Bob Mohrbacher recommend approval of the Exceptional Faculty Awards for Randy Miller, Guillermo Garza, Dr. Dennis Knepp, and Shawn McDaniel.



February 14, 2014

Dear President Leas,

The Exceptional Faculty Award committee is pleased to inform you that we have four EFA applications for your consideration. The committee reviewed each request determining each fits the guidelines and spirit of the awards. Each activity may add depth and quality to our instructional offerings, individual personal growth, expertise, and inspiration.

Randy Miller and Guillermo Garza individually requested awards so they may attend the NAPFTDS National Convention in Charleston, South Carolina. The conference will give Randy and Guillermo the opportunity to network with many of their fellow CDL instructors. They will be exposed to the latest information on pending rules and new regulations, as well as updates or new technologies related to the transportation industry. Ultimately, these gentlemen will acquire new information and ideas they may bring back to their instructional arena.

Dennis Knepp is asking for an award to attend the Charles S. Peirce International Centennial Conference at UMass Lowell. The conference represents a connection with his peers. He will be presenting an essay... "On being and education: Harris and Peirce on obedience versus cooperative investigation." We believe this activity is of great value to his expertise. The writing and submission of an essay presents a "challenge" in his own words. Perhaps his experience may add a different dimension to Mr. Knepp's philosophy teachings.

Finally, Shawn McDaniel applied for an award that he may continue his involvement with the American Welding Society D1 committee. This committee establishes welding guidelines, standards, and is instrumental in welding codes writing. As a participating member he will be able to build relationships with the industry, bring visibility to and promote his program in a national forum.

The committee is inspired by each instructor's desire to go the extra mile, to push the bar a little higher, to make a difference! The committee enthusiastically supports each endeavor and we see great value in each activity.

This last group of EFA applications if approved, represent the sum total of this year's funding plus \$900. We believe we can manage the extra amount with other travel funding. This will be only the second time in recent memory that the entire yearly funding of the awards have been requested. This year, seven instructors will embark on journeys of self-improvement, personal growth, and expanded horizons for the sole purpose of serving their community.



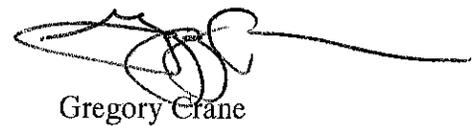
We have included copies of the applications and other materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. The EFA committee wishes to thank you, President Leas, the Foundation, and the Board of Trustees, for your support, trust and guidance.

Sincerely,

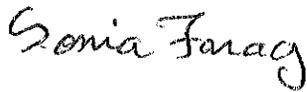
Sonia Farag



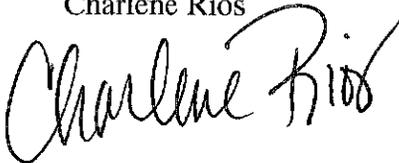
Steve Close



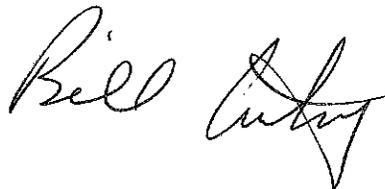
Gregory Crane



Charlene Rios



Bill Autry



## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

**ITEM #7:** Board Policies (for action)

### **BACKGROUND:**

The following board policy draft was included for your consideration in the December 12 board agenda. It is presented today for action.

#### BP Compensation Plan

Prepared by VP Kim Garza and the President's office.

### **RECOMMENDATION:**

President Leas and VP Kim Garza recommend the board approves the draft policy.

**Philosophy**

In order to fulfill its mission, Big Bend Community College shall maintain a compensation plan directed toward attracting, retaining, and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive and internally equitable, and shall be based upon performance as recognized within the work unit.

**Compensation Plan Goals**

1. To attract and retain highly qualified employees with the required education, experience, and skills necessary to achieve the College's mission.
2. To compensate employees at a level consistent with comparable market benchmarks for institutions of higher education or other appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions:
  - a. For higher education related positions, the market is based on salaries of peer institutions.
  - b. For all other positions, the market is based on local, regional, and/or national markets, depending on the position.
  - c. Salaries may exceed the average of the particular labor market in order to recognize exceptional recruiting and retention needs, or for purposes of attracting and retaining employees in areas where the college is or aspires to be a state or national leader.
3. To maintain internal equity for all employees performing similar functions based on the requisite knowledge, skills, complexity, autonomy, experience, contacts, scope, and decision-making or supervisory responsibility required to perform those functions. Employees accepting positions paid from grant monies shall not receive higher salaries simply because their appointment to that position has a specified end date.
4. To set salaries for new or vacant positions at market levels that recognize skills and experience required for the position while considering the salary level of current employees within the same or similar positions.

Board approved

\_\_\_\_\_

Compensation Plan

BP \_\_\_\_\_

5. To recognize superior performance, encourage professional development and the acquisition of skills and abilities that enhance the employee's potential for new and varied roles.
6. To comply with all applicable federal and state laws and regulations.
7. To be fiscally responsible.
8. To increase the transparency of pay decisions at BBCC.

DRAFT

Board approved _____	Compensation Plan BP _____
-------------------------	-------------------------------

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

**ITEM #8:** Policy Governance Revisions (for information/action)

### **BACKGROUND:**

The trustees approved the revised Ends Statements during the January 16, 2014, board meeting. The approved Mission Statement and Ends Statements have been added to the Board Policy Governance By Laws (BP1000). These changes affect pages 1-3 and 18 of BP1000. The draft additions to BP1000 are highlighted in yellow, and the previous wording is lined through on the following pages of BP1000.

Prepared by the President's office, VP Mohrbacher.

### **RECOMMENDATION:**

President Leas and VP Mohrbacher recommend the Board of Trustees approves the edited version of BP 1000.

1000.1 ENDS

E-1 Mission Statement

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

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

BBCC Goals

The College provides learning opportunities that include;

- Critical thinking and problem solving
- Computation
- Communication
- Workplace skills and values
- Awareness and sensitivity to cultural diversity
- Arts enrichment and cultural activities

BBCC Characteristics

Big Bend Community College maintains a working and learning environment with the following:

- A discrimination-free environment which promotes diversity and staff and student success
- A service-oriented environment which provides access and support services to all students, including those who are physically and mentally challenged yet have the ability to benefit
- A climate which encourages safety, individual wellness, and human dignity
- Facilities and equipment to support student learning
- Continual assessment of student outcomes

**E-2 Access**

- ~~BBCC provides quality resources and affordable access to the diverse population of its entire district.~~

~~This is manifested through resource sharing with most of the communities of community college district #18, and inclusion of representative numbers of ethnic and economic groups receiving college services and continued support of Basic Skills programs.~~

~~(Reports—annually based on student/staff profiles, special inclusion efforts, grant activity, diversity reports, evening and off campus schedules and activities, etc.)~~

## **E-2 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

## **E-3 Partnerships**

- ~~BBCC works with organizations and agencies to enhance access and service for our district population.~~

~~This is seen through active participation by the BBCC Board, staff and students at the local, state, and national and international levels, in planning and implementation of both policy and service.~~

~~(Reports—annually based on advisory committee appointments and minutes, contract training activity, grant applications (with partners), Foundation activity, etc.)~~

## **E-3 Excellence in Teaching and Learning**

- Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

## **E-4 Student Achievement**

- ~~BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.~~

~~Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.~~

~~(Reports—annually the college assessment plan and each Board meeting with a discussion of current assessment activity.)~~

## **E-4 Community Engagement**

- Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

## **E-5 Climate**

- ~~BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.~~

~~This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.~~

~~(Reports annually on training, assessment information, complaints, crime statistics, etc.)~~

## **E-5 Integrity and Stewardship**

- Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

## **E-6 Multiculturalism**

- ~~The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.~~

~~(Reports annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)~~

## **E-6 Inclusion and Climate**

- Big Bend Community College provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

~~(Annual reports on these Ends Statements will be presented to the board according to the schedule outlined in the current Academic Master Plan.)~~

## **1000.2 EXECUTIVE LIMITATIONS**

### **EL – 1 General Executive Constraint**

The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in AP3500.

### **EL – 2 Respect For Students**

- D. Annual Internal Reports for all *Ends* policies contained in:
  - Academic Master Plan Reports
  - ~~#1 Access~~
  - ~~#2 Programs~~
  - ~~#3 Outcomes~~
  - Mission Fulfillment
  - Excellence in Teaching & Learning
  - Community Engagement
  - Budget Presentations

4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.

- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.
- B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.
- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

**ITEM #9:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

**BACKGROUND:**

The next board meeting is scheduled on April 10, 2014, at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 3/06/14

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

### **BACKGROUND:**

The William C. Bonaudi Library Dedication was held Monday, February 17 at 4:00 p.m.

Washington Campus Compact invited Director of Title V Terry Kinzel to bring BBCC students, including Miraclejoy Curtis, to testify before the legislature on January 28 regarding the benefits of mentoring programs and Washington Campus Compact. Beth Lazslo also helped with the arrangements and accompanied the students.

President Leas successfully obtained a waiver to exceed 70,000 sq. ft. in BBCC's capital project proposal (see following page).

The Trustee sponsored Transforming Lives Award Recognition Event will be held Thursday, March 6 beginning at 5:00 p.m.

Prepared by the President's office.

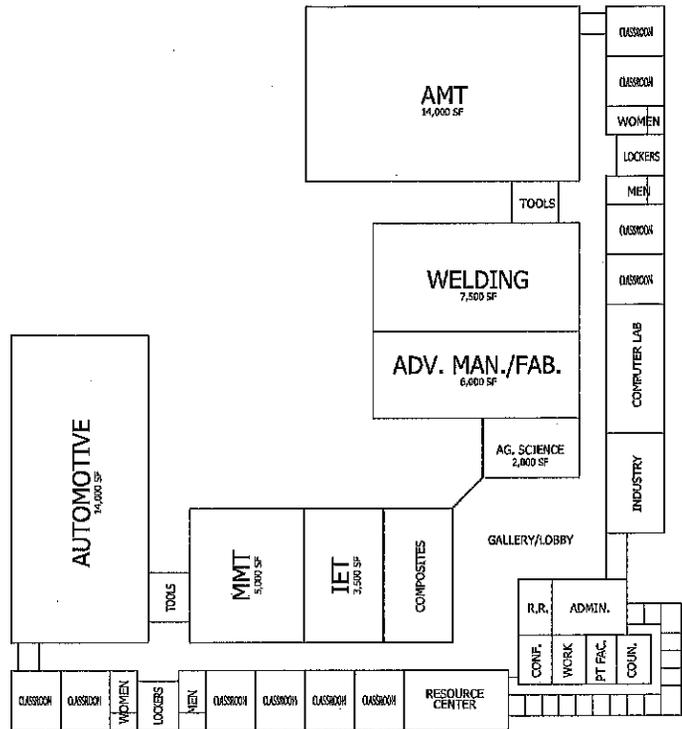
### **RECOMMENDATION:**

None.

# Big Bend Community College

## Request to Exceed 70,000 Square Feet

- We are proposing to replace 5 separate facilities totaling 76,549 sq ft with one 76,140 sq ft facility.
- The proposed facility houses 6 Profession Technical Education (PTE) programs – all have unique equipment and space requirements.
- All 6 programs require lab, storage, and classroom instruction space.
- Additional space is needed for project-based learning and cross curricular learning opportunities.
- Resource Library for all programs is needed due to knowledge and skill overlap.
- Shared computer lab is needed.
- We are taking down 76,549 square feet – some programs have a surplus of space and some programs are in dire need of additional space. A new facility will create right-sized space for 6 PTE programs.
- This space will be flexible, adaptable, multipurpose and designed to meet the needs of new and emerging programs inexpensively.
- Multi-purpose space for innovative instruction, student informal learning, collaboration with K-12, and higher education, industry trainings, and outreach activities will be accommodated in the design.
- The vision is for a Professional Technical Education Innovation Center – not just 6 separate programs but a facility that works with other Big Bend programs, in an effort to promote and grow the local skill force.
- The additional space we are requesting exceeds 70,000 by 9%. The nature of the building will allow us to maximize efficiencies. Circulation space will be minimal.



PTEC - SCHEMATIC - MAIN FLOOR PLAN

Space Program	Current Sq Ft	Proposed Sq Ft	Program Change	Project Percent	Comment
<b>Lab &amp; Support Space</b> <ul style="list-style-type: none"> <li>Aviation Maintenance</li> <li>Auto Mechanics</li> <li>Welding</li> <li>Maintenance Mechanics Technology</li> <li>Industry Electrical Technology</li> <li>Agriculture Technology (Classroom)</li> </ul>	55,838	46,200	-9,638	61%	Lab sizes decrease but overall they increase when you add in additional shared spaces
<b>Soft Lab Space</b> <ul style="list-style-type: none"> <li>Fabrication/Advanced Manufacturing</li> <li>Industry Training/Project Based Learning</li> </ul>	0	6,000	6,000	8%	Shared space
Classrooms/Classroom Support	3,000	9,000	6,000	8%	
Computer Lab (Shared/Open)	0	1,800	1,800	1.7%	Shared space –CAM and Student Survey Indicate a shortage of Computer Labs
Reception, Student Display, Gallery, Gathering Area	0	2,000	2,000	2.6%	
Student Library/Resource Center/Informal Learning Area/Student Break Area	850	1,000	150	1.3%	CAM Indicates a current shortage of Library/Learning Resource Space
<b>Administration</b> <ul style="list-style-type: none"> <li>Reception</li> <li>Workroom</li> <li>Conference</li> </ul>	0	800	800	1%	No Reception or Outreach area currently exists for PTE
Faculty Offices	1,560	1,740	180	2.3%	Existing office space is wrong sized with no consistency
Circulation/Non Assignable	15,301	7,600	-7,701	10%	
<b>Total</b>	<b>76,549</b>	<b>76,140</b>	<b>-409</b>		

**Previous exemptions to 70,000 GSF.**

The maximum project size was initially set at 70,000 GSF for the 2003-05 request.

Projects greater than 70,000 GSF need approval of the WACTC Capital Committee before college submits request.

Here are the projects that exceeded 70,000 GSF when entering the pipeline since the maximum was set.

Entered Pipeline	College	Project	Primary Type	Request			2014\$
				Blennium	GSF	Cost	
2005-07	Olympic	Humanities Building	Replacement	2005-07	78,952	41,388,000	45,512,637
2005-07	Olympic	Humanities Building	Replacement	2007-09	80,521	41,388,297	42,058,194
2007-09	Pierce Fort Steilacoom	Cascade Core Phase II	Renovation <sup>2</sup>	2007-09	77,400	24,595,000	26,597,315
2007-09	Pierce Fort Steilacoom	Cascade Core Phase II	Renovation <sup>2</sup>	2009-11	77,400	25,750,401	27,846,779
2009-11	Olympic	College Instruction Center	Replacement	2009-11	75,000	57,281,107	57,549,573
2009-11	Olympic	College Instruction Center	Replacement	2011-13	75,000	52,254,000	52,254,000
2009-11	Olympic	College Instruction Center	Replacement	2013-15	76,332	56,677,000	56,677,000

Requested Exemption				Blennium	GSF	Cost	2014\$
2015-17	Big Bend	PTEC	Replacement	2015-17	76,140	36,003,000	32,162,000

**Notes:**

<sup>1</sup> Project submitted in 2005-07 and 2007-09 included a 143,852 structured parking garage. This was changed to surface parking in 2007-09.

<sup>2</sup> Project included 4,500 of new space.

**Big Bend's proposed 76,140 GSF project cost relative to projects in 2013-15 request.**

Sorted from least to most in 2014\$.

College	Project	Request Cost	2014\$
Columbia Basin	Social Science Center	16,117,000	15,957,486
Renton	Automotive Complex Renovation	18,626,000	18,011,730
Seattle Central	Seattle Maritime Academy	19,858,000	20,235,308
Yakima Valley	Palmer Martin Building	23,157,000	23,157,000
Peninsula	Allied Health and Early Childhood Dev Center	28,945,000	27,990,418
Bates	Mohler Communications Technology Center	28,968,000	29,240,610
Whatcom	Learning Commons	31,929,000	31,023,475
Big Bend	PTEC	36,003,000	32,162,000 < Proposal to exceed 70,000 GSF
Green River	Trades and Industry Building	32,474,000	32,474,000
South Seattle	Cascade Court	34,818,000	33,669,731
Bellevue	Health Science Building	37,404,000	37,579,175
Edmonds	Science Engineering Technology Bldg	42,273,000	40,684,978
Centralia	Student Services	42,472,000	40,876,503
Clark	Health and Advanced Technologies Building	41,061,000	41,061,000
Grays Harbor	Science and Math Building	49,111,000	49,111,000
Olympic	College Instruction Center	56,677,000	56,677,000