



Board of Trustees Regular Board Meeting

**March 8, 2018
1:30 p.m.**

ATEC
Hardin Community Room

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

Big Bend Community College District #18

Governing Board:

**Chair Juanita Richards, Vice Chair Jon Lane,
Anna Franz, Stephen McFadden, and Thomas Stredwick**

President Terry Leas

2018 Meeting Schedule

January 17, 2018

March 8, 2018

April 12, 2018

June 7, 2018

August 9, 2018

October 4, 2018

November 15, 2018

December 20, 2018

Big Bend Community College

Excerpt from December 14, 2017, Board Meeting Minutes, Board Self-Evaluation:
The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this year.

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

(Mission, Vision, and Values approved by the Board of Trustees 5/23/13)

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

(Approved by the Board of Trustees 6/14/13)

Ends Statements

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

BBCC 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

BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

E-4 Community Engagement

BBCC 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

BBCC 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 Inclusion and Climate

BBCC 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.

(Approved by the Board of Trustees 1/16/14)

Year-to-date board actions for **E-1 Mission is 19, E-2 Student Success is 2, E-3 Excellence in Teaching & Learning is 2, E-4 Community Engagement is 1, E-5 Integrity and Stewardships is 5, and E-6 Inclusion and Climate is 2.**

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

7662 Chanute Street Moses Lake, Washington 98837

Thursday, March 8, 2018, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Introductions
 - a. Softball Team
 - b. Nursing Club
 - c. New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes December 14, 2017, February 6, 2018 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation, Assessment **(Information)**
 - d. Student Success **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. Classified Staff Report **(Information)**
 - h. Enrollment Report **(Information)**
 - i. Safety & Security Report **(Information)**
 - j. Public Correspondence **(Information)**
5. 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 – Marisol Lozano
 - b. Classified Staff Representative – Barbi Johnson
 - c. Faculty Association President – Salah Abed
 - d. VP Finance & Administration – Linda Schoonmaker
 - e. VP Learning & Student Success – Dr. Bryce Humpherys
 - f. VP Human Resources & Labor – Kim Garza
 - g. Executive Director BBCC Foundation – LeAnne Parton
6. Exceptional Faculty Award – President Terry Leas **(E-3, Information)**
7. Exceptional Faculty Award Recommendations – Dr. Bryce Humpherys **(E-3, Action)**
Executive Session
8. Probationary Tenure – President Terry Leas **(E-3, Action)**
9. Board Policy Review for Information – President Terry Leas **(E-1, Information)**
10. Board Policy Review for Action – President Terry Leas **(E-1, Action)**
11. Aha! Moments – Dr. Bryce Humpherys **(E-3, Information)**
Break (if needed)
12. Assessment of Board Activity – Trustees **(E-1, Information)**
13. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
14. Miscellaneous – Chair Juanita Richards, President Leas **(E-1, Information)**
15. 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: Thursday, April 12, 2018

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.

Winter/Spring 2017-18 Campus Events

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

Events		
Mar	8	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		NWAC Women's Basketball Playoffs; Everett CC
	9	Baseball vs. Edmonds CC; BBCC Field; 1:00 p.m.
		NWAC Women's Basketball Playoffs; Everett CC
	10	Baseball vs. Thompson River CC; BBCC Field; noon
	11	Baseball vs. Thompson River CC; BBCC Field; 11:30 a.m.
		Baseball vs. Edmonds CC; BBCC Field; 2:30 p.m.
	13	ASB L'eggo My Eggo Lunchfest; Masto Conf Center; 10:30 a.m.-1:00 p.m.
	16	Softball vs. CC of Spokane; BBCC Field; 2:00 & 4:00 p.m.
	17	Baseball vs. Grays Harbor CC; BBCC Field; 12:00 & 3:30 p.m.
		Softball vs. North Idaho College; BBCC Field; 12:00 & 2:00 p.m.
	18	Baseball vs. Grays Harbor CC; BBCC Field; 12:00 & 3:30 p.m.
	19	ASB Library Campout; Peterson Gallery; 8:00 p.m.
	22	BBC Quarter Break Begins
	23	Softball vs. Treasure Valley College; BBCC Field; 2:00 & 4:00 p.m.
	24	Softball vs. Blue Mountain CC; BBCC Field; 12:00 & 2:00 p.m.
	28	Baseball vs. Walla Walla CC; BBCC Field; 1:00 & 4:00 p.m.
April	2	BBCC Spring Quarter Begins
	3	Softball vs. Walla Walla CC; BBCC Field; 2:00 & 4:00 p.m.
	4	Baseball vs. Columbia Basin College; BBCC Field; 1:00 & 4:00 p.m.
	8	Softball vs. Wenatchee Valley College; BBCC Field; 12:00 & 2:00 p.m.
	12	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room



The Big Bend Lady Vikings secured their place in the NWAC tournament with a record night in Yakima, holding on to beat the Yaks 114-110 in the East Region season finale.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting January 17 and the special board meeting February 6, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting January 17, 2018, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

2. Introductions

ASB Vice President and Army Veteran Ricardo Ruiz led the pledge of allegiance. He will complete his direct transfer agreement (DTA) degree in business in the spring.

BBCC Baseball Coach Jameson Lange introduced the Viking baseball team and part-time coaches Ryan Doumit, Craig Harder, and Mitch Darlington. Team members present included Hayden Knight from Bellingham; Cody Banks from Duvall; Tanner McGrath from Meridian; Daulton Kvenvold from Herriman; Derek Almanza from Mount Vernon; Dylan Miller from Las Vegas; and Nathaniel English from Coeur d'Alene. Coach Lange said recruitment focuses on athletes who possess high character and academic ability. Seventeen of the team members are on the President's or Vice President's Lists.

Dean Dawna Haynes introduced Rita Ramirez, who moved from Outreach Coordinator to the Director of Financial Aid. Director Ramirez said she worked for BBCC in financial aid and TRiO and then took a break to pursue her Master's degree at EWU before returning to BBCC.

3. Consent Agenda

a) Approval of Board Meeting Minutes December 14, 2017, (A); b) President's Activity Update (I); c) Accreditation, Assessment, & Student Success (I); d) Finance & Administration Update; (I); e) Human Resources Report (I); f) Classified Staff Report (I); g) Enrollment Report (I); h) Safety & Security Report (I); i) Quarterly Budget Update (I).

Motion 18-01 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

4. Remarks

There were no public remarks.

- a. ASB President Marisol Lozano presented the ASB news. ASB held a Chowder and Chili LunchFest last week with over 150 in attendance. The cost to attend the event increased to \$7 to help with the rising costs of food. Beginning spring

quarter, ASB will hold LunchFests once a quarter, using the money saved from these events to cover other activities.

ASB began promoting activities by delivering free cups of coffee on Mondays around 9:00 a.m., in between classes in two buildings. The cups have labels with upcoming events listed. This is a great opportunity to do something for the students, as well as for students to meet the ASB officers and learn more about upcoming events.

ASB officers recently put together supplies to complete their community service project and dropped off close to 100 hygiene bags to New Hope. The contents of the bags included socks, toothbrushes, toothpaste, deodorant, wash cloths, brushes, and more.

ASB also sponsored a successful blood drive January 16 through the Inland Northwest Blood Center.

January 18, ASB will sponsor free bowling night for Big Bend students at Lake Bowl, from 10:00 p.m. until midnight.

ASB is also sponsoring a bus for interested students to go snowboarding or skiing the first Friday in February with discounted lift tickets and rental equipment at Mission Ridge.

ASB officers met with officials from Institutional Research and are currently developing the initial survey to the student body about their thoughts concerning a student-funded building.

The Big Bend Writing Club has been gathering original stories and poems written by its members. This week, they will begin recording podcasts of students reading these works, as well as an interview with faculty about the students' writing process. The club says that they are working through website technicalities, and their recordings will be available to the public soon. The Writing Club is also trying to bring a poet (Derek Sheffield) onto campus this winter for a public reading and a visit with the club.

Phi Theta Kappa members are completing their hallmark essays for College Project and Honors in Action. At the end of the month, they will conduct a Soup-R-Bowl canned food drive in the Peterson Gallery (ATEC). Winner of PTK's Soup-R-Bowl will be the BBCC Viking Pantry.

- b. Classified Staff Representative Barbara Collins presented news from classified staff. Sixty-six additional training hours have been recorded. Classified Staff members helped with the holiday potluck. They also joined with the Viking Baseball Team to help the Daze of Camelot animal sanctuary. Classified Staff members are working with Institutional Research to revise their training evaluation form. Representative Collins invited everyone to the program learning event January 18. Dr. Leas will present two local/global issues sessions soon.

- d. VP Linda Schoonmaker reported that she will submit the Workforce Education Center (WEC, formerly called PTEC) plans to the county next week, and the county's review will cost around \$40,000. There is ongoing training for ctcLink implementation. VP Schoonmaker stated she and Trustee Jon Lane are working on the Capital Scoring Committee together. Regarding the Facilities Master Plan (FMP), VP Schoonmaker said there are 35 acres for sale located between BBCC and Highway 17. She is working with the Foundation to identify donation opportunities.
- e. Dr. Bryce Humpherys shared that the accreditation key deliverable of releasing the monitoring report was accomplished without the Student Achievement Initiative (SAI) data which had a delayed distribution; the workbooks will be updated with the SAI information. VP Humpherys asked the trustees to review and email their completed worksheets on each objective to Melinda by February 2.

Dr. Humpherys described the February 2 All Staff In-Service as the most critical activity of the year to address the accreditation recommendation. All staff will review data related to their department's objectives, plan for next year based on their data evaluation, and complete a budget request based on their findings. Faculty will participate in assessment work for their classes. This is the first year that the review and budget request activity will be completed together. VP Humpherys asked that participants begin reviewing the data before February 2. The key deliverables for February are the trustees' worksheets and the employees' budget requests.

Dr. Humpherys stated there is a change in how the FTE information is being provided to the trustees because the old format was based on the old allocation formula. FTEs have decreased for BBCC and most community and technical colleges in Washington. Historically, when unemployment is low, as it is now, enrollment is also low. Staff are considering strategies to recruit and retain students. President Leas said there is a sense of urgency due to the fiscal implications in the future based on the three-year cyclical average.

- f. VP Kim Garza provided human resources information. New Financial Aid Director Rita Ramirez and new Unmanned Systems Operations Coordinator Byron Will-Noel started work January 16. Additional positions are posted for Big Bend Technology, Communications, TRiO, and math and science faculty. VP Garza encouraged the trustees to share BBCC employment opportunities with their communities. VP Garza has facilitated Screening Committee Trainings devoted to helping employees manage bias while assessing employment candidates and the recruitment process. VP Garza will review retention and

time-to-fill data to set new benchmarks during the next strategic planning session.

- g. Executive Director of the Foundation Leanne Parton reported she is working with Alex Icenogle from Microsoft for the Data Center pilot program. This is a \$30,000-a-year scholarship to fund full tuition for multiple students and their testing/certification fees after they have completed the program.

Transforming STEM Pathways Grant Director Heidi Summers, Computer Science Specialist Tom Willingham, and Executive Director Parton met with Bob Reitingner, Chris Payne, and Chris Mazur from Microsoft about upgrades and replacement of computer hardware for the Data Center Pilot program.

Executive Director Parton delivered scholarship posters and cards to eighteen high schools in the BBCC service district. In addition, they sent the information via email to three high schools, Almira Coulee Hartline, Lake Roosevelt, and Washtucna. Executive Director Parton and Program Specialist Jennifer Starr provided a scholarship presentation at Warden High School and a scholarship workshop at CBTech. They are also providing scholarship presentations to students in the BBCC Workforce Education programs.

5. BBCC Food Pantry

Workforce Education Services Coordinator Monica Medrano shared information about the BBCC Food Pantry. The Working Student Success Network (WSSN) grant focused on bundling education, income and work supports, and asset building. A small advisory group initiated review of how to use WSSN at BBCC, and food insecurities were revealed as campus and student body issues. A small space was opened as the food pantry in spring of 2016, staffed by students. The food pantry is an extension of the Moses Lake Food Bank, which helps with donations that are added to BBCC employee and student club donations.

A representative from DSHS comes to campus weekly to discuss how benefits work. A culture breaking down stigmas is being created. There is no screening process for food pantry recipients. Trustee McFadden stated he would like to be involved in donation drives in Adams County.

Board chair Juanita Richards announced a five-minute break at 2:22 p.m. The meeting reconvened at 2:27 p.m. with no action taken.

- c. Faculty Association President Salah Abed shared faculty news. Librarian Libby Sullivan reported that she, eLearning Coordinator Zach Wellhouse, Chemistry Instructor Lindsay Groce, and English Instructor Matt Sullivan are working on the “One Book, One College” event that is scheduled on February 13 and all are invited to participate. Early Childhood Education coordinator Jenny Nighswonger

and students volunteered at the Parent-to-Parent Christmas Dessert Social. They also co-hosted the first Early Childhood Conference with the Moses Lake School District's Early Learning Vertical Team, including guest speakers and community donations. Grant County Sheriff Deputy Voss and K9 Edo attended Dr. Ryann Leonard's Policing class to teach students about how to become an officer and what it takes to become a K9 deputy.

6. Board Policy Review

President Leas explained that Board Policy 1003 and Board Policy 1004 are included in the packet for review. He recommended that rather than reviewing the policies sequentially, they could be reviewed chronologically from oldest to newest in a three-year cycle or as events unfold indicating a policy needs to be reviewed. The trustees agreed that they would review policies and if changes are needed, the revised policy could be reviewed for a first reading with action taken at the second reading. The trustees indicated they would like to review BP1010 next and then continue with the oldest to newest policies.

No recommendations were made to BP1003. Changes to BP1004 will be presented for second reading at the next meeting.

7. Nursing Program Presentation

Director of Health Education Katherine Christian shared an overview of the nursing program in preparation for the upcoming Accreditation Commission for Education in Nursing (ACEN) site visit. She explained that nursing education is a mix of academics and workforce education. Washington Administrative Codes (WACs) prescribe nursing instruction requirements and two recent WAC changes impact BBCC's nursing program. Nursing assistants provide personal care under the direction of a nurse, Licensed Practical Nurses (LPN) provide care to stable patients under the direction of a Registered Nurse (RN); an RN has the highest level of autonomy and responsibility and is supervised by a physician. BBCC began as a Practical Nurse (PN) program. Individuals become licensed after completing the course (LPN). Changes to the WAC in 2016 eliminated the RN program with the PN option. All nursing programs are now mandated to earn national accreditation and the LPN-only classes are no longer an option. Community medical providers are disappointed by this change. BBCC nursing graduates are well supported to earn their BSN degree at a four-year university. After completing their coursework, nurses must pass the external NCLEX exam which is given with computerized adaptive testing so every test is different. Health education programs have retention and graduation requirements. ACEN site evaluators will be on campus February 6. They will interview community members and visit with the trustees over lunch.

Trustee Stephen McFadden congratulated Director Christian for the successful BBCC nursing program pass and retention rates. The lack of an LPN program will impact community healthcare providers. President Leas and Trustee McFadden are part of the Healthcare Sector Partnership, and they will discuss this issue. Director Christian stated there are many nurses approaching retirement age and not enough new nurses to fill

vacancies. Nurse educators are also difficult to find as they are compensated at a higher rate as nurse practitioners in the medical field.

8. Probationary Tenure

VP Bryce Humpherys reviewed the list of 15 full-time probationers on whom the board will take action during the next board meeting. The probationers represent 30% of the full-time faculty. Almost all faculty members are serving on probationers' committees. The probationary tenure files will be ready for the trustees to begin reviewing Monday, February 12. One committee is experimenting with a digital file, and VP Humpherys welcomes the trustees' feedback on this approach. He asked the trustees to arrange time to review the binders with Melinda prior to the March 8 board meeting.

Board chair Juanita Richards announced a 20-minute Executive Session at 3:06 p.m. to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; VP Kim Garza, VP Bryce Humpherys, and AAG Jason Brown were asked to attend the Executive Session. The meeting reconvened at 3:26 with no action taken.

9. Assessment of Board Activity

Trustee Stephen McFadden reported that he attended the local Transforming Lives event (E-1, E-2, E-3, and E-6) and Transforming Lives Debrief Meeting (E-1, E-2, E-3, and E-6). Trustee McFadden also discussed BBCC needs with legislators (E-4, E-5).

Trustee Thomas Stredwick attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6) and commented that it was very well done.

Trustee Jon Lane attended a BBCC Basketball game (E-2), and the holiday lunch (E-6). He also attended the local Transforming Live event (E-1, E-2, E-3, E-4, and E-6) and is serving on the SBCTC Capital Budget Scoring Committee (E-4, E-5).

Trustee Franz attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6).

Board Chair Juanita Richards attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6) and the holiday lunch (E-6). She also met with President Leas to review the board agenda (E-1).

Trustee McFadden reported that he has learned the legislature is very close to agreeing to a *Hirst* fix and passing a capital budget. He also learned that CWU has purchased five new Piper Archer airplanes; the purchase is pertinent to future legislative discussions. Representative Dent told Trustee McFadden there was no chance the legislature will approve \$15 million for airplanes. It is important to make a well-planned and informed ask of the legislature possibly in October.

10. Next Regular Scheduled Board Meeting

The next board meeting is scheduled on Thursday, March 8, 2018.

11. Miscellaneous

Trustee Juanita Richards thanked Dr. Leas and the Executive Team for the informative campus newsletter. She also said that during the December Economic Development Council meeting, Sheriff Tom Jones expressed appreciation for BBCC's assistance with UAS service.

Dr. Leas reminded the trustees about the ACEN site visit and lunch for the trustees on Tuesday, February 6.

Trustee McFadden stated he appreciated Senator Hawkins, Representative Condotta, and Representative Steele being added to the legislative visits on January 23.

Dr. Leas reported that he heard positive feedback about the local Transforming Lives event, and Senator Warnick plans to attend the Transforming Lives event in Olympia. Dr. Leas reviewed the local Transforming Lives budget and, due to \$2,000 in sponsorships, the trustees account funded only \$289. Dates for the next local Transforming Lives event were discussed, and the trustees agreed to November 29, 2018.

Dr. Leas announced that Grant County Superior Court Judge David Estudillo will deliver the commencement address June 15.

The new *Columbia Basin Herald* Publisher, Caralyn Bess and editor Lynne Lynch toured BBCC with Dr. Leas this week.

Dr. Leas presented the keynote address at the Martin Luther King, Jr. event. He met Richard Evans, Senator Maria Cantwell's Central WA Outreach Director at the event, and Mr. Evans plans to tour BBCC soon.

Lastly, today during the Moses Lake Rotary Luncheon Dr. Leas met DFI President Paul Magnotto. DFI is the corporation that purchased the old sugar beet factory, and they are using chemistry to create sugar substitute out of corn. They are interested in workforce education assistance.

The meeting was adjourned at 4:18 p.m.

Chair Juanita Richards

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Tuesday, February 6, 2018, at 12:15 p.m. in the ATEC Building to meet with Accreditation Commission for Education in Nursing accreditors and Washington State.

Present: Anna Franz
Jon Lane
Juanita Richards
Thomas Stredwick

The group discussed the accreditation process and Big Bend Community College Nursing program with members of the Washington Department of Health/Nursing Commission and the Accreditation for Education in Nursing Peer Evaluators.

The meeting adjourned at 1:20 p.m. with no action taken.

Chair Juanita Richards

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for information)

- b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from January 8, 2018, through February 23, 2018, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

1/8/18	Long-Term Strategic Advocacy Task Force	Mission	E-1	Phone	
	Review Board Agenda	Collaboration	E-1	BBCC	
	Local & Global Issues Sessions (2)	Information Sharing	E-6	BBCC	
	Quincy Valley Leadership Meeting	Community Engagement	E-4	Quincy	
1/9/18	Legislative Visit Planning	Mission	E-1	BBCC	
	Presidents' Alliance on Higher Education & Immigration Discussion	Information Sharing	E-6	Phone	
	Review Board Agenda	Collaboration	E-1	Moses Lake	
	Risk Assessment Survey Training	Integrity & Stewardship	E-5	BBCC	
	Enrollment Discussion	Mission	E-1	BBCC	
1/10/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Dean of IR Valerie Parton	Program Support	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
1/11/18	Port of Moses Lake	Collaboration	E-1	Port of Moses Lake	
	Discuss Commencement Speaking with Judge Estudillo	Mission	E-1	Phone	
	UAS Grant Director Dr. Pat Ford	Grant Support	E-3	BBCC	
	Sexuality and Gender Acceptance (SAGA) Club Discussion	Inclusion & Climate	E-6	BBCC	
	Editorial Board Discussion	Mission	E-1	BBCC	
	Director of Transforming STEM Pathways Grant		E-1	BBCC	

	Heidi Summers	Collaboration			
1/12/18	Legislative Contact, Senator Warnick	Mission	E-1	Phone	
	Editorial Board Discussion	Mission	E-1	BBCC	
	WACTC Legislative Meeting	Mission	E-1	Phone	
1/16/18	Cabinet Meeting	Student Success	E-2	BBCC	
	Columbia Basin Herald Publisher Caralyn Bess Tour of Campus	Community Engagement	E-4	BBCC	
1/17/18	Grant County EDC Meeting	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Board of Trustees Meeting	Mission	E-1	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	E-3	BBCC	
1/18/18	Screening Committee Preparation Training	Inclusion & Climate	E-6	BBCC	
1/22-24/18	ACT Conference WACTC Meetings	Mission	E-1	BBCC	
1/25/18	Samaritan Strategy & Finance Committee	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Prospectus Review	Integrity & Stewardship	E-5	BBCC	
1/26/18	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	E-1	BBCC	
	WACTC Legislative Meeting	Mission	E-1	Phone	

1/29/18	Audit Exit	Integrity & Stewardship	E-5	BBCC	
	Tour with Blake Baldwin, Governor's Eastern/Central Regional Representative	Meeting Preparation	E-1	BBCC	
	SBCTC	Meeting Preparation	E-1	BBCC	
	ASB Officers	Discuss Legislative Visits	E-1	BBCC	
	Director of PAHP Grant Roy Salcedo	Grant Support	E-3	BBCC	
1/30/18	Governor's Visit Preparation	Mission	E-1	BBCC	
	Military Transitions for Flight Programs	Aviation	E-2	BBCC	
	Prospectus Review	Integrity & Stewardship	E-5	BBCC	
	Property Discussion (2)	Integrity & Stewardship	E-5	BBCC	
1/31/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
2/1/18	Property Discussion (2)	Integrity & Stewardship	E-5	BBCC	
	Quincy Rotary (Speaker)	Community Engagement	E-4	BBCC	
	Grant County EDC Board Retreat	Community Engagement	E-4	BBCC	
2/2/18	Faculty In-Service	Mission	E-1	BBCC	
2/5/18	WorkSource One Stop Operator Introduction	Community Engagement	E-4	BBCC	
	Dean's Academy Project	Excellence in Teaching & Learning	E-3	BBCC	
	Port of Moses Lake	Workforce Education/Community Engagement	E-4	BBCC	
	Property Discussion	Integrity & Stewardship	E-5	BBCC	
2/6/18	ACEN Accreditation Meeting	Excellence in Teaching & Learning	E-3	BBCC	
	Enrollment Discussion	Mission	E-1	BBCC	
	NWCCU Training Discussion	Mission	E-1	BBCC	

	ACEN Accreditation Evaluators Lunch with President and Trustees	Mission	E-1	BBCC	
	Cabinet Meeting	Student Success	E-2	BBCC	
2/7/18	Long Term Strategic Advocacy Task Force	Mission	E-1	Phone	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	ACEN Site Review	Mission	E-1	BBCC	
	Achieving the Dream Survey	Mission	E-1	BBCC	
2/8/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Port of Ephrata Manager, Mike Wren	Community Engagement	E-4	BBCC	
	ASB Officers	Legislative Visits	E-1	BBCC	
	Probationary Tenure Binder Review	Excellence in Teaching & Learning	E-3	BBCC	
2/9/18	Shared Governance Council Meeting	Mission	E-1	BBCC	
	Donor Lunch	Integrity & Stewardship	E-5	Moses Lake	
2/12/18	Nursing Assessment	Student Success	E-2	BBCC	
	Probationary Tenure Binder Review	Excellence in Teaching & Learning	E-3	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Dean of IR Valerie Parton	Program Support	E-1	BBCC	
	Employee Evaluation	Integrity & Stewardship	E-5	BBCC	
	Convergent Dinner	Integrity & Stewardship	E-5	BBCC	
2/13/18	Local & Global Issues Session (2)	Inclusion & Climate	E-6	BBCC	
	Employee Evaluation	Integrity & Stewardship	E-5	BBCC	
2/14/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
2/15-16/18	WACTC Meetings	System Support	E-1	Olympia	
2/20/18	Legislative Visits with ASB	Mission	E-1	Olympia	

	Officers; Rep Manweller, Rep Mike Steele, Senator Mark Schoesler, Rep Cary Condotta, Sen Judy Warnick, Rep Mary Dye, Rep Tom Dent, Rep Joe Schmick				
2/21/18	Grant County EDC Annual Meeting	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Aviation/Military Transition Discussion	Mission	E-1	BBCC	
	Employee Evaluation (2)	Integrity & Stewardship	E-5	BBCC	
2/22/18	Samaritan Healthcare Strategy & Finance Committee Meeting	Community Engagement	E-4	Moses Lake	
2/23/18	Tour Quincy High School	Community Engagement	E-4	Quincy	
	WACTC Legislative Meeting	Mission	E-1	Phone	

End	This period	YTD
E-1 Mission	47	105
E-2 Student Success	4	11
E-3 Excellence Teaching/Learning	7	19
E-4 Community Engagement	17	45
E-5 Integrity & Stewardship	12	33
E-6 Inclusion & Climate	6	8

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation & Assessment

On February 2, BBCC held an In-service day for all staff and faculty. It was a critical day for the assessment and planning efforts needed to address the accreditation recommendation from the Northwest Commission. Faculty and staff reviewed Core Theme Indicator data contained in the Mission Fulfillment Workbook, drew conclusions, and recommended actions for the college to take. Staff reviewed and discussed department data and planned next steps for their departments. Meanwhile while faculty discussed assessment of student learning data and planned next steps for instruction at the course, program, and general education levels. Finally, both faculty and staff submitted budget requests.

While some reports need some editing and further clarification, the overall quality of the reports submitted by both faculty and staff was good and certainly adequate for what was needed to inform the institutional planning and budgeting process. The effort and attention people put into the process was truly impressive. It was a huge step forward for the college in its efforts to develop and implement continuous improvement processes.

Following the In-service meeting, the Office of Institutional Research and Planning summarized all the employee feedback as well as the feedback from the ICAT survey. This information was discussed by the Shared Governance Council and Strategic Priorities Committee, both of which made recommendations to Cabinet about which actions the college should consider taking next year. Cabinet then reviewed the feedback and adopted a set of actions to pursue. The next task for the institution is to use the results of the planning process to inform the final development of its budget.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

Key Deliverables in the BBCC Annual Planning Process

August	September	October	November	December	January
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 8/16 Cabinet articulates foundational pieces of strategic plan. <input checked="" type="checkbox"/> 8/16 Cabinet adopts Annual Planning Process for the 2017-18 year <input checked="" type="checkbox"/> 8/29 IR & Vice Presidents develop updated Program Audit form (Renamed Annual Planning & Budgeting Worksheet) <input checked="" type="checkbox"/> 8/25-9/8 Vice President of Learning & Student Success, Institutional Research and at 2-3 Cabinet members develop final draft of Core Theme Indicators 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 9/7 Departments submit finalized Department Indicator sheets <input checked="" type="checkbox"/> 9/11 Executive Team updates the college community on assessment, planning and budgeting processes & corresponding responsibilities of all employees 9/11-15 Faculty <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a) Update Master Course Outlines <input checked="" type="checkbox"/> c) Map Program Outcomes and Gen Ed Outcomes to their courses <input checked="" type="checkbox"/> d) Determine their assessment schedule for the year <input checked="" type="checkbox"/> e) Report any assessment work completed in 2016-17 <input checked="" type="checkbox"/> 9/15 Cabinet Work plans submitted <input checked="" type="checkbox"/> 9/26 Cabinet adopts Core Theme Indicators to be used for the 2017-18 year 			<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cabinet adopts targets for Core Theme Indicators 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Institutional Research releases 2018 Monitoring Report Workbook

February	March	April	May	June	July/August
<p><input checked="" type="checkbox"/> Departments complete and submit Annual Planning & Budgeting Worksheets</p> <p><input checked="" type="checkbox"/> Winter In-service – Faculty complete & submit assessment reports and budget request</p>	<p><input checked="" type="checkbox"/> Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member</p> <p><input checked="" type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success</p>	<p><input type="checkbox"/> Cabinet members submit budget requests</p> <p><input type="checkbox"/> Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year</p> <p><input type="checkbox"/> Budget Taskforce/ Committee provides feedback on budget requests</p>	<p><input type="checkbox"/> Spring In-service – Faculty submit assessment reports & annual accomplishments</p> <p><input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success</p> <p><input type="checkbox"/> Departments submit annual accomplishments & goals for next year</p> <p><input type="checkbox"/> Strategic Priority Groups summarize work from the year and identify next steps for following year</p> <p><input type="checkbox"/> Vice President of Learning & Student Success prepares final draft of 2018-2020 Strategic Plan</p> <p><input type="checkbox"/> Cabinet makes mission fulfillment evaluation decision</p>	<p><input type="checkbox"/> Executive Team makes final decisions on budget requests (if State allocation is known)</p> <p><input type="checkbox"/> IR disseminates final Monitoring Report</p> <p>Cabinet recommends for approval by the BOT,</p> <p><input type="checkbox"/> - Final monitoring report</p> <p><input type="checkbox"/> - Updated Strategic Plan</p> <p>Board of Trustees adopts</p> <p><input type="checkbox"/> - Budget for next year</p> <p><input type="checkbox"/> - Final Monitoring Report</p> <p><input type="checkbox"/> - Updated Strategic Plan</p> <p><input type="checkbox"/> Departments determine changes to department indicators for following year</p>	<p><input type="checkbox"/> Cabinet members complete 2018-19 work plans</p>

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

The reaccreditation site visit for the BBCC Nursing Program by the Accreditation Commission for Education in Nursing (ACEN) occurred on Feb. 6-8, 2018 and included a site visit by the Washington Nursing Care Quality Assurance Commission. The visit was a very valuable experience for the nursing department. Overall, the Peer Evaluators found the nursing program “in compliance” with 5 standards (Mission/Administration, Faculty, Student, Curriculum, and Resources). The evaluators recommended improved communication of outcomes to communities of interest, continued recruitment for faculty, and improved documentation processes related to recent changes in the nursing education WACs. One significant recommendation from both ACEN and the Washington Nursing Care Quality Assurance Commission was to move toward the Statewide DTA nursing degree; the program is starting discussions on that process. The Peer Evaluators found the program to be out of compliance with Standard 6, related to Outcomes and use of assessment data for decision making.

The Peer Evaluators recommended “Continuing Accreditation with Conditions.” The findings of the Peer Evaluators will be reviewed by an Evaluation Review Committee and then the ACEN Commission. If the recommendation of the evaluators is approved through the next two steps, the nursing program will need to submit a report in 2020 addressing the specified areas. When that report is approved, the program will be accredited through 2026.

The nursing department is already responding to the recommendations, reviewing existing data and seeking new input to address both program learning outcomes as well as student retention and attrition. The department is also reviewing documentation processes and will update them over the coming months.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.



INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Trustees
Big Bend Community College
7662 Chanute Street Northeast
Moses Lake, Washington 98837-3299

We have examined Big Bend Community College's compliance with the requirements to close the Federal Perkins Loan Program in accordance with the provisions of the Student Financial Aid Audit Guide of the Higher Education Act of 1965, as amended (HEA) during the period June 30, 2017 through December 29, 2017. Management of Big Bend Community College is responsible for Big Bend Community College's compliance with the specified requirements. Our responsibility is to express an opinion on Big Bend Community College's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether Big Bend Community College complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Big Bend Community College complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on Big Bend Community College's compliance with specified requirements.

Background

Big Bend Community College (the College) is one of thirty public community and technical college districts in the state of Washington, providing comprehensive, open-door academic programs, workforce education, basic skills and community service educational programs to approximately 3,632 students. The College confers associates degrees, certificates and high school diplomas. The College was established in 1962 and its primary purpose is to deliver lifelong learning through a commitment to student success, excellence in teaching and learning, and community engagement. The College participates in the Federal Perkins Loan Program, which is a Title IV HEA program.

Examination Procedures

Our examination procedures included the following:

- Reviewed requirements in the HEA, regulations, and Departmental guidance applicable to our objectives.
- Reviewed the College's audited financial statements for the year ending June 30, 2016.
- Reviewed the College's independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards for the year ended June 30, 2016.
- Interviewed the College's Executive Director of Business Services.
- Obtained an understanding of the College's policies and procedures regarding its administering the Federal Perkins Loan Program.
- Reviewed the College's bank statement as of June 30, 2017 (the date of the most recently submitted FISAP) and October 31, 2017 (as reported on the most recently submitted FISAP).
- Analyzed the FISAP data reporting and derived the return of federal capital contribution according to the overtime calculation of cash on hand.
- Selected 60 borrower loan files from the College's Perkins Loan Program database to examine the College's compliance with the specified requirements for each borrower.

Results

As of December 29, 2017, Big Bend Community College has completed Steps 1-5 of the liquidation procedures for the purpose of liquidating its Federal Perkins Loan Program with the award year ending June 30, 2017. Our examination did not result in any findings regarding the Federal Perkins Loan Program FISAP data.

Specifically, we have verified the following:

All loans for the 1,030 borrowers in the portfolio have been accounted for:

- There were 854 borrowers whose loans were fully retired.
- There were 175 borrowers whose loans were assigned and accepted by the Department of Education.
- There was 1 borrower whose loan was purchased by the College totaling \$2,833.
- The service cancellation data on Section A and all of the data on Section C of Part II of the College's latest submitted FISAP for the award year ending June 30, 2017.
 - The service cancellation data on Section A was accurately reported upon our review of the College's records.
 - The data in Section C accurately reflects the total number of borrowers whose loans were fully assigned to the Department of Education.
- The Federal Capital Contribution was accurately reported based upon our review of the College's records.
- Overall cash on hand at the time the College submitted its latest FISAP was \$83,541. The cash on hand was verified against the College's ledger for the fund and related bank statements.

Determining Share Distributions

The U.S. Department of Education's Federal share of the College's revolving Fund was calculated using the following formula:

$$(\text{Net FCC}) / (\text{Net FCC} + \text{Net ICC}) \times \text{Cash on Hand} = \text{Final Capital Distribution}$$

FCC: Federal Capital Contribution added to the Fund by the U.S. Department of Education over period of time. For the year ended June 30, 2017, this amount was \$658,299.

Total repayments of Fund capital to the federal government through June 30, 2017 was \$18,230.

Net FCC: FCC minus repayments of Fund capital to the federal government. For the year ended June 30, 2017 net FCC was \$640,069.

ICC: College Capital Contribution added to by the College over period of time was \$132,686 for the year ended June 30, 2017.

Total repayments of Fund capital to the College through June 30, 2017 was \$3,673.

Net ICC: ICC minus repayments of Fund capital to the College. For the year ended June 30, 2017, net ICC was \$129,013.

Cash on Hand: This amount is the cash the College has on hand or in depository for the Federal Perkins Loan Program, including any funds returned to the Fund for the purpose of purchasing un-assignable loans. At December 18, 2017, when the Federal share was calculated and submitted to the U. S. Department of Education, the current cash on hand balance was \$83,756. The current cash on hand balance, plus the amount of \$2,833 required for the College to purchase 1 borrower loan, equals the total cash on hand asset of \$86,589.

Results of Share Calculation Amount Returned to the Department:


$$\$640,069 / (\$640,069 + \$129,013) \times \$86,589 = \$72,064$$

The final capital distribution from Big Bend Community College's Federal Perkins Loan revolving Fund was made in accordance with Title IV, Part C, Section 466(c) of the Higher Education Act of 1965, as amended (HEA). We've verified that the federal share of the College's Federal Perkins Loan revolving Fund was \$72,064 and that this amount was returned to the Department of Education.

Opinion

In our opinion, Big Bend Community College complied, in all material respects, with the requirements to close the Federal Perkins Loan Program in accordance with the provisions of the Student Financial Aid Audit Guide of the Higher Education Act of 1965, as amended (HEA) during the period June 30, 2017 to December 29, 2017.

This report is intended solely for the information and use of the Board of Trustees, management of Big Bend Community College, and the United States Department of Education and is not intended to be, and should not be, used by anyone other than these specified parties.


Tacoma, Washington
January 30, 2018

BIG BEND COMMUNITY COLLEGE

Date: 03/08/18

ITEM #3: CONSENT AGENDA (for information)

e. Finance & Administration Update

ctcLink Update: Common process development workshops continue with participants spending 3 days with representatives from all the CTCs. Project Managers (PMs) from the colleges meet every 2 weeks to share information on the project. The college PMs and Executive Sponsors are having a summit together in the middle of March. The Chart of Accounts (COA) workgroup is reconvening in March to provide a working framework of ChartFields (PeopleSoft lingo for coding identifiers) redesign by April.

Facilities Master Plan: Continuing information gathering for the 'mini' update, collecting further background information on currently owned land.

Ongoing Capital Projects:

Workforce Education Center (New Building): Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

Inew Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019 Biennium): Big Bend Technology (BBT) is replacing end of life data center virtualization hardware and improving network infrastructure capacity to deliver double the current capacity for wireless connections. Most of the technology components have been ordered.

Inew Replacement Elevator Bldg 1400: The elevator is original to the building and is beyond its useful life. It is necessary to provide access for all to the 2nd floor. We have filed the Public Works Request with DES to begin the process.

Inew Repair Access Routes: Various locations across campus have defective asphalt and concrete work impeding access for students. We have filed the Public Works Request with DES to begin the process.

Inew Replace DX Chiller Bldg 1200: The chiller is at the end of its useful life and too costly for repairs. We have filed the Public Works Request with DES to begin the process.

History:

Workforce Education Center (WEC) formerly Professional Technical Education Center (New Building):

01/17/2018: The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

12/17/2017: First 90% set of construction specifications to review. PTEC team concentrating this month on reviewing over 2000 pages of specs and several hundred 'blueprint' plans of detail within the building—from electrical outlets to roofing to types of screws to be used.

11/14/2017: Constructability review provided some small cost savings options. DES is suggesting that the RFP could be delayed with no capital budget in sight before June 2018.

10/16/2017: Construction document preparation continues, even without a Legislative approved Capital Budget. Our goal remains to be ready to go out for bid for a contractor by February 2018. We met with the FAA and Dan Moore (AMT Instructor) on August 24th to

review the plans for the AMT building. During our discussion of the temporary location for AMT in the Auto bldg. while the new AMT was being built, it was suggested by the FAA and then agreed to by all present that the new AMT building will be located where the current Automotive bldg. is instead of moving AMT to the temporary location first and then into the new building. This way they only have to move from their current building into their new building. We received notice of approval for our requested Height Variance (over 35 feet requires a variance with the County) on September 19th.

8/10/2017: We are in the construction document phase. Goal is still to be ready to go out to bid for a contractor by February 2018. Without an approved Capital Budget, actually going out for a bid will not be possible as the \$ will not have been allocated for the construction. We did receive re-appropriations for the construction documents and we have our locally designated dollars for the project, but this would not allow us to go out for bid. Still working towards possibility of natural gas for the building.

6/8/2017: Design development is basically complete and we are entering the construction document phase. Goal is be ready to go out to bid for a contractor by February 2018. Still working towards possibility of natural gas for the building.

4/28/2017: Wrapping up the design development phase and preparing to enter the construction documents phase. Still working towards possibility of natural gas for the building.

3/13/2017: Continuing with design development of the two buildings—PTEC and AMT building and the initial lab configurations/equipment. Still working towards possibility of natural gas for the building.

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

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

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

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

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

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

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

1/21/2016: Instructors and staff met to review the three site selections and raise the pros and cons of each site. Meeting for more detailed analysis will possibly occur 4th week of January.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for action)

f. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Elliot Davidson has accepted the position of IT Specialist 4. This is a full-time, classified staff position. This position replaces Eric Gruber who left BBCC in August 2017. Elliot will begin work at BBCC on March 14.

The following searches are currently open:

- Nursing Instructor, non-tenured
- TRiO SSS Academic Advisor
- Outreach Coordinator
- Communications Coordinator
- STEM Applied Math Specialist
- Biology Instructor
- Math Instructor

Retention:

The turnover rate for the month of January was 1.042%. The 2017 YTD rate was 10.476%. The goal for 2018 is to have a turnover rate of 12% or less. This benchmark is a reduction from the previous goal of less than 19%. BBCC experienced a turnover rate of 10.476% for 2017 and 11.871% for 2016.

There were two separations in January. The reasons include 1-Resignation/New Job and 1-Resignation/Personal Reasons.

EAP Utilization:

Utilization of the Employee Assistance Program (EAP) closed at 8.15% for the 2016-17 fiscal year. There were seventy-three cases opened during the year. The EAP services are available to all full-time employees of the college along with their dependents. Of those served, 93% were employees and 7% were dependents. Issues assessed by the provider were 12%-Drug/Alcohol, 12%-Relationship/Marital, 18%-Anxiety/Stress, 29%-Legal, and 29%-Other.

continued to next page

EAP Utilization (cont'd):

Utilization for the first quarter of 2017-18 was 0.54% and utilization for the second quarter was 2.72%.

Big Bend contracts with First Choice EAP to provide this service to our employees.

Let me know if you have any questions, or need additional information.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for action)

- g. Classified Staff Report

BACKGROUND:

Current Membership as of February 2018

<p><u>Lead Roles:</u> Barb Collins, Ex Officio Alicia Wallace, Co-chair Lead Barbi Johnson, Co-chair Assistant Amber Jacobs, Marketing/Publicist</p>	<p><u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev</p>
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2017-2018 TRAININGS:

The STAR Committee hosted a program learning experience in January, which featured the music and art departments, math/science building, and the STEM lab. The annual local and global issues sessions with President Leas occurred on February 13. A few topics from the sessions included the ICAT Results, Accreditation and Strategic Planning, Internal Structures (and how you fit in), an update for the 2017-2018 Legislation, and Campus Security and Building Coordinators. Time was allotted at the end of each session to allow classified staff to ask the President questions. Classified training hours logged for the period of January 1 to January 31 and any unreported hours for December is 121.5.

In March, the STAR Committee will host a workshop on SALT that will be facilitated by Barbi Johnson. This workshop will be all about Financial Management Tips.

January Training Report	Date (s)	Participants	Hours
Online Know Be 4 Security Awareness	Jan 2018		
Risk Assessment Training	1/9, 1/12, & 1/23	Karen Girone Karen Okerlund Angela Weber Robin Arriaga Amber Jacobs Kristine Sarles	4.5
Screening Committee Preparation	1/19		

Autism Cultural Responsiveness	1/23	Carla Louise Christian Karen Okerlund Jordan Shipley	3
Hazardous Materials Table	1/28	Kristine Sarles	1

Prepared by STAR Co-Chair Alicia Wallace.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

Winter Quarter enrollment continues to lag behind 2016 and 2017, but has improved some since the last report. State reportable FTEs are at 1,484.5, down 1.5% compared to 2017. Total FTEs are currently 1,867.8, down 2%. Headcount is 2,405, down 1.8%.

Spring enrollment began February 26, 2018.

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of January 31, 2018, we have collected \$2,690,086 or 67.3% of the budgeted amount. As of January 31, 2017, we had collected \$2,827,217 or 67.3%.

TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of Jan 31, 2018	\$ 2,690,086	\$ 2,827,217
As a % of annual budget	67.3%	67.3%
Left to collect to meet budget target	\$ 1,309,914	\$ 1,372,783

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

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for information)

i. Safety & Security Update

Report Number	Record Date	Incident Type	Location
18-BC-011	2018-02-01 T09:05:00	ILLCIT DRUG USE EVIDENCE W/O SUSPECT	BLDG 1200 : INTERIOR
18-BC-012	2018-02-01 T09:08:00	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1200 : INTERIOR
18-BC-019	2018-02-05 T14:09:12.29	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 1800 : INTERIOR
18-BC-021	2018-02-06 T16:51:00	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	OFF CAMPUS LOCATION
18-BC-024	2018-02-08 T09:50:36.167	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1600 : PARKING
18-BC-025	2018-02-12 T09:10:49.78	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800
18-BC-026	2018-02-12 T10:20:37.98	CLERY OFFENSES : HATE CRIMES : DESTRUCTION/ DAMAGE OR VANDALISM OF PROPERTY : SEXUAL ORIENTATION BIAS,STUDENT CONDUCT VIOLATION 132R-04-057 : (12) DISCRIMINATORY CONDUCT	BLDG 3300 : INTERIOR
18-BC-027	2018-02-12 T15:26:37.707	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [90G] LIQUOR LAW VIOLATION : STUDENT CONDUCT REFERRAL,STUDENT CONDUCT VIOLATION 132R-04- 057 : (10) ALCOHOL/DRUG/TOBACCO : (A) ALCOHOL	BLDG 6000 : INTERIOR
18-BC-028	2018-02-14 T09:41:00	INVESTIGATION ONLY - NO CRIME/INFRACTION	BLDG 1500 : INTERIOR
18-BC-029	2018-02-14 T14:47:00	HAZARDOUS MATERIALS INVOLVED : HAZMAT DISPOSAL - SCHEDULED	BLDG 1200
18-BC-031	2018-02-16 T11:11:50.45	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS,HAZARDOUS MATERIALS INVOLVED	BLDG 1700
18-BC-032	2018-02-20 T15:12:00	ILLCIT DRUG USE EVIDENCE W/O SUSPECT	BLDG 2000 : INTERIOR
18-BC-033	2018-02-21 T16:34:14.127	STUDENT CONDUCT VIOLATION 132R-04-057 : (22) VIOLATION OF OTHER LAWS OR POLICIES,STUDENT CONDUCT VIOLATION 132R-04-057 : (13) SEXUAL MISCONDUCT : (A) SEXUAL HARASSMENT	BLDG 2000 : INTERIOR
18-BC-034	2018-02-27 T10:23:00	STUDENT CONDUCT VIOLATION 132R-04-057 : (13) SEXUAL MISCONDUCT : (A) SEXUAL HARASSMENT	BLDG 1400 : INTERIOR

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #3: CONSENT AGENDA (for action)

j. Public Correspondence

BACKGROUND:

Public correspondence of interest to the board are included.



Inland Northwest Blood Center

MISSION: *To save lives by providing blood and services to support transfusion and transplantation medicine in the Inland Northwest.*

Spokane
210 W. Cataldo Ave.
Spokane, WA 99201

North Spokane
10403 N. Newport Hwy Ste.1
Spokane, WA 99218

Coeur d'Alene
405 W. Neider Ave., Ste. 102
Coeur d'Alene, ID 83815

Lewiston
1213 21st St.
Lewiston, ID 83501

Pullman
840 SE Bishop Blvd., Ste 103
Pullman, WA 99163

Moses Lake Collection
Samaritan Hospital
Professional and Billing Center.
660 S. Coolidge St.
- Lower Level
Moses Lake, WA 98837

Contact
800-423-0151
www.inbcasaves.org

January 23, 2018

Terrence Leas, BBCC President
Big Bend Community College
7662 Chanute
Moses Lake, WA 98837

Dear Mr. Leas:

On behalf of all the patients in our region, thank you for hosting a blood drive with the Inland Northwest Blood Center (INBC). Let me introduce Thomas.

Thomas Edward Harner was born at Gritman Medical Center in Moscow, Idaho on December 8, 2016. After a scheduled C-section, his family noticed he was covered in bruises and had several lumps on his head and back. His doctor ran some lab tests only to find his platelet count was dangerously low. He was taken by Life Flight to Sacred Heart Medical Center in Spokane to receive lifesaving platelets. Thomas was later diagnosed with ALL Infant Leukemia. He has received about 40 transfusions to date and will likely need more as he battles Leukemia. His family is grateful for those who have donated and encourages others to make the lifesaving donations that helped save Thomas' life.



On January 16, 19 faithful blood donors from your organization gave the "gift of life" to patients in our region.

Big Bend Community College plays an important role in helping maintain a safe and adequate blood supply for the patients of the Inland Northwest. On behalf of the many lives - past, present and future - thank you for your commitment to INBC. Together we are working to save lives!

Find the Hero in You!

Jeff Bryant
President

JB/bo

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #6: Exceptional Faculty Award (for information)

BACKGROUND:

Nursing Instructor Sherry Donovan was awarded an Exceptional Faculty Award during the November 14, 2017, board meeting. She will share her experience assisting dentists, screening patients during a medical mission to Mexico.

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

RECOMMENDATION:

None.

Sherry Donovan MSN, RN-BC, CNE
7662 Chanute Street NE
Moses Lake, WA 98837

Report for Exceptional Faculty Award

To: Board of Trustees for Big Bend Community College,

I would like to thank you for your financial support to attend the medical mission to the highlands of Mexico from February 15 to 26. The team consisted of two nurses, a nurse practitioner, a dentist, and 7 other team members to support the medical staff. We were able to care for 558 patients during the 4 days of the health fair. The days preceding the health fairs, we put together hygiene packets for adults and children. These included: soap, toothbrushes, toothpaste, razors (adults only), shampoo, and local information for care. Also, materials were printed to support the education on Diabetes and Hypertension. The handouts I created several years ago were translated into Spanish for the people to have a resource once the team had returned to the United States. This year we were fortunate to have a local woman who helped give prevention of diabetes classes to people who attended the health fair. We really had a dynamic group of experts who served the people voluntarily with passion and compassion.

This year we were fortunate to have a dental van for the dentist that was donated several years ago for the health fairs. It has been renovated for use by the team. The rest of the medical team works out of canopy tents set up each day in the town plaza of the rural areas in the highlands. Each day is long as we start by setting up the tents and then the medical equipment. Each day starts at 8 am and ends usually after dark. This can be anywhere from 7 p.m. to 9 p.m.

I would like to share one of the stories from the trip. It is only one of many, however, it is why I continue to go on medical missions each year. A woman sat down in my station. I asked her if she was diabetic. Her reply was an adamant NO! I tested her blood sugar and it was 442. Normal range is 80-120. I then asked her how she was feeling and if she was still urinating. All of this is done with an interpreter. I could tell the woman was nervous. After discovering she was not making urine any longer, I called the director of the mission over and asked him to take her immediately to the nearest hospital. By now the woman was scared and crying. I explained that her kidneys had shut down, and she was in renal failure. She didn't want to go to the hospital. In the highlands there is no kidney dialysis. Patients basically die from renal failure if not caught in time. She was taken directly to the hospital, given IV fluids, and insulin to bring the blood sugars down. This was early in the day on day two of the health fair. Toward evening when we were shutting the health fair down for the night, this same woman returned and started hugging me and kissing my cheeks (this is very cultural in Mexico). She kept telling me thank you over and over again. Her kidneys had responded to the fluids, and her blood sugar was down. The doctor told her our team had saved her life. She will now be under the care of the local traveling physician for diabetes control. Hopefully, she will be able to continue to see improvements in her health. Her final comment was, "If you hadn't come, I surely would have died. Gracias! Dios le Bendiga!"

It is a privilege to serve using my nursing skills and teaching skills to bring care to people who otherwise may not have any health care provided that could potentially prolong and enhance their quality of life. Thank you again for your financial support. Every year I pay for this out of my own pocket and use my personal time. I appreciate the support this year greatly.

Sincerely,
Sherry Donovan

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

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

BACKGROUND:

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

Math/Science Instructor Dr. Jim Hamm in the amount of \$2,000 to attend a three-day Chataqua title "Radio Astronomy Update 2018: Pulsars and Gravitational Radiation, Dark Matter and Galaxy Evolution, the State of the Art in the Search for Extraterrestrial Intelligence" in West Virginia.

Automotive Instructor Richard Wynder in the amount of \$2,000 to attend the North American Council of Automotive Teachers (NACAT) Conference in Pennsylvania.

Aviation Maintenance Technology Instructor Erik Borg in the amount of \$2,000 to attend the 2018 Aviation Technician Education Council (ATEC) annual conference and congressional meetings in Washington, D.C.

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

RECOMMENDATION:

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



Big Bend

COMMUNITY COLLEGE

Transforming lives through excellence in teaching & learning

Exceptional Faculty Awards Committee

February 12, 2018

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you that we have three applications submitted by faculty this winter quarter. Richard Wynder, Erik Borg, and Jim Hamm have all submitted applications. The committee reviewed these applications and found that all fit within the guidelines and with the spirit of the awards.

Richard (Dick) Wynder is asking for an award so that he can attend the NACAT (North American Council of Automotive Teachers) Conference in Pennsylvania in July of 2018. We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this conference works within Richard's professional discipline, will allow him to update his knowledge, and stay current within his field of instruction. This committee applauds Richard's pursuit of excellence.

Erik Borg is asking for an award that he may attend the 2018 Aviation Technician Education Council (ATEC) annual conference and Congressional Meetings in Washington D.C. We are confident that this activity is worthy of yours' and the Boards consideration. We believe this conference fits with Erik's professional discipline and will allow him to gain updated knowledge about regulations and standards in his field that will enhance his instruction. This committee wholeheartedly supports Erik's dedication.

Jim Hamm is asking for an award so that he can go to a 3 day Chautauqua, "Radio Astronomy Update 2018: Pulsars and Gravitational Radiation, Dark Matter and Galaxy Evolution, the State of the Art in the Search for Extraterrestrial Intelligence". We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this activity works within Jim's professional discipline and will allow him to gain knowledge and experience that he can then share with his students. This committee recognizes and supports Jim's commitment to seeking excellence in his field.

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

7662 Chanute Street NE • Moses Lake, WA • 98837-
3299

509-793-2222 • <http://www.bigbend.edu>

Sincerely,

Libby Sullivan Libby Sullivan

Dan Moore Dan Moore

Brinn Harberts Brinn Harberts

Shawn McDaniel Shawn McDaniel

Charlene Rios Charlene Rios

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

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

NAME: Richard Wynder DATE: 11/9/17

DIVISION: Auto

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

Courses Taught: AUT 105, 211, 212, 213, 220, 223, 231, and MAP 101
Committees: Safety, Professional Rights and Responsibilities, and Tenure.

2. Amount requested: \$2000

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

Attendance of NACAT (North American Council of Automotive Teachers) conference July 2018 in Pennsylvania..

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

attached on back page

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

Program funding over and above EFA award

6. When was your last sabbatical? None

7. What travel monies have you received during the last year?

\$1055

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

1. Technology related training (20 hours)
2. Pedagogy
3. Discussion of NACAT conference which I tentatively scheduled to be held at BBCC July 2021

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

Working with those developing curriculum for MAP 117, 119, 121. Past work on the assessment committee prior to accreditation renewal. Involvement with AVID implementation. Screening committees for English instructor, Auto instructor, and Dean of Transitional Studies.

List of expenses:

Air fare	\$806
Car rental	\$224
Meals	\$306
Hotel	\$684
Registration	\$300
total	\$2320

Note: the expenses are approximate as to this date (1/2/18) The schedule for the conference has not been posted yet. Some lunches may be covered as well as one evening meal. Also, depending upon elections of officers and other business, return travel may be one day sooner, thus decreasing costs. As the time for the conference approaches, air fare will certainly increase.

**APPLICATION FORM
BBCC EXCEPTIONAL FACULTY AWARD**

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

NAME: .Erik Borg

DATE: 01/04/2018

DIVISION: Aviation

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

Aviation Maintenance Instructor. I teach AMT 149, AMT 151, AMT 152 and AMT 153.

2. Amount requested: \$2000.00

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

The 2018 Aviation Technician Education Council (ATEC) annual conference and Congressional Meetings in Washington DC

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

Room and Board	\$967.00
Air Fare	\$814.00
Transportation and Taxi	\$242.35
Registration	\$495.00
Total	\$2406.00

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

All cost not covered by Exceptional Faculty will hopefully be covered by Perkins fund and program cost.

6. When was your last sabbatical? Never

7. What travel monies have you received during the last year?

None

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

This conference will bring us up to date on the new FAA regulations for aviation maintenance schools, enforcement and oversight changes. There will also be many seminars to bring us up to date on the current standards. We will also be setting up times to meet with our Representatives and Senators. This is the annual meeting of all the AMT schools in the US and Canada.

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

I have served on all committees that I have been appointed to. I have also supported any of the recruiting efforts the college has organized.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

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

NAME: Jim Hamm DATE: 1/22/2018

DIVISION: Math/Science

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

Full-time faculty, teaching PHYS& 110, 114, 221, 222, 223, ASTR& 101. Division chair, Mathematics and Science.

2. Amount requested: \$2000

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

Attending a 3-day Chautauqua titled "Radio Astronomy Update 2018: Pulsars and Gravitational Radiation, Dark Matter and Galaxy Evolution, the State of the Art in the Search for Extraterrestrial Intelligence." (See attached sheet for a more complete description.) This course is at the Green Bank Observatory in West Virginia. I would have a full day of travel getting to the course, and a full day returning.

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

Application Fee	\$100
Course Fee	\$195
Round-Trip Airfare	\$1090
5-Day Car Rental	\$330
Hotel (4 days)	\$400
Meals (5 days)	\$150
Mileage (Moses Lake to Spokane)	\$100

I'm not sure about all of these expenses yet. When I've done Chautauquas before, there has been a van that took us from the airport to the course site. That may be the case here, but I don't know yet, and if it is the case I wouldn't need to rent a car. (The nearest airport is about 130 miles from the observatory, so a taxi is probably not a good idea.) Also, if I'm accepted into the course and pay the course fee soon enough, I would be able to stay in a dormitory at the observatory for \$35 per night, saving money there.

I found the round-trip airfare to Roanoke, Virginia, because that was the nearest place to fly into, but if there is a van available from a different airport I would fly to that one. (The observatory is roughly equidistant from airports in Pittsburgh, PA, Charleston, WV, and Washington, D.C., for instance.)

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

I may have some money left in my travel budget that could help defray the cost of this. It depends on the cost of an upcoming trip to a meeting in Bothell. The amount might be in the neighborhood of \$300.

6. When was your last sabbatical? Never

7. What travel monies have you received during the last year?

April, 2017	Attend PNACP Conference in Yakima	\$259.90
September, 2017	Attend NATE Meeting in Seattle	\$227.38
April, 2018	Attend PNACP Conference in Bothell	\$500

(The price for the April conference is estimated. The cost will depend on whether or not I stay in a hotel.)

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

I would learn a whole lot about some applications of radio astronomy that I know nothing about. I have done a Chautauqua course at the Very Large Array in New Mexico, but from the description of this course it is focused on different areas of research. Also, radio astronomy is a constantly changing field, and I would learn of more recent developments in the field.

One of the major themes of my Astronomy 101 course is "how do we know what we know," and as part of learning this we study electromagnetic radiation, telescopes in the visible spectrum, and telescopes outside the visible spectrum. This course would help me strengthen and expand what I teach in these areas. Electromagnetic radiation is also one of the topics we study in Engineering Physics, so this course would provide me with material I could use in that course as well.

An intangible that I always return from these courses with is excitement and enthusiasm for the subjects I teach. That excitement and enthusiasm is something I hope to pass along to my students.

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

In the days before Emporium Math was employed, I often taught either Elementary or Intermediate Algebra. During that time I worked with the mathematics faculty to revise (and revise again) material in the Intermediate Algebra course.

I have worked with other faculty association officers as a member of the negotiating team several times since about 2005, most recently in the summer of 2016.

In the past, I have done a variety of things to improve the quality of the institution.

1. I wrote a textbook with Kathleen Duvall which we used in the Science 101 class for several years. (We started this project when the textbook we were using topped \$100--in the 1990s!--which we felt was too expensive for a one-quarter class.)

2. I worked with mathematics faculty from other colleges, our college, and local high schools on the Transition Mathematics Project. Working with local high schools we realigned the curricula for our MPC 095 and 099 classes so that our curricula and those of the high schools were more closely aligned, in the hope that we will have more students placing into higher mathematics courses. This was a several-month project.

3. I was the committee chair for Standard Four (Faculty) in the 2002 accreditation report, and in that role I gathered data, coordinated committee meetings, and wrote the report for that standard (and then rewrote, and rewrote, and ...).

4. I was Division Chair for Mathematics and Science for several years from 1996 to 2006, and have again been in this role since 2015.

5. I worked as the Engineering Curriculum Specialist for the first few years of the STEM grant that ran from 2011 to 2016. In that position I wrote MCOs for several of our new Engineering courses, and worked to help develop degree pathways for students interested in engineering transfer degrees.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #8: Probationary/Tenure Reviews (for action)

BACKGROUND:

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

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Sarah Bauer	Chemistry Instructor	1 st probationary year
Sherry Donovan	Nursing Instructor	1 st probationary year
Aaron Linthicum	Flight Instructor	1 st probationary year
Lina Shehu Neel	ABE/ESL/HS21+ Instructor	1 st probationary year
Zachary Olson	Development English Instructor	1 st probationary year
Terry Pyle	Ag/Econ Instructor	1 st probationary year
Mariah Whitney	Biology Instructor	1 st probationary year
Kent Dannenberg	AMT Instructor	2 nd probationary year
Ryan Duvall	BIM Instructor	2 nd probationary year
Allison Palumbo	English Instructor	2 nd probationary year
Jody Quitadamo	History/Political Science	2 nd probationary year
Sean Twohy	English Instructor	2 nd probationary year

The Board will consider awarding tenure to the following faculty:

Michael Dzbenski	Music Instructor	3 rd probationary year
Dawnne Ernette	Development Ed Instructor	3 rd probationary year
Jaime Garza	Counselor	3 rd probationary year

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

RECOMMENDATION:

President Leas and VP Humpherys recommend that the trustees renew contracts and award tenure to the appropriate faculty members listed above.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #9: Board Policy for Information (information)

BACKGROUND:

The trustees expressed a desire to review their board policies during the board retreat in October. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the first reading for the following policies.

BP1010 Goals & Outcomes (4/11/00)

BP6500 Substance Abuse Policy and Goal Statement (6/22/87)

BP6500 was reviewed by VP Kim Garza. BP3019 is an updated policy which covers everything contained in BP6500. President Leas and VP Garza recommend the board consider eliminating outdated and duplicative BP6500 during the next meeting.

BP3019 Drug Free/Alcohol Free Work Place (1/25/13)

Included as reference for BP6500 recommendation.

BP8056 Business Competition Policy (9/28/87)

BP8056 was reviewed by VP Linda Schoonmaker. President Leas and VP Schoonmaker recommend no changes be made.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board discuss the policies listed.

1010.1 Board of Trustees Goals and Outcomes

The Board sets annual goals and outcomes consistent with the college mission. Some goals will be ongoing. The Board also establishes processes to monitor their efforts and assess the outcomes of each goal as affected by the Board.

BP6500 BBCC SUBSTANCE ABUSE POLICY AND GOAL STATEMENT BP6500

6500.1 Big Bend Community College recognizes its responsibility to take an active role with regard to substance abuse education within the college "family" as well as the broader Columbia Basin community. Alcohol and chemical abuse has a devastating impact on the personal and academic growth of all afflicted individuals.

6501.2 The Drug Free Schools and Communities Act of 1986 states:

The use of drugs and the abuse of alcohol by students constitutes a grave threat to their physical and mental well-being and significantly impedes the learning process.

The tragic consequences of drug use and alcohol abuse by students are felt not only by students and their families, but also by their communities and the nation, which can ill afford to lose their skills, talents and vitality.

Drug abuse education and prevention programs are essential components of a comprehensive strategy to reduce the demand or the use of drugs throughout the nation.

Prompt action by our nation's schools, families and communities can bring us significantly closer to the goal of a drug-free generation and a drug-free society.

Schools and local organizations in communities have special responsibilities to work together to combat the scourge of drug use and alcohol abuse.

6500.3 In concurrence with the recommendations of the Drug Free Schools and Communities Act of 1986, the Big Bend Community College Board of Trustees affirms its commitment to provide a drug free campus learning environment. Further, we endorse and support the college in assuming its role as a drug education and referral agency for the community as a whole. Prevention and intervention resources will be made available to staff, students and district residents through the college counseling center, instructional offerings, associated student body activities and college staff development programs.

(See also BP3019)

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in all facilities, grounds, events or activities directly or indirectly under the control of Big Bend Community College is not tolerated and, pursuant to this policy, is prohibited.

Big Bend Community College complies with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, and the US Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991.

Employees or students engaging in prohibited activities shall be subject to disciplinary action, up to and including, suspension, termination or expulsion.

See also AP 3019 Drug Free/Alcohol Free Workplace

INTRODUCTION

The primary mission of Big Bend Community College is the creation and dissemination of knowledge. In carrying out this mission, it is often necessary for the College and its departments to provide goods and services for fees which enhance, promote, or support its teaching and public service functions. At the same time, the college must be mindful that when it provides goods and services for fees, it may be competing with local private businesses.

This policy has been developed to define the legitimate purposes under which sales of goods and services for fees may be approved, and to establish a mechanism to review such sales.

POLICY

Big Bend Community College may engage in the direct sale of goods and services to individuals, groups, or external agencies for fees only when those services or goods are directly and substantially related to the educational mission of the College. Charges for goods and services shall be determined taking into account their full cost, including College overhead, as well as the competitive price of such items in the local community.

EXCLUSIONS

Recognizing that the central mission of the College is providing instruction and public service, this policy shall not apply to charges for instruction in its regular, extension, evening, or continuing education programs; services provided in the practicum aspects of its instructional programs; services for fees in its extracurricular or residential life programs, including residence halls, food services, athletic and recreational programs, and the performing arts programs.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #10: Board Policy for Action (action)

BACKGROUND:

The trustees expressed desire to review their board policies during the board retreat in October. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the second meeting for this policy.

BP1004 Delegation of Appointing Authority is presented with revisions.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board approve suggested revisions.

- 1004.1** The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that [RCW 28B.10.528](#) provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by [RCW 28B.50.140](#) to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2012-2 2016-1 dated ~~June 14, 2012~~ **October 27, 2016** and effective ~~June 14, 2012~~ **October 27, 2016**.

- 1004.2** The Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action.
- 1004.3** The Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees.
- 1004.4** The Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President for **Finance** and **Administration** Services, Vice President for **Learning** of **Instruction** and Student **Success** Services, and Vice President of Human Resources & Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

1004.5 Senior Administrators' Order of Positions List:

- a) Vice President for ~~Administrative and Financial Services~~ **Learning & Student Success**
- b) Vice President of ~~Instruction and Student Services~~ **Finance & Administration**
- c) Vice President of Human Resources ~~and~~ **& Labor**

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

1004.6 The Board delegates the authority to negotiate with the faculty organization/union and any other employee union on its behalf to the President or his/her designee.

1004.7 The Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

1004.8 The Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college in a manner which protects the health and safety of students and staff.

1004.9 All delegation of authority shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

(NOTE: This policy merges references to the board's delegation of authority in BP1001, BP3014, and AP3500 into one policy.)

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #11: Aha! Continuous Improvement (information)

BACKGROUND:

Biology Instructor Barbara Jacobs and Aviation Instructor Ben Altrogge will share their assessment of student learning work from this year. Instructor Jacobs' course level assessment and Instructor Altrogge's program level assessment are examples of our faculty members' excellent assessment work.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #12: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #13: Next Regular Meeting (information)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, April 12, 2018.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the date of the upcoming meeting.

BIG BEND COMMUNITY COLLEGE

Date: 3/08/18

ITEM #14: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

The Accreditation Commission for Education in Nursing (ACEN) evaluators were on campus Tuesday, February 6.

Dr. Leas and two ASB Officers, Ricardo Ruiz and Francisco Marmolejo, visited legislators in Olympia, February 20.

Prepared by the President's Office.

RECOMMENDATION:

None.