



Board of Trustees Regular Board Meeting

**April 28, 2017
1:30 p.m.**

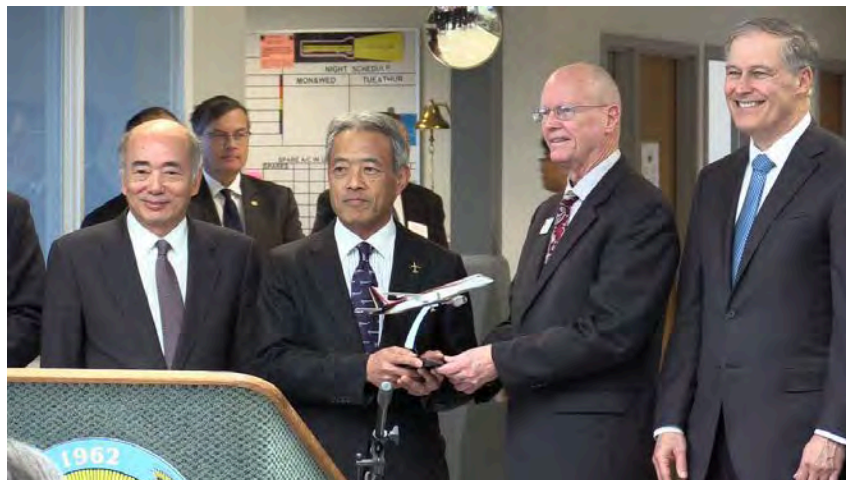
ATEC
Hardin Community Room

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

Spring 2017 Campus Events

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

Spring 2017 Campus Events		
April	28	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		Softball vs Wenatchee CC; Double Header; 2:00 p.m.
	29	Softball vs Yakima CC; Double Header; Noon
May	2	Softball vs CC of Spokane; Double Header; 2:00 p.m.
	3	Baseball vs Columbia Basin College; Double Header; 1:00 p.m.
	9	ASB Fiesta-fest; 10:30-1:00 p.m.; Masto Conference Center
	10	Softball vs North Idaho College; Double Header; Noon
	11	ASB 3-on-3 Co-Ed Basketball Tourney; 7:00 p.m.
	13	Baseball vs Blue Mountain CC; Double Header; 1:00 p.m.
	18	ASB Softball Tourney; Students vs Faculty/Staff; 5:30 p.m.;
	22	Early Registration; Summer Quarter
	24	ASB Student Recognition Night;
	29	Campus Closed for Memorial Day
June	1	ASB Outdoor Movie Night; ATEC Courtyard
	5	ASB Family Surf n Slide Night; 6:00 – 8:30 p.m.; Moses Lake Surf n Slide
	16	BBCC Commencement; 7:00 p.m.; Moses Lake Lions Field;



Japanese Ambassador Sasae, Mitsubishi Executive VP Mr. Iwasa, President Terry Leas, Governor Jay Inslee

BBCC Aviation Training Center, March 30, 2017



**COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE**
7662 Chanute Street Moses Lake, Washington 98837
Regular Board Meeting Agenda
Friday, April 28, 2017, 1:30 p.m.
ATEC- Hardin Community Room

Governing Board Members:

Anna Franz, J.D.
Chair

Miguel Villarreal, Ed.D.
Vice Chair

Jon Lane

Stephen McFadden

Juanita Richards

Terry Leas, Ph.D.
President

Values

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

Vision

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

Mission

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

- | | |
|-----|--|
| A | 1. Call to Order/Roll Call
Pledge of Allegiance – Veteran Rick Sparks |
| I | 2. Introductions – Phi Theta Kappa |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Meeting Minutes March 13, 2017 (A) b. President’s Activity Update (I) c. Accreditation (I) d. Assessment (I) e. Student Success (I) f. Finance & Administration Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Classified Staff Report (I) j. Enrollment Report (I) l. Quarterly Budget Report (I) k. Public Correspondence (I) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Matt Alvarado b. Classified Staff Representative – Barbi Johnson c. Faculty Association President – Kathleen Duvall 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 <p style="text-align: center; border: 1px solid cyan; display: inline-block; padding: 2px;">-----BREAK (if needed)-----</p> |
| | Executive Session |
| A | 5. Exceptional Faculty Award – Nursing Instructor Jennifer Brooks |
| I | 6. Assessment of Board Activity – Trustees |
| A | 7. Next Regularly Scheduled Board Meeting – Trustees |
| I/A | 8. Miscellaneous – Chair Anna Franz, President Leas |
| | Adjournment |

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

NEXT MEETING REMINDER – June 8, 2017

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

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting March 13, 2017, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Monday, March 13, 2017, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Student and Vet Corps Navigator George Turner led the Pledge of Allegiance. He served as a Russian linguist in the Air Force and is currently considering the Industrial Systems or Industrial Electrical programs.

2. Introductions

Director of Facilities James Saucedo introduced master electrician David Garcia. He is from Michigan and holds a bachelor's degree in Industrial Electrical as well as a professional engineering degree.

Director of Health Education Programs Katherine Christian introduced Nursing Instructor Sherry Donovan. Ms. Donovan has a Master's degree, and taught part-time at Yakima Valley Community College. She is originally from Moses Lake and enjoys being back in town.

VP Linda Schoonmaker introduced Luis Alvarez who was promoted from TRiO Senior Academic Advisor to Director of Residence Halls & Residential Life. Mr. Alvarez is a BBCC and WSU graduate.

Director of Financial Aid Jeremy Iverson introduced BBCC graduate Cassandra Fry, who was promoted after three years with BBCC to program specialist with Veterans Services. Director Iverson also introduced Abby Simonson, who was hired to fill the vacancy behind Cassandra Fry's promotion in financial aid. She attended Running Start here at BBCC.

Director of the Transforming STEM Pathways Grant Heidi Summers introduced Business Information Management Coordinator Tom Willingham, who was promoted to the Computer Science Specialist position in the Transforming STEM Pathways Grant.

3. Consent Agenda

a) Approval of Regular January 26, 2017, Board Meeting Minutes (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e)

Student Success Update (l); f) Finance & Administration Update (l); g) Safety & Security Update. (l); h) Human Resources Update (l); i) Classified Staff Report (l); j) Enrollment Report.

Motion 17-04 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

4. Remarks

- a. ASB Treasurer Auggie Francis reported the ASB and club activities. ASB sponsored an ice skating event with 93 in attendance, which was followed by bingo night. Seventy-five people attended, and many of them won grocery-store-themed prizes. The ASB-sponsored Pastafest was held in February and fed 193 people. ASB's Porkfest, featuring the 2014 International Acoustic Music Awards Best Male Artist Jared Mahone, is tomorrow from 10:30 a.m. – 1:00 p.m. ASB held a small intramural pool tournament. They also held a Casino Night, with 60 students in attendance. ASB sponsored leadership training by Del Suggs a few weeks ago with 23 ASB and club members attending. Mr. Suggs shared ten ways to develop personal leadership and also how we can be effective leaders in our organizations. Currently, ASB is collecting donations for prizes for the annual Flashlight Egg Hunt, to be held the first Thursday night of Spring Quarter. ASB is looking forward to the JATP students participating in upcoming Spring-quarter events.

The Nursing Club raised \$1,200 on Krispy Kreme donuts and another \$170 from an activity at the Art Garden. With the ASB matching funds and upcoming Silent Auction on April 18, the club should have half the funds needed to pay for the Annual NCLEX review, which costs \$6,000.

Phi Theta Kappa sponsored their annual Soup-R-Bowl activity, gathering food items for the Viking Pantry. The chapter also had success with their concessions at Allied Arts events, as well as reaching the matching funds to apply toward their upcoming travel for their International Conference in April. They are also hosting a regional Phi Theta Kappa Conference here at BBCC.

The M.E.Ch.A. Club held a successful Valentine's Day bake sale and flower sale last month. The Brazilian Jiu Jitsu Club also held a successful bake sale the same day in a different location on campus.

The Lindy Hoppers Club kept in step with the other clubs and held a Krispy Kreme fundraiser. They earned full matching funds this quarter.

- b. Classified Staff Representative Barbara Collins reported that the STAR Committee continues to recruit additional members. Classified Staff employees attended 244.5 hours of training since the last board meeting.

Upcoming trainings include a data survey workshop on April 25 to discuss how BBCC uses data and feedback from stakeholders.

- c. Faculty Association President Kathleen Duvall reported several faculty members represented their programs at the Business After Hours held March 7 at BBCC. She also reported that BBCC's medical simulation program was featured in the Association of WA Business magazine. The web link to the article was shared.
- d. VP Linda Schoonmaker reported that the ctLink Steering Committee has been disbanded, and the WACTC Tech Committee is the new governing body of the project. They will use the statewide commissions for information and data gathering. The FY2015 BBCC Financial Statements were approved by the auditors.

The ADA access and doors have been completed in the Administration (1400) building, and the remodel is completed. VP Schoonmaker clarified that she used the term "agreement" regarding the faculty members' perspective on the PTEC building during the last board meeting; some of the faculty members requested she change "agreement" to "acceptance" of the current plan. If the legislature provides the funding, the RFP process and groundbreaking will begin in Spring of 2018.

- e. VP Bryce Humpherys introduced Career Services Coordinator Jody Bortz to share information about the BBCC Job & Career Fair held March 1. She said in response to employers, the event was held earlier in the year than usual and a smaller job fair will be held later in the spring for agricultural employers. There were more employers this year with 80 booths filled and approximately 1,000 attendees. More than 200 students registered for the bookstore drawing. Résumé training and interviewing was held on site. Coordinator Bortz credited the increase of participants to the social media effort around the event. Applicant feedback was positive. In the future, applicants will be asked to bring their résumés on thumb drives for sharing with potential employees.

Dr. Humpherys thanked the trustees for attending lunch with the ATD coaches, Dr. John Nixon and Dr. Bruce McComb, April 9. The coaches met with a cross section of faculty and staff focused on comprehensive advising. The coaches reported staff had great enthusiasm for students and student success.

Dr. Humpherys explained that BBCC will host an Accreditation Ad Hoc visit April 17-18 with evaluator Dr. Chad Hickox from Helena College University of Montana. The Ad Hoc report was submitted, and it is on the BBCC website. Dr. Hickox will notify us about who he would like to meet. He will focus on recommendation 2 (assessment of student learning).

Dr. Humpherys advised that an Ad Hoc visit is not typical. This visit is a result of a recommendation received during BBCC's 2015 mid-cycle visit.

There were observations from 2012 and 2015 that BBCC needs more focused attention on assessment of student learning. The Ad Hoc report details an outline of four tasks to improve the assessment on student learning, which will be completed before our next comprehensive visit in 2020. Assessment of student learning will be incorporated with institutional planning using data to inform decision making and continuous quality improvement (CQI). Dr. Humpherys applauded the assessment committee's work, which includes faculty and administrators working collaboratively to lead this effort. The focus on assessment of student learning dovetails with the advising focus from the ATD effort.

VP Humpherys referred to the consent agenda student success page and discussed the student achievement initiative (SAI) advisory group work updating SAI metrics for the state. Dean of Institutional Research Valerie Parton is in the workgroup reviewing statewide data. Improving student progression and closing achievement gaps are important guiding principles for the group. Trustee Jon Lane stated he has learned that legislators want to use the SAI to incentivize schools. Dr. Leas stated the SAI is an element of the allocation model using student success data to determine budget allocations. The group is trying to minimize the volatility of allocations.

VP Humpherys reported Fall enrollment was up, Winter enrollment was down, and Spring enrollment is slightly down. Enrollment fluctuations are attributed to cancellation of Basic Skills classes. The political environment has had a negative impact on the ESL population. Running Start enrollments continue to increase.

- f. VP Kim Garza reported there are many positions open and more to be posted. There will be even more committee activity and meetings after spring break concludes. Most open positions will be filled by the end of June. There are two outstanding items from negotiations with the Faculty Association on which MOU committees will focus: committee structure and credit by exam assessment of prior learning and independent study.
- g. Executive Director of the Foundation LeAnne Parton reported the scholarship deadline was February 17. Foundation members are busy reviewing scholarship applications. The Foundation helped facilitate the acquisition of a two-trailer dolly for the CDL program from LTI, Inc, the parent company of Milky Way Bulk Milk Transportation. Cellarbration! for Education is on May 20, and the Foundation is working hard planning and selling raffle tickets for the Harley Davidson that was donated. Everyone is invited to help sell tickets. The Foundation audit begins on Wednesday.

5. Community Engagement Monitoring Report

Dean of Institutional Research Valerie Parton stated this report is a result of reviewing and evaluating data and determining next steps using campus-wide feedback. This year we have deliberately slimmed down the report workbook. Progress was made and all

four community engagement outcome objectives were rated “good” or above 3.1 out of 5 for “continuing to support this practice.” Next steps include showing how BBCC sets plans based on the data. The Center for Business and Industry Services (CBIS) is an important part of community engagement and doing well. Dean of Work Force Education Daneen Berry-Guerin has worked with advisory committee recommendations to hear feedback on how well students are prepared for employment. Planning is beginning regarding transitioning students in developmental level classes to college-level classes. The Budget Review Task Force is being reactivated to assist with tying the budget process to institutional goals. An environmental scan will be conducted during the 2017 Fall quarter to develop a baseline for improvement of BBCC’s inclusive environment. The new HR process, including NeoGov, provides analytics that will provide data to help BBCC determine if underrepresented groups are stopping out of the application process at a particular time. Dean Parton will continue working to make the monitoring reports more meaningful based on campus-wide feedback, which will also illustrate to NWCCU how we are making connections.

Trustee Stephen McFadden complimented BBCC on the progression and improvement of the process. He also complimented CBIS Director Beth Laszlo for enthusiastically leading the CBIS efforts. Board Chair Anna Franz commented that the next steps look great for a continuum of future cycles.

Motion 17-05 Trustee Mike Villarreal moved to approve the Community Engagement Monitoring Report. Trustee Jon Lane seconded, and the motion carried.

6. Probationary/Tenure Reviews

VP Bryce Humpherys listed the candidates under review.

At 2:34 p.m. Chair Anna Franz announced an Executive Session 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. The Executive Session will last 10 minutes.

The meeting reconvened at 2:44 p.m. with no action taken.

Motion 17-06 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Kent Dannenberg effective September 11, 2017. He further moved that the President notify Kent Dannenberg as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-07 Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the

probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Ryan Duvall effective September 11, 2017. He further moved that the President notify Ryan Duvall as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-08

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Allison Palumbo effective September 11, 2017. He further moved that the President notify Allison Palumbo as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-09

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jody Quitadamo effective September 11, 2017. He further moved that the President notify Jody Quitadamo as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 17-10

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Sean Twohy effective September 11, 2017. He further moved that the President notify Sean Twohy as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-11

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Michael Dzbenski effective September 11, 2017. He further moved that the President notify Michael Dzbenski as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-12

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Dawnne

Ernette effective September 11, 2017. He further moved that the President notify Dawnne Ernette as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-13

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jaime Garza effective September 11, 2017. He further moved that the President notify Jaime Garza as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 17-14

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Benjamin Altrogge effective September 11, 2017. He further moved that the President notify Benjamin Altrogge as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-15

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Heidi Gephart effective September 11, 2017. He further moved that the President notify Heidi Gephart as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-16

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to John Martin effective September 11, 2017. He further moved that the President notify John Martin as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-17

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to John Marc Swedburg II effective September 11, 2017. He further moved that the President notify John Marc Swedburg II as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 17-18

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Arthur Wanner effective September 11, 2017. He further moved that the President notify Arthur Wanner as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

7. Exceptional Faculty Award

CDL Instructor Guillermo Garza provided a verbal report of the activity for which he used his Exceptional Faculty Award (EFA). He attended the 27th Annual NAPFTDS Convention in St. Pete Beach, Florida. Instructor Garza said it was an informative conference that included upcoming changes to the trucking industry and super mechanic Homer Hogg gave a presentation about the modernization and computerization of trucks. Instructor Garza will use the information he learned to make students aware of changes. Other topics presented included safety, pre-trip inspections, and new laws.

8. Exceptional Faculty Award RecommendationMotion 17-19

Trustee Jon Lane moved to approve Exceptional Faculty Awards to Jennifer Brooks (\$2,000), Heidi Gephart (\$2,000), and Pam Hare (\$2,000). Trustee Mike Villarreal seconded, and the motion carried.

At 2:42 p.m. Chair Anna Franz announced a 10-minute break to be followed by an Executive Session 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. The Executive Session will last 10 minutes. The Executive Session was extended by five minutes. The meeting reconvened at 3:07 p.m. with no action taken.

9. Assessment of Board Activity

Trustee Jon Lane reported that he reviewed probationary tenure files. He asked if anyone had improvement ideas for the process. The faculty probationary tenure process is defined in the Faculty Negotiated Agreement. Faculty Association President Kathleen Duvall stated faculty members are open to improvement ideas. Trustee Anna Franz recommended the process be left to administration and faculty.

Trustee Lane has been involved in planning the ACT Conference that will be held at BBCC May 25-26. He also attended the ACCT conference and encountered a lot of uncertainty with national leaders. Trustee Lane attended the BBCC Business After Hours and the luncheon at BBCC with the Achieving the Dream Coaches. Trustee Jon Lane recently escorted his sister's grandson around BBCC. He is interested in Industrial Systems Technology and Industrial Electrical Technology. Instructor Ayers did an

outstanding job describing the programs. Lastly, he attended a cold baseball game yesterday.

Trustee Stephen McFadden reviewed probationary tenure files. He complimented staff and administration for the width and breadth of the information. Trustee McFadden also attended the luncheon at BBCC with the Achieving the Dream Coaches. He reported he continues to participate in sector partnership meetings and North Central Workforce Development Council meetings.

Trustee Juanita Richards stated she reviewed probationary tenure files. She commented the data collection was easy to review. Trustee Richards compliment BBCC for hosting Business After Hours. She also attended the luncheon at BBCC with the Achieving the Dream Coaches.

Trustee Mike Villarreal reported that he reviewed the probationary tenure files and appreciated the portfolio labeling. He also stated the recommendations, committee mentorship, and feedback was well done.

Trustee Anna Franz reviewed the probationary tenure files. She stated BBCC has a good probationary tenure-review process and great people coming on board. She also attended the luncheon at BBCC with the Achieving the Dream Coaches and reviewed today's agenda with President Leas.

11. Next Meeting

Motion 17-20

Trustee Stephen McFadden moved to reschedule the next board meeting from April 20 to April 28, 1:30 p.m. Mike Villarreal seconded, and the motion carried.

12. Miscellaneous

President Leas reported that he was one of four presidents nationally invited to attend the ATD Dream Conference to share on the Funded Learning Initiative Panel. He also participated in WSSN grant discussion at the conference, and Karen Stout CEO of ATD was the facilitator. Former BBCC Director Andre Guzman was also at the conference. Dr. Leas attended WSSN's celebration honoring students, and BBCC student Jennifer Gallaway spoke.

Dr. Leas also attended the February 28 SBCTC-hosted legislative open house that featured the BBCC drone program. He reminded the trustees that BBCC is hosting the ACT Spring Conference May 25-26.

The JATP welcoming ceremony and dinner is scheduled on March 27 and 43 students will be in the program this year.

Dr. Leas announced that Governor Inslee and Japanese Ambassador Sasae will be in the Aviation Training Center March 30 following their tour of the Mitsubishi facility. They plan to announce the May 16 STEM Day, which is a partnership between Mitsubishi and

BBCC to bring middle school students to the Port and BBCC to acquaint them with STEM-related careers.

President Leas will accompany Trustee Jon Lane when he is honored with an AACC Outstanding Alumni Award at the AACC Conference in New Orleans in April. Dr. Leas will also attend the International Phi Theta Kappa Catalyst Conference in Nashville, April 5-6.

The ACT award nominations deadline is April 7.

Motion 17-21 Trustee Jon Lane moved to delegate nomination authority for the ACT Conference to Board Chair Anna Franz. Mike Villarreal seconded, and the motion carried.

Motion 17-22 Trustee Jon Lane moved to appoint trustees Stephen McFadden and Juanita Richards to work with Dr. Leas and Dr. Humpherys to update the annual board evaluation this summer. Mike Villarreal seconded, and the motion carried.

The meeting adjourned at 4:00 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from February 27, 2017, to April 14, 2017, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

2/27/17	Lunch with Executive Team and ASB Officers	Feedback, Student Support	BBCC	
	Phi Theta Kappa Induction	Student Success	BBCC	
	Quincy Valley Leadership Roundtable	Community Engagement	Quincy	
2/28/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	SBCTC Legislative Open House	Flying Drones! System Support	Olympia	
3/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Review Board Agenda	College Guidance	Phone	Board Chair Anna Franz
3/02/17	Conference Call	Review Data Gathering Software	Phone	
	Exit Lunch	Employee Feedback	Moses Lake	
	Business After Hours Meeting	Planning	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Inclement Weather Debrief	College Support	BBCC	
3/03/17	Shared Governance Meeting	Collaboration	BBCC	
	Baseball Team Meeting	Speaker-Student Success	BBCC	
	ACT Conference Meeting	Planning	Phone	
	WACTC Legislative Update	System Support	Phone	
3/06/17	Employee Discussion	Support/Feedback	BBCC	
	DACA Resources	Student Support	BBCC	
	Employee Discussion	Support/Feedback	BBCC	
	Multicultural Development Team Discussion	Support/Feedback	BBCC	
3/07/17	NC Workforce Development Board	Community Engagement	Moses Lake	
	UAS Internal Monitoring	Program Support,	BBCC	

	Team Meeting	Information Sharing		
	Business After Hours	Community Engagement	BBCC	
3/08/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	AAG Discussion	Advice	Phone	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Rotary Auction Dinner	Community Engagement	Moses Lake	
3/09/17	ATD Coaches	College Support	BBCC	
	Safety Meeting	College Support	BBCC	
3/10/17	ATD Coaches	Debrief	BBCC	
	WACTC Legislative Update	System Support	Phone	
3/13/17	Rebranding Discussion	College Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
	Legislative Town Hall	System Support	BBCC	
3/14/17	Joe Rogers Commemorative Plaque	Community Engagement	BBCC	
	Athletics	Program Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
3/15/17	German Flash Mob	Excellence in Teaching & Learning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
3/16/17	STEM Day Planning	Community Engagement	BBCC	
3/17/17	STEM Day Planning	Community Engagement	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	ACT Conference Meeting	Planning	Phone	
	WACTC Legislative Update	System Support	Phone	
3/20/17	Samaritan Hospital	Community Engagement	Moses Lake	

	Strategy & Finance Committee			
	STEM Day Event	Planning	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	Governor/Ambassador Visit Meeting	Planning	BBCC	
	Port of Moses Lake Executive Director Jeff Bishop	Planning	BBCC	
	Employee Discussion	Support	BBCC	
3/21/17	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Boeing Academic & Policy Engagement Rep Ruby Schick	Community Engagement	BBCC	
	Governor Visit Meeting	Planning	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Wenatchee	
3/22/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Day Meeting	Planning	Phone	
	Director of Communication Matt Killebrew	Program Support	BBCC	
3/23/17	Aerospace Presidents' Meeting	Collaboration	Olympia	
3/23-24	WACTC Meetings	System Support	Olympia	
3/27/17	JATP Welcoming Ceremony	Student Success	BBCC	
3/29/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	ACT Conference Meeting	Planning	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
3/30/17	NWCCU Ad Hoc Visit Meeting	Planning	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Governor Inslee Ambassador Sasae Visit	Community Engagement	BBCC	
3/31/17	STEM Day Event	Planning	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	ACT Nomination Meeting	Planning	BBCC	
	WACTC Legislative Update	System Support	Phone	
4/3/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	Advertising Discussion	College Support	BBCC	
	Conference Call	Review Data Gathering Software	Phone	
	Heroes for Life Inland NW Blood Center Recognition Banquet	Community Engagement	BBCC	
4/4/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	Multicultural Development Team	Planning Discussion	BBCC	
4/5-4/10	Phi Theta Kappa International Conference	Student Success Professional Development	Nashville TN	
4/11/17	Lauzier Request Discussion	Planning	BBCC	
	STEM Internal Monitoring Team Meeting	Program Support, Information Sharing	BBCC	
	Celebration Luncheon	Planning	BBCC	

	Discussion			
	Congressman Dan Newhouse Legislative Asst Sean O'Brien	Campus Tour/Discussion	BBCC	
4/12/17	Refresh Leadership Simulcast	Professional Development	BBCC	
	Employee Discussion	Support	BBCC	
	Rotary Club Foundation Scholarship Banquet1	Community Engagement	BBCC	
4/13/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Rebranding Discussion	College Support	BBCC	
	Joe Rogers Trail Meeting	Community Engagement, College Climate	BBCC	
	Employee Work Plan Discussions	Development	BBCC	
4/14/17	Blindspot Session 1	Professional Development, Diversity	BBCC	
	WACTC Legislative Update	System Support	Phone	

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

In 2012 Big Bend went through a comprehensive accreditation evaluation which included hosting a team of evaluators from the Northwest Commission on Colleges and Universities (NWCCU). As a result of the 2012 visit, BBCC received two recommendations for improvement. The first recommendation related to our planning process and the second related to our assessment of student learning work. The Commission determined that we were not in full compliance with the accreditation standards cited in the recommendations. In 2015, the college hosted a Mid-Cycle accreditation visit to check on our progress at about the mid-way point between the 2012 visit and the 2020 visit. The evaluators concluded we were not making adequate progress on the second recommendation. The text of the recommendation reads as follows:

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

As a result of the Mid-Cycle visit, the Commission asked the college to submit what is called an Ad hoc report specifically describing our progress in bringing our assessment of student learning efforts into compliance with the relevant accreditation standards. The report was due March 1, 2017, and the college submitted it as requested. The commission also required that we host an Ad hoc visit to focus solely on our assessment of student learning work. This visit occurred on April 17-18, 2017 and was conducted by Dr. Chad Hickox, Associate Dean of Academics, Helena College of the University of Montana. During his visit, Dr. Hickox met with numerous faculty and staff to determine BBCC's progress in assessing student learning outcomes and acting on the assessment results.

At the exit meeting on April 18, the evaluator indicated that he had found evidence of the development of a systematic approach to student learning outcomes. He described the Assessment Handbook currently in development by the college Assessment Committee as "praise-worthy" and stated that BBCC has a tight but realistic timeline for implementing its assessment activities. The Ad Hoc Report and visit demonstrated that

BBCC was taking the recommendation on student learning outcomes seriously and if the college maintained the activities and timeline presented in the Ad hoc report, BBCC should be able to resolve the recommendation during the next comprehensive accreditation evaluation in 2020.

The Commission will provide a formal report to BBCC in about a month.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

d. Assessment Update

The following describes the activities and timeline Big Bend Community College put into place to meet Northwest Commission on Colleges and Universities standards on student learning outcomes.

- **Fall 2012 Full-scale evaluation and report**
 - Recommendation 1 – ensure alignment between the mission and core themes
 - Recommendation 2 – document development of systematic assessment of student learning and the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes
- **Fall 2015 Mid-cycle evaluation and report**
 - Recommendation 1 was addressed; however, the Commission requested that BBCC complete an Ad Hoc report and host a visit demonstrating progress of Recommendation 2
- **Spring 2016 Workforce Education Programs worked on improving Program Outcomes**
- **Summer 2016 leadership change, VP of Learning & Student Success**
- **Fall 2016 improved assessment process and interpreted accreditation reports**
 1. Effective – meaningful for faculty and closes the loop
 2. Regular – annual cycle with dedicated time for doing assessment work
 3. Comprehensive – outcomes at the course, program, degree, and general ed/related instruction levels; assessment results inform institutional planning and change
- **Winter Inservice 2017** Assessment training that included updated terms and approach (Task #1)
- **April 17-18, 2017 Ad Hoc report and visit**
- **Spring Inservice 2017** Update workforce program outcomes and where they are published (Task #2), modify the assessment reporting process, and encourage closing the loop (Task #3)
- **Fall 2017** Master Course Outlines updated to reflect the new general ed/related instruction outcomes (Task #2)
- **Spring 2018** Update planning process (Task #4)
- **2018-19** Incorporate assessment of student learning results into institutional planning

Task #1 Established an understanding of terms, learning outcomes, accreditation standards, levels of assessment, assessment cycle, and the importance of assessment

1. Developed assessment definitions
2. Began development of an Assessment Handbook for faculty

Task #2 Reviewed, updated, and simplified general ed/related instruction and program/degree outcomes, so they are all written as learning outcomes

1. Program and degree outcomes were interpreted by the college as interchangeable

Task #3 Modify the annual assessment cycle to help faculty close the loop

1. Plan regular assessment activities at the three annual inservice sessions – allow time for training, discussions, planning, and summarizing assessment results

Task #4 Incorporate student learning results in the core theme indicators and use results to inform institutional planning and changes

1. Update annual planning process
2. Incorporate assessment of student learning results into the annual planning process in a way that informs decision making

By following the timeline and activities set out in the four Tasks, BBCC expects to be in full compliance with the relevant assessment standards by the 2020 comprehensive accreditation report and visit.

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

1. Students will be able to communicate clearly and effectively.

2. Students will be able to reason mathematically.

3. Students will be able to solve problems by gathering, interpreting, combining and/or applying information from multiple sources.

4. Students will be able to recognize or articulate personal/interpersonal aspects of, or connections between, diverse cultural, social, or political contexts.

5. Students will be able to demonstrate teamwork, ethics, appropriate safety awareness and/or workplace specific skills.

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

e. Student Success:

The data on the following page consists of three groups of transfer students (or “cohorts”) from 2013-14, 2014-15, and 2015-16. Students were transfer intents and had completed at least 15 credits at BBCC *at any point* during the two years prior to and including the “cohort” year. [For example, students in the 2015-16 “cohort” had transfer intents and had earned 15 credits at any point during 2013-14, 2014-15, or 2015-16 and had transferred at any point from winter quarter 2014 through fall quarter 2016.] The three groups of students were combined into one dataset and unduplicated for analysis.

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

RECOMMENDATION:

None.

The following shows where Big Bend Community College students transfer. BBCC will use this information to focus our efforts in helping students successfully transfer. (See below for data explanation.)

BIG BEND COMMUNITY COLLEGE

Date: 04/28/17

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Common Process update—three sessions in April/May, our folks are attending.

Financial Statements: We will start our 2015-16 financial statement audit with auditors on site the middle of May. This will put us on cycle to meet the new NWCCU accreditation requirements for completion of the audit within 9 months after the fiscal period closing.

Cost Study for Soccer Fields: We submitted a public works request for an estimate of cost and potential scope of work for creating soccer fields on the barren land to the west of the GTA bus waiting area, east of College Parkway, south of building 1600 and north of Randolph.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): Wrapping up the design development phase and preparing to enter the construction documents phase. Still working towards possibility of natural gas for the building.

UAS Classroom remodel Bldg 4100: Two classroom spaces will be remodeled on the south side of building 4100 to accommodate the needs of the Unmanned Aerial Systems program.

History:

Building 1700 ADA access and Doors:

03/13/2017: This project is now complete.

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

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

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

Professional Technical Education Center (New Building):

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.

Building 1400 Student Center Remodel:

3/13/2017: This project is now complete.

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

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

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

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

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

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

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

1/21/2016: The second meeting was held, and general agreements on how the space should be organized were made. A couple of possible floor plans have been provided and another meeting is to be scheduled the 4th week of January.

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony:

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

8/11/2016: The glass-panel-railing system was selected, and the lead time was identified as 4 to 6 weeks. Unfortunately, the calendar starts to get tricky now with various sports programs beginning their seasons and requiring access to the facility. This work will be

scheduled for summer of 2017. There is no immediate danger/risk to students, staff, or the public in utilizing the surrounding access to other spaces.

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

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

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

CAMPUS SAFETY REPORT FOR MARCH 2017

MILES DRIVEN ON PATROL: 941

HOURS IN VEHICLE: 193.2

CLERY TIMELY WARNINGS ISSUED: 1 (17-BC-035)

Report Number	Report Date	Report Incident Types	Location	Summary
Total Records: 8				
17-BC-019	02/28/17	NON-CLERY CRIMINAL OFFENSES : [23C] LARCENY: SHOPLIFTING	BLDG 1800 : INTERIOR	THEFT OF PACKAGED FOOD FROM CAFETERIA
17-BC-020	03/02/17	STUDENT CONDUCT (NO CRIMES APPLY)	BLDG 3400 : PARKING	
17-BC-023	03/12/17	HAZARDOUS MATERIALS RELEASE	FAC 3800 (CDL TRACK)	HAZMAT SPILL: APPROX 30-50 GALLONS OF DIESEL ONTO MINERAL SOIL. STATE DEPT OF ECOLOGY AND COUNTY EMERGENCY MANAGEMENT NOTIFIED. HAZMAT CONTRACTOR REMOVED CONTAMINATED SOIL, TOTAL AMOUNT TBD. K. FOREMAN WILL ATTEND COUNTY'S LOCAL EMERGENCY PLANNING COMMITTEE MEETING TO DISCUSS.
17-BC-027	03/09/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR	
17-BC-030	03/19/17	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 3300 : PARKING	#1-THEFT OF PERSONAL PROPERTY FROM UNLOCKED VEHICLE DURING DAYTIME.
17-BC-031	03/19/17	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 3300 : PARKING	#2-THEFT OF PERSONAL PROPERTY FROM UNLOCKED VEHICLE DURING DAYTIME.
17-BC-034	03/21/17	DORM VIOLATION	BLDG 5000	
17-BC-035	03/30/17	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT	BLDG 6000 : PARKING	THEFT OF MOTORCYCLE FROM PARKING LOT DURING DAYTIME.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

Tom Willingham accepted the position of Computer Science Specialist. This is a new full-time admin/exempt position supporting the STEM grant. Tom transitioned to his new position on March 3.

Angela Garza accepted the position of Assistant Director of Business Services. This is a full-time, admin/exempt position that was created when Angie Smith left BBCC in October, 2016.

Interviews for the STEM Advising Specialist were completed on April 13, 2017. This is a new full-time admin/exempt position supporting the STEM grant. A letter summarizing the strengths and weaknesses of the finalists was sent to the President for his review and final selection.

Interviews for the following positions have been scheduled.

Ag/Econ Instructor	April 20, 21
Biology Instructor	May 1
Dean of Transitional Studies	May 3, 4
Chemistry Instructor	May 8, 10, 12
Developmental English Instructor	May 9, 11
ABE/ESL Instructor	May 15, 17
Dean of Arts & Sciences	May 22, 23
Math Instructor	To Be Determined

Training:

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

Basic Accessibility Training-Combined Training: Creating Accessible Documents/Creating Accessible Canvas Content March 16, 2017-

11 employees (4 Exempt, 1 Faculty, 4 Associate Faculty, 1 Classified, 1 Hourly)

STAR Program Learning Experience-1700 Building - BBT, Medical Simulation, Healthcare Education, ECE-March 22, 2017-

19 employees (3 Exempt, 2 Faculty, 1 Associate Faculty, 13 Classified)

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

Sarah Adams-

Assessment Teaching and Learning Retreat on February 23-24 in North Bend
Washington Canvas Conference (WACC)-Canvas & eLearning Training on March 30-31 at Tacoma Community College

Luis Alvarez-

FEMA Emergency Management Training on March 14-16 in Richland

Gary Baker-

Embedded Linux Training on February 20 in Portland, OR
Embedded Linux Conference on February 21-23 in Portland, OR

Daneen Berry-Guerin-

NIDA Training on February 7 at BBCC
Central Basin Sector Partnership Training on February 28 at Moses Lake
SkillSource
College in the High School Program Review Process Webinar on March 7 at BBCC
Prof-Tech Faculty Certifications Review Webex with SBCTC on March 14 at BBCC
Advisory Board & Employer Engagement Seminar on March 24 in Yakima
SBCTC Worker Retraining Webinar on March 28 at BBCC
SBCTC Perkins Webinar March 29 at BBCC

Jody Bortz-

Early Achievers Point of Contact via Webex on March 6 at BBCC
BFET Provider Training via Webex on March 9 at BBCC
Workfirst All Partner Training on March 22 in Moses Lake

Andrea Elliott-

Scenes of Compassion on March 29 in Moses Lake
Simulation User Network on March 31 at BBCC

Kim Garza-

HRMC-Labor 101 Training via ITV on February 2 at BBCC
Receiving Notice of Title IX Issues on Campus: What Next? Webinar on February 15 at BBCC

Dawna Haynes-

ASCA – Conduct Administration Training; Diversity, Equity and Inclusion Training on February 1-4 in Jacksonville, FL

Bryce Humpherys-

Adult Education Advisory Committee Meeting on February 14 in Tacoma
Washington Student Services Commission Meeting on February 15 in Tacoma
New Vice President's Orientation on February 15 in Tacoma
Instruction Commission Meeting on February 16-17 in Olympia
FEMA Emergency Management Training on March 14-16 in Richland

Matt Killebrew-

FEMA Training on March 14-16 in Richland

Landra Kosa-

Economic Outlook Conference - Potato and Hay Industry on February 28 at CWU

Kim Jackson-

Courageous Collaboration with Gracious Space on March 30-31 in Seattle

Margie Lane-

S.A.T. Webinar on February 13 at BBCC

Jenny Nighswonger-

First Aid /CPR Training on February 10 at Samaritan Hospital

LeAnne Parton-

Winter 2017 CTC Leadership Development Association Conference on March 3 in Tacoma

Char Rios-

BAR (Budget, Accounting and Reporting) Webinar on February 16 at BBCC
NWAC Meeting on February 21 at Columbia Basin College
FEMA Emergency Management Training on March 14-16 in Richland
BAC (Business Affairs Commission) on March 30-31 at Seattle Central College

James Saucedo-

FEMA Emergency Management Training on March 14-16 in Richland

Linda Schoonmaker-

Unrelated Business Income Tax for Higher Ed; National Association of College and University Business Officers (NACUBO) on February 22-24 in Seattle

Heidi Summers-

Achieving the Dream DREAM Conference on February 20-24 in San Francisco, CA

Tyler Wallace-

Council for Basic Skills on February 1-3 in Tacoma

Achieving the Dream Conference (and WSSN Convening) on February 20-24 in San Francisco, CA

Central Basin Sector Partnership Training II on February 28 at Moses Lake SkillSource

Zach Welhouse-

Washington Canvas Conference-Canvas & eLearning Training on March 30-31 at Tacoma Community College

Tom Willingham-

Advisory Board and Employer Engagement Seminar on March 24 at Yakima Valley College

Sue Workman-

Preparing Student for Jobs of Tomorrow Training on February 10 in Wenatchee

BIG BEND COMMUNITY COLLEGE

Date: 04/28/17

ITEM #3: CONSENT AGENDA (for information)

- i. Classified Staff Report

BACKGROUND:

Current Membership as of April 2017

Robin Arriaga, Ex Officio Barb Collins, Co-chair Lead Barbi Johnson, Co-chair Assistant Cassandra Fry, Interim Secretary/Treasure Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Lisa Johnson Tisa Timofeyev Alicia Wallace
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2016-2017 TRAININGS

The following is reported for the period of March 1 to March 31, 2017, and unreported training for January and February. A Total of 107 hours is logged for classified staff training. (See attached for complete report.) Employees participated in STAR Committee hosted events or other trainings for professional or personal development through online webinars, statewide conferences or completed college credits.

On March 22, the STAR Committee hosted the third Program Learning Experience in the 1700 building. Attendees and participants included 35 classified staff, administrative exempt, and faculty employees. Departments featured were Big Bend Technology, Medical Simulation program, and Health Education programs for medical assistant, certified nursing assistant and LPN/RN nursing.

Training summary follows and a complete report is attached.

STAR Committee Trainings	Date(s)	Participants	Location
Program Learning Experience	3-22-17	35	1700 Building

Other Training Reported	Date(s)	Participants	Location
Time and Effort Reports	03-02	1	BBCC Campus
FAA Inspection Authorization Renewal	03-04	2	Spokane
FEMA Multi Hazard Emerg. For Higher Ed	03-14 to 03-16	1	Tri-Cities
Drone Webinar	03-16	1	BBCC Campus
Accepting Change Webinar	03-21	1	BBCC Campus
Data Security and FERPA Basics Webinar	03-30	1	BBCC Campus

COMMUNITY SERVICE PROJECT:

Due to limited volunteers this year, the STAR Committee will not promote or participate in the Vision 20/20 Moses Lake cleanup project on May 6. They will add this again to their 207-18

planning calendar. Planning for future service projects are in process and campus personnel will be notified by email distributions.

OTHER:

The STAR Committee will support the Big Bend Foundation with a ceramic flower pot for the auction event, Cellarbration! For Education on May 20. A volunteers will assist with setup on May 19 and help with check-in the evening of May 20.

The annual STTACC Conference is planned for August 9-10 at Skagit Valley College. This is an excellent professional development event that provides a variety of workshops and opportunity for networking and leadership roles. Plans are in place to send a team to represent Big Bend Community College.

Prepared by Barbara Collins and Barbi Johnson

RECOMMENDATIONS:

None

APRIL 2017 CONSENT AGENDA CLASSIFIED STAFF TRAINING REPORT

JANUARY AND FEBRUARY UNREPORTED

Winter Quarter College Courses:		6 CR
Richins, Tana	Bookstore	
January 18 - CLEP:		8.0
Johnson, Barbi	Business/Finance/Student Services	
February 1 & 17 - Pesticide Recertification		7.0
Tincher, Jim	Maintenance & Operations	
February 9 - DRONE Workflows for Aggregates:		7.0
Goodall, Laura	Grant Programs	
February 9 - PAN Training & Certification:		3.0
Johnson, Barbara M "Barbi"	Business/Finance/Student Services	
February 17 - 811 Forum: Call Before You Dig		3.0
Fish, Randy R	Maintenance & Operations	
February 25 - Electrical Continuing Ed:		8.0
Cooley, Michael	Maintenance & Operations	
February 23 - School Certifying Official Conference: Bremerton		6.0
Fry, Cassandra L.	Financial Aid/Student Services	

MARCH TRAINING

March 2 - Time and Effort Reports:		1.0
Goodall, Laura	Grant Programs	
March 4 - FAA Inspection Authorization Renewal (Aircraft Maintenance); Spokane		16.0
LaFrance, Edward	Aviation Maintenance	
Stout, Philip	Aviation Maintenance	
March 14 to 16 - FEMA L-0363 Multi Hazard Emergency Planning for Higher Ed; Tri-Cities		24.0
Carsey, Scott	Big Bend Technology	
March 16 - Drone Webinar		1.0
Goodall, Laura	Grant Programs	
March 21 - Accepting Change Webinar		1.0
Collins, Barbara	Grant Programs	

March 22 - Program Learning Experience (1700 Bldg)		19.5
Brischle, Cheryl	TRIO Student Support Services	
Carsey, Scott	BB Technology	
Collins, Barbara	Title V Program	
Garza, Angela	Business/Finance	
Goodall, Laura	Title V Program UAS	
Jacobs, Amber	Payroll	
Leach, Nancy	TRiO Upward Bound	
Lidbetter, Michael "Tony"	BB Technology	
McKinley, Kenneth	BB Technology	
Ralph, Katie	Business/Finance	
Searcy, Brandy	BB Technology	
Shiple, Jordan	CBIS	
Simonson, Abby	Student Services/Financial Aid	
March 30 - Data Security and FERPA Basics Webinars		2.5
Garza, Angela	Business Office	
GRAND TOTAL HOURS		107.0

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The Winter Quarter 2017 final enrollment reports are included for your information. Our enrollment is down, as is enrollment across the state and the country. Our Running Start enrollment continues to climb, which affects our state reportable FTEs.

Our Spring Quarter enrollment is down overall at this point but will increase as Adult Basic Education enrollments are entered. Our current headcount is 2,229. Our total FTEs are at 1,691, which is slightly ahead of 2015 but lower than 2016. Spring Running Start headcount is 395, which is a 14% increase over last spring.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of March 31, 2017, we have collected \$3,990,123 or 95.0% of the budgeted amount. As of March 31, 2016, we had collected \$4,206,508 or 100.2%.

TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$ 4,200,000
Total Collections as of March 31	\$ 3,990,123	\$ 4,206,508
As a % of annual budget	95%	100.2%
Left to collect to meet budget target	\$ 209,877	\$ 0

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

WINTER FINAL ENROLLMENT REPORT

	HEADCOUNT					
	WINTER <u>2017</u>	Percent <u>Change</u>	WINTER <u>2016</u>	WINTER <u>2015</u>	WINTER <u>2014</u>	WINTER <u>2013</u>
<u>ETHNIC ORIGIN</u>						
Amer. Indian/Alaska Native	26	-3.70%	27	26	33	27
Asian/Pacific Islander	47	-4.60%	55	38	47	36
African American	37	2.80%	36	40	34	33
Hispanic	995	1.50%	980	927	893	939
White	1,267	-8.30%	1,382	1,261	1,372	1,269
Other/Unknown	244	-25.40%	327	233	149	139
<u>SEX</u>						
Female	1,399	-3.50%	1,450	1,316	1,312	1,353
Male	1,215	-10.00%	1,350	1,204	1,211	1,083
Not Coded	2	-28.60%	7	5	5	7
<u>STUDENT STATUS</u>						
Full-time (12 or more crs)	1,399	-3.80%	1,454	1,415	1,468	1,443
Part-time (less than 12 crs)	1,217	-10.10%	1,353	1,110	1,060	1,000
Percent full-time	53.5		51.8	56.0	58.1	59.0
<u>BY TIME/LOCATION</u>						
On-Campus Day	1,883	-5.70%	1,997	1,962	1,886	1,866
On-Campus Evening	193	-3.10%	199	188	130	167
Off-Campus Day	329	-11.80%	373	152	318	155
Off-Campus Evening	211	-11.30%	238	223	194	255
TOTAL HEADCOUNT	2,616	-6.80%	2,807	2,525	2,528	2,443
Running Start	414	14.70%	361	296	213	170
International	10	-16.70%	12	9	7	2
FTES						
	WINTER <u>2017</u>	Percent <u>Change</u>	WINTER <u>2016</u>	WINTER <u>2015</u>	WINTER <u>2014</u>	WINTER <u>2013</u>
<u>STATE FUNDED</u>						
ABE/ESL	190.1	-21.50%	242.3	191.5	172.1	221.9
Academic	859	-6.40%	917.7	874.4	921.3	908.1
Occupational	504.2	-0.90%	508.9	554.0	589.8	592.9
TOTAL STATE FTES	1553.3	-6.90%	1669.0	1619.9	1683.2	1723.0
<u>OTHER FTES</u>						
Community Service	1.6	-23.80%	2.1	2.5	2.9	3.5
Contract Funded	2.4	-93.80%	38.5	10.9	3.5	8.5
Running Start	390.1	14.10%	341.8	274.7	202.3	159.1
Other (Employ., Sr. Cit.)	10.4	-30.70%	15.0	13.4	17.2	11.3
GRAND TOTAL FTES	1,957.8	-5.30%	2,066.4	1,921.4	1,909.1	1,905.4

F.T.E. REPORT

2014-2017

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>	
1st year (14-15)			
SUMMER	314.0	104.7	
FALL	1591.1	530.4	
WINTER	1619.9	540.0	
SPRING	1496.1	498.7	1673.7
2nd year (15-16)			
SUMMER	360.8	120.3	
FALL	1640.4	546.8	
WINTER	1669.0	556.3	
SPRING	1505.1	501.7	1725.1
3rd year (16-17)			
SUMMER	368.4	122.8	
FALL	1677.5	559.2	
WINTER	1553.3	517.8	
SPRING	1342.4	447.5	1647.2
TOTAL	<u>15138.0</u>	<u>5046.0</u>	
1st year annual FTE Target	5181	1727	96.92%
2nd year annual FTE Target	5175	1725	100.01%
3rd year annual FTE Target	5208	1736	94.90%
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE		3372.3	
Past year + current year allocation		3461.0	
% of allocation target attained to date		97.4%	

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #3: CONSENT AGENDA (for information)

k. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of March 31, 2017, is attached for Board review. There was 28.02% of the state operating budget remaining.

Prepared by Executive Director of the Business Office Char Rios.

RECOMMENDATION:

None.

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF MAR 31, 2017**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	ONE-TIME	SPENT	BALANCE	% REMAINING
		As of 7/1/16		As of 3/31/17	TEMP FUND	Includes Enc		
010 INSTRUCTION	SALARIES	5,170,641	(112,891)	5,057,750	0	3,363,595	1,694,155	33.50%
	BENEFITS	1,677,909	(84,052)	1,593,857	0	1,126,312	467,545	29.33%
	GOODS&SVC	178,074	(1,424)	176,650	124,094	106,736	194,008	64.51%
	TRAVEL	66,833	(7,720)	59,113	0	9,421	49,692	84.06%
	EQUIP	64,579	1,575	66,154	0	36,673	29,481	44.56%
	TOTAL	7,158,036	(204,512)	6,953,524	124,094	4,642,737	2,434,881	34.40%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	576,483	261,622	838,105	0	617,535	220,570	26.32%
	BENEFITS	207,797	81,790	289,587	0	213,410	76,177	26.31%
	GOODS&SVC	30,158	18,972	49,130	0	20,890	28,240	57.48%
	TRAVEL	7,250	6,941	14,191	0	8,539	5,652	39.83%
	EQUIP	6,500	0	6,500	48,000	45,398	9,102	16.70%
TOTAL	828,188	369,325	1,197,513	48,000	905,772	291,741	23.42%	
050 LIBRARY	SALARIES	323,733	(76,693)	247,040	0	177,296	69,744	28.23%
	BENEFITS	131,110	(24,720)	106,390	0	77,031	29,359	27.60%
	GOODS&SVC	78,656	4,000	82,656	0	59,263	23,393	28.30%
	TRAVEL	2,100	1,009	3,109	0	539	2,570	82.65%
	EQUIP	20,000	0	20,000	0	19,575	425	2.13%
TOTAL	555,599	(96,404)	459,195	0	333,704	125,491	27.33%	
060 STUDENT SERVICES	SALARIES	1,067,414	74,574	1,141,988	0	900,917	241,071	21.11%
	BENEFITS	390,051	26,355	416,406	0	291,978	124,428	29.88%
	GOODS&SVC	64,921	(4,816)	60,105	0	21,458	38,647	64.30%
	TRAVEL	8,841	20,027	28,868	0	13,194	15,674	54.30%
	EQUIP	0	16,437	16,437	0	16,437	0	0.00%
	GRANTS	441,551	670	442,221	0	425,100	17,121	3.87%
	MATCH	15,481	0	15,481	0	0	15,481	100.00%
TOTAL	1,988,259	133,247	2,121,506	0	1,669,084	452,422	21.33%	
080 ADMIN.	SALARIES	1,952,769	(44,588)	1,908,181	0	1,491,123	417,058	21.86%
	BENEFITS	650,636	10,000	660,636	0	466,195	194,441	29.43%
	GOODS&SVC	1,126,742	6,874	1,133,616	355,032	806,093	682,555	45.85%
	TRAVEL	63,100	8,731	71,831	0	29,283	42,548	59.23%
	EQUIP	19,950	10,551	30,501	36,210	51,549	15,162	22.73%
TOTAL	3,813,197	(8,432)	3,804,765	391,242	2,844,243	960,522	22.89%	
090 M&O	SALARIES	1,140,542	(96,824)	1,043,718	0	768,908	274,810	26.33%
	BENEFITS	481,554	(16,602)	464,952	0	326,563	138,389	29.76%
	GOODS&SVC	1,044,235	(31,929)	1,012,306	0	754,164	258,142	25.50%
	TRAVEL	7,275	(961)	6,314	0	2,525	3,789	60.01%
	EQUIPMENT	43,587	14,592	58,179	0	59,822	(1,643)	-2.82%
	DEBT SERV.	22,600	0	22,600	0	0	22,600	100.00%
TOTAL	2,739,793	(131,724)	2,608,069	0	1,911,983	696,086	26.69%	
TOTAL BUDGET		17,083,072	61,500	17,144,572	563,336	12,307,524	4,961,142	28.02%

Allocation #3 - Worker Retraining Variable

61,500

TOTAL ADJUSTMENTS TO ALLOCATION

61,500

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #5: Exceptional Faculty Award Report (for information)

BACKGROUND:

The board approved an Exceptional Faculty Award (EFA) for Nursing Instructor Jennifer Brooks in the amount of \$2,000 to attend the Spring American Wound Conference. Instructor Brooks will present her EFA report to the board.

Prepared by the President's Office.

RECOMMENDATION:

None.

April 18, 2017

RE: EFA

To: The Board of Trustees

First and foremost thank you for the wonderful opportunity to attend the Spring American Wound Conference. This was an amazing opportunity to learn about the wonderful research that is going on in wound care! It would be impossible to share it all with you however I will touch on a few key segments of the conference that I was personally able to draw the most out of.

Venous wound are plentiful among our aging population and are widely misunderstood. The speakers in this segment gave valuable information on assessing whether a wound has originated from poor venous flow and then how to ensure that optimal wound healing occurs. If there is not enough blood flow, adequate nutrition cannot be brought to the area in need. So, good circulation is key. This can occur by using pressurized bandaging along with a collagen (a structural protein) wound dressing. Another measure to ensure closure of the wound is to have weekly visits to the Dr. or wound care clinic rather than every 10-14 days. Another inclusion in the care should be bolsters to protect the wound bed.

Grafix® was one of my favorite dressings discussed during this conference. Grafix® is the only viable/*living tissue* dressing on the market currently. It is made with Embryonic based tissue and can be used in conjunction with collagen product as long as there is no betadine or cell damaging substance in it and a wound vacuum can be used on top of this to draw away any moisture and to provide the optimal healing environment. This dressing is a little more costly, however if you take into consideration the costs involved in a poorly or non-progressing wound and optimal outcome for your patient, there could really be no better option!

Debrisoft® debridement pad was another of my favorite products discussed. This product has hundreds of monofilaments' that clean a wound bed to provide an optimal surface to then apply a dressing. The use of this product, with saline solution, is virtually pain free and patients can be taught to participate in their own wound care to encourage autonomy with their care. This product has been shown to be beneficial for hyperkeratosis, soft slough and hematomas as well and has been shown to increase the speed at which the wound heals.

Overall it was a very successful conference as far as updating my wound care knowledge to facilitate the enhancement of the education that will be transferred to our BBCC nursing students. Thank you again for the opportunity to attend this valuable update.

Regards

Jennifer Brooks, MCE, RN Instructor

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #6: 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: 4/28/17

ITEM #7: Next Regular Meeting (information/Action)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, June 8, 2017.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the date of its next meeting.

BIG BEND COMMUNITY COLLEGE

Date: 4/28/17

ITEM #8: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Anna Franz may discuss miscellaneous topics.

President Leas will discuss the Committee on Equity, Inclusion, and Diversity.

Upcoming trustee events:

ACT Conference May 25-26, BBCC
BBCC Commencement June 16

Prepared by the President's Office.

RECOMMENDATION:

None.