



Board of Trustees Regular Board Meeting

**Thursday, April 9, 2015
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Spring 2015 Campus Events

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

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

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

April	9	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	10	BBCC Softball vs. North Idaho College; 2:00 p.m.; BBCC Field
	11	Viking Baseball vs. Yakima Valley College; 1:00 p.m.; BBCC Field
		Viking Softball vs. Treasure Valley CC; noon, 2:00 p.m.; BBCC Field
	14	ASB Event Pandafest Lunchfest; 10:30 a.m.-1:00 p.m.; Masto Conference Center
	15	Viking Baseball vs. Blue Mountain CC; 1:00 p.m.; BBCC Field
		Active Shooter Exercise; 11:00 a.m.; Nursing Building
	16	22nd Annual Job & Career Fair; Masto Conference Center
		ASB Thrillin' Third Thursday; The Village; 7:00 p.m.; Wallenstien Theater
	22	ASB Singles Pool Tourney; noon;
		Viking Baseball vs. Columbia Basin College; 1:00 p.m.; BBCC Field
	25	Viking Softball vs. Yakima Valley CC; noon, 2:00 p.m.; BBCC Field
	28	Viking Softball vs. Walla Walla CC; 2:00 p.m., 4:00 p.m.; BBCC Field
	29	Viking Baseball vs. Community College of Spokane; 1:00 p.m.; BBCC Field
May	2	Viking Softball vs. Columbia Basin College; noon, 2:00 p.m.; BBCC Field
	6	Viking Baseball vs. Walla Walla CC; 1:00 p.m.; BBCC Field
	7	ASB Movie Night; 7:00 p.m.; Ephrata Lee Theater
	12	ASB Event Tacofest Lunchfest; 10:30 a.m.-1:00 p.m.; Masto Conference Center
	13	ASB Event Latino Speaker; 1:00 p.m.; Masto Conference Center
	16	BBCC Foundation Cellarbration! Dinner & Auction; 6:00 p.m.; Masto Conference Center
	21	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Thrillin' Third Thursday Hypnotist Fredrick Winters; 7:00 p.m.; Wallenstien Theater
		Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	25	Campus Closed for Memorial Day



JATP Trainees have arrived on campus!



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday April 9, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Jon Lane
Chair

Stephen McFadden
Vice Chair

Anna Franz, J.D.

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

Action	
A	1. Call to Order/Roll Call Pledge of Allegiance – Veteran Chad Shafer
I	2. Introductions – Viking Baseball Team, All WA Academic Team Members: John Johnson, Kevin (KJ) Herbert
I/A	3. Consent Agenda a. Regular Meeting Minutes March 5, 2015 (A) b. President’s Activity Update (I) c. Student Success (I) d. Accreditation (I) e. Assessment (I) f. Capital Project Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Classified Staff Report (I) j. Enrollment Report (I)
I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) a. ASB President – Stormie Kidd b. Classified Staff Representative – Starr Bernhardt c. Faculty Association Vice President – Rie Palkovic d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – President Leas g. Executive Director BBCC Foundation – LeAnne Parton
I	5. AMP Community Engagement Report – Dean Valerie Kirkwood
A	6. Aviation Division Chair MOU – VP Bob Mohrbacher
	----- BREAK -----
	Executive Session
I	7. Board Policies for Information – President Leas
A	8. Board Policies for Action – President Leas
A	9. ACT (formerly TACTC) Awards – President Leas
I	10. Assessment of Board Activity – Trustees
I	11. Next Regularly Scheduled Board Meeting – Trustees
I/A	12. Miscellaneous – Chair Jon Lane, President Leas
	Adjournment

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

NEXT MEETING REMINDER – May 21, 2015

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

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting March 5, 2015, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes of the regular board meeting March 5, 2015.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, March 5, 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: Jon Lane
 Anna Franz
 Stephen McFadden
 Mike Villarreal
 Absent: Juanita Richards

Campus Safety & Security Director Kyle Foreman led the pledge of allegiance.

2. Introductions

Advisor Sarah Adams introduced the BBCC Swing Dance Club, the Lindy Hoppers. President Brandi Feekes said the swing dance club provides good, safe, and healthy activities for students. Publicist Kayla Brown commented that she enjoys the big band swing jazz dancing. Secretary Sarah Schutt explained that the club is a great asset for students. This club also cooperates with other clubs on campus, and they hope to coordinate a dance with clubs from other colleges. They meet in Wallenstien Theater on the stage. There are 25 members with 8-12 who regularly attend.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes January 15, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (A); k) Quarterly Budget Update.

Motion 15-04 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

4. Remarks

a. ASB President Stormie Kidd provided the ASB report. New officer, Blake Springer, who was an ASB Programmer was hired as the ASB Treasurer. He is also on the baseball team and former ASB President at Moses Lake High School.

The 2015-16 Executive Officer Board hiring process has started. There are 11 applicants for five available Officer positions. The newly hired 2015-16 officers will job shadow the current officers during spring quarter.

ASB held several activities in the past month including two Thrillin' Third Thursdays, a pool tourney, movie night with a record turnout of 197 students and staff, bowling night, pastafest, and a comedian last night.

ASB teamed up with Phi Theta Kappa and spent time at the Senior Assisted Living Center. ASB Secretary Whitney Southam played the piano while the other students visited with some of the residents.

ASB's multi-cultural program and TRiO co-sponsored a well-attended motivational speaking event for Black History month last week. ASB is sponsoring another motivational speaker, Hal Elrod. At the age of 20, Mr. Elrod was hit by a drunk driver, died for six minutes, and was told by doctors he would never walk again. He will speak about overcoming extraordinary adversity to create extraordinary results in our lives.

ASB is sponsoring leadership training for all club and program officers on overcoming student apathy on our campus and finding ways to get more students to attend events.

An ASB BBQ Lunchfest is scheduled for next week featuring a Nashville performer.

During finals week, ASB will sponsor free pool day in the gameroom and Library Campout with free pizza and soda for students studying in the library. Advisor Kim Jackson just returned from participating in the Northeast Campus Events Conference for the Association of Programs and Campus Activities, serving as the Western Regional Area Coordinator. She was an Advisor Keynote Speaker as well as the Farewell Keynote Speaker at the event.

The Phi Theta Kappa Rho Zeta chapter shipped 1,000 pounds of books to Better World Books. They inducted 44 new members, earned Five-Star Chapter status and kicked off their C4 campaign this quarter. Phi Theta Kappa provides concessions for the Allied Art events and ASB's Thrillin' Third Thursday events.

The new BBCC Zumba Club, will join the 14 existing BBCC student clubs.

- b. Classified Staff Representative Starr Bernhardt shared news from the Classified Staff. Dr. Leas led the February Classified Staff training sessions and discussed local and global issues for 35 attendees. The next training session will be held March 19 regarding the benefits of the Employee Assistance Program.
- c. Faculty Association President Rie Palkovic provided news from the faculty. A team of seven Big Bend employees attended the 2015 Achieving the Dream's Annual Institute on Student Success (President Leas, Dean Valerie Kirkwood, Instructor Daneen Berry-Guerin, Director Heidi Summers, Coordinator Monica Medrano, Coordinator Bonnie Jeffery, and Counselor MariAnne Zavala-

Lopez). While the weather in Baltimore was very cold, the group learned current and new student success initiatives that may be used on campus.

Counselors Heidi Gephart and MariAnne Zavala-Lopez presented Running Start information to students and parents February 3 on the BCC campus. Two sessions were offered, one in English and the other in Spanish (the English session had well over 125 in attendance and the Spanish session had 10 attendees).

French Instructor Madame Jen McCarthy reported she has 36 students this quarter. The students are writing essays in French, and they will have a French Flash Mob Tuesday, March 17, at 8:45 a.m. in the Viking Dining Hall.

Criminal Justice and Psychology Instructor Dr. Ryann Leonard reported that several of her students will be involved in mock scenes training for new reserve law enforcement cadets.

Aviation Maintenance Technology Instructor Erik Borg reported that Boeing donated a Helio Courier aircraft to the program. It is an experimental two place tail dragger.

Instructor Matt Sullivan's Creative Writing class and Instructor Scott Hegel's Drawing II class are collaborating on a series of illustrated stories. The Creative Writing students have written short stories based on the Drawing students' artwork, and the Drawing students have illustrated the Creative Writing students' stories. The instructors will send an invitation announcement to campus once the work is on display in the Fine Arts building next week.

Part-time Instructor Rachel Valdez reported she has been taking an online class from Stanford University called, "The Willpower Instinct. How Self-Control Works. Why It Matters and What You Can Do to get More of It." The class is taught by Kelly McGonigal, Ph.D. in a six-week online format delivered by Canvas and Zoom Chat, and opened to 150 students worldwide. A certificate will be issued provided the work is completed for this ungraded course.

STEM Engineering Curriculum Specialist James Saucedo reported the ENGR 110 class, Introduction to Science and Engineering, toured Genie. The tour was given by one of the STEM Advisory Committee members, Alex Medina. Mr. Medina is an Engineering Manager at Genie, and he walked the students through the plant outlining the many areas of Engineering that are being utilized at the facility. It was a great experience and helped reinforce the students' desire to pursue engineering.

English Instructor Cara Stoddard reported that 23 students, more than half of the English 102 class, participated in the recent optional field trip, which was a huge success!

The purpose of the trip was to enhance the English 102 nonfiction unit on Blaine Harden's book *A River Lost: The Life and Death of the Columbia*. Students toured inside Grand Coulee Dam. They viewed the turbines working at full capacity and the pumps that pump water into Banks Lake (which were off for the winter) for the Columbia Basin Irrigation Project (CBP). The tour guide talked at great length about what he thinks is likely to happen at the dam in the next 50 years, including installation of fish ladders at Chief Joseph, Grand Coulee, and Canada's Mica dam to re-open the Upper Columbia to salmon migration. Students were able to better visualize the geography of Lake Roosevelt, Banks Lake, the Colville Reservation, and the northern half of the CBP after the trip. The group also stopped at the overlook at Dry Falls and talked about the geological forces that shaped this part of the state. Students wrote short photo journalism pieces about an exhibit in the visitor center of their choosing and discussed how the Bureau of Reclamation crafted a very intentional message for the public about all the merits of Grand Coulee Dam.

- d. VP Gail Hamburg provided the Capital Report. Renovations to the 1400 building renovations are in the design phase, the project will be completed June 30. VP Hamburg has worked out the logistics for the office moves to vacate the space. Director Kyle Foreman led a tabletop drill in preparation for an active shooter event in April. Forty people from thirteen agencies including Fire, EMS, New Hope Domestic Violence, REC, the Port of Moses Lake, ambulance services, and Samaritan Healthcare discussed roles for responding to an actual event. Actors will participate during the drill in April. VP Hamburg invited the trustees to observe the April 15 event.

Trustee Jon Lane complimented PIO Director Doug Sly on his presentation regarding campus deaths to the statewide Public Information Commission group.

- e. VP Bob Mohrbacher reported the SALT financial literacy program was recently promoted through a money day on campus. This is a good tool for students, and BBCC has a good registration rate. The resources include strategies for active engagement, and it links from the BBCC home page.
- f. President Leas provided VP Kim Garza's HR report in her absence. Interviews for the Title V Activity Coordinator position have been scheduled for March 9 and March 16. The committee selected four candidates to interview.

The candidate pool for the Dean of Workforce Education has been released to the screening committee. The committee will complete the review of these applications by March 31.

The candidate pool for the VP of Finance position will be released to the screening committee next week.

A second Flight Instructor position was opened as Joe MacDougal resigned from BBCC effective April 15.

The BBCC Foundation has added a new Program Assistant position. This position will work 30 hours per week.

HR continues to post new positions each day. Another 15 active recruitments are expected by the end of next week.

- g. Executive Director LeAnne Parton provided an update from the BBCC Foundation. She met with instructors of the professional technical programs to encourage students to apply for the 25 scholarships for which they are eligible. The Transforming Lives dinner went very well. The trustees account funded \$1,136 of the expenses, which includes dinner for the nominees and their guests. The Advisory Committee dinner event held at CBTech included many stakeholders. Director Parton reported the Foundation continues to plan the JATP 50th Anniversary Celebration scheduled July 15. Cellarbration! is scheduled on May 16; Director Parton meets with Dr. Leas and Foundation donors regularly. A Ducks Unlimited Print Collection (30 prints) were recently donated to the Foundation. Chuck Yarbrow suggested an online auction will bring the best results for foundation proceeds.

5. Annual Assessment Report

Dr. Ryann Leonard shared the annual assessment report findings from faculty, which includes a review of the general education outcomes, program-specific outcomes, and completed assessment reports. By reviewing the top 30 enrolled courses, the committee found evidence to document that student learning achievement is enhanced. The committee assessed 21 of 24 general education outcomes for 2013-14, 86% of the outcomes assessed showed success.

Program outcomes and student learning outcomes for professional/technical programs were assessed by technical faculty. As a result of the assessment committee's work, they concluded that faculty try new ideas, assess their efforts, and are meeting accreditation standards and general education goals at almost 100%.

Trustee Mike Villarreal commented that the teamwork and implementation of AVID ideas are impacting BBCC positively. VP Mohrbacher complimented Dr. Leonard on her leadership of the assessment committee. This report will be very helpful in developing the Fall accreditation report.

6. Sabbatical Leaves

VP Mohrbacher informed the board that two sabbatical leave requests (Art Instructor Rie Palkovic and English Instructor Matt Sullivan) were received for the first time in the past 15 years. The Faculty Negotiated agreement was reviewed for guidance. Sabbaticals are useful to faculty members and students. Dr. Leas recommended sabbatical leave of two quarters for both instructors during the 2015-16 academic year.

Dean Kara Garrett developed a plan to cover both programs during the instructors' absences.

Motion 15-05 Trustee Anna Franz moved to approve two quarters of sabbatical leave for Instructor Rie Palkovic during the 2015-16 academic year. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-06 Trustee Mike Villarreal moved to approve two quarters of sabbatical leave for Instructor Matt Sullivan during the 2015-16 academic year. Trustee Anna Franz seconded, and the motion carried.

Chair Jon Lane announced an Executive Session to discuss items provided for in RCW 42.30.110 (1): (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. He advised that the Executive Session will last 30 minutes. The meeting reconvened at 2:51 p.m. with no action taken.

7. Probationary Tenure Reviews

Motion 15-07 Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Benjamin Altrogge at Big Bend Community College and that the Board of Trustees direct the President to notify Benjamin Altrogge as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-08 Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Heidi Gephart at Big Bend Community College and that the Board of Trustees direct the President to notify Heidi Gephart as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-09

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of John Marc Swedburg II at Big Bend Community College and that the Board of Trustees direct the President to notify John Marc Swedburg II as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-10

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Arthur Wanner at Big Bend Community College and that the Board of Trustees direct the President to notify Arthur Wanner as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-11

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of John Martin at Big Bend Community College and that the Board of Trustees direct the President to notify John Martin as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-12

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of James Ayers at Big Bend Community College and that the Board of Trustees direct the President to notify James Ayers as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-13 Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Clint Gilbert at Big Bend Community College and that the Board of Trustees direct the President to notify Clint Gilbert as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-14 Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Lindsay Groce at Big Bend Community College and that the Board of Trustees direct the President to notify Lindsay Groce as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-15 Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Cara Stoddard at Big Bend Community College and that the Board of Trustees direct the President to notify Cara Stoddard as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-16 Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Libby Sullivan at Big Bend Community College and that the Board of Trustees direct the President to notify Libby Sullivan as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded and the motion carried.

Motion 15-17 Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the

recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Valerie Wade at Big Bend Community College and that the Board of Trustees direct the President to notify Valerie Wade as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

8 Board Policies for Information

Revisions to BP8040 Check Cashing align with the BP/AP structure.

New BP8045 Credit Card Security is needed to protect the credit card information of students and clients.

BP 4602 Unused Sick Leave Compensation was last reviewed in 1980. The revisions include updated legal references.

9. Board Policies for Action

BP 3001 Shared Leave was presented during the January board meeting for information. This BP was last revised in 1990. Revisions reflect new state laws and the procedural wording was moved to the AP.

Motion 15-17

Trustee Anna Franz moved to approve revisions to BP 3001 Shared Leave. Trustee Mike Villarreal seconded, and the motion carried.

New BP6130 Student Holidays for Reasons of Faith or Conscience implements new RCW 28B-10-039.

Motion 15-18

Trustee Anna Franz moved to approve new BP 6130 Student Holidays for Reasons of Faith or Conscience. Trustee Stephen McFadden seconded, and the motion carried.

10. Assessment of Board Activity

Chair Jon Lane discussed the board activity reporting process. President Leas stated the policy governance model is designed more for assessment of board activity collectively regarding advancement of the mission of the college. He also reported that he talked with TACTC Administrator Kim Tanaka regarding policy governance training, and she continues to search for a facilitator.

Trustee Stephen McFadden reported that he attended the TACTC conference and TACTC Transforming Lives dinner. He also met with legislators. He attended the BBCC Transforming Lives celebration. Trustee McFadden also hosted the Adams County Development Council (ACDC) legislative reception in Olympia with 55 attendees.

ACDC presented Senate Majority Leader Mark Schoesler an award. There was a good discussion regarding higher education. He also reviewed the tenure binders.

Trustee Jon Lane attended the TACTC Conference, TACTC Transforming Lives dinner, BBCC Transforming Lives celebration, the ACDC reception in Olympia, and the BBCC Advisory Committee dinner and meeting. He complimented VP Mohrbacher and Dean Kara Garrett on the advisory event. Trustee Lane also attended the ACCT Legislative Action Conference, and he met with legislators and presented BBCC pennants to them. Next week he will attend the TACTC executive board meeting. He also reviewed the tenure binders.

Trustee Mike Villarreal reported that he attended the TACTC Conference, TACTC Transforming Lives dinner, ACDC reception, and BBCC Transforming Lives celebration. He also reviewed the tenure binders.

Trustee Anna Franz attended the TACTC Conference, TACTC Transforming Lives dinner, and BBCC Transforming Lives celebration. She also reviewed the tenure binders.

11. Regularly Scheduled Board Meeting

The next board meeting is scheduled for April 9, at 1:30 p.m.

12. Miscellaneous

President Leas stated the TACTC award nominations are due April 10. The next board meeting is April 9. The trustees discussed the nomination process to ensure the timeline is met. Samaritan Healthcare will be nominated for the Partner of the Year Award. Board Chair Jon Lane, President Leas, and VP Kim Garza will serve as a sub-committee to bring nominations to the next board meeting.

President Leas reported that Trustee Juanita Richardson is interested in serving as a Foundation Board Liaison.

Motion 15-19

Trustee Anna Franz moved to appoint Trustee Juanita Richardson as a Foundation Board Liaison. Trustee Mike Villarreal seconded, and the motion carried.

Chair Jon Lane and Trustee Juanita Richards will represent the board at the Chamber Samaritan Healthcare Foundation event, An Evening in San Antonio, March 14.

President Leas reported that he attended new trustee orientation with Trustee Richards. Chair Jon Lane served on the orientation panel. President Leas reported he attended good work sessions at the 2015 Achieving the Dream Conference. He also met with BBCC data and leadership coaches.

President Leas announced that the Runnin' Vikings Basketball team earned the Eastern Regional Champions title. They advance to the tournament Saturday at the Toyota Center in Kennewick. Viking Baseball Coach Pete Doumit launched a Success Speakers Program, and Dr. Leas was the first speaker. He also threw out the first pitch at the first home game of the season.

Board Chair Jon Lane shared his appreciation of the photo from Senator Judy Warnick and note from Representative Schmick. He also expressed condolences to Biology Instructor Barb Jacobs for her recent loss.

Trustee McFadden reported that Adams County will host Senator Patty Murray's Eastern Washington Director, John Colton for lunch. BBCC is invited, and he will provide additional details when they are known.

The meeting adjourned 3:32 p.m.

Jon Lane Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from February 24, 2015, through March 27, 2015, are following.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/24/15	ATD Meeting	Planning	BBCC	
	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
	STEM Director Andre Guzman	Program Support	BBCC	
2/25/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	WSU Tri-Cities Interim Vice Chancellor Dr. Hossain Meeting & Tour	Higher Education Partnerships	BBCC	
	Transforming Lives Recognition Dinner	Student Success	BBCC	
	Foundation Committee Meeting	Collaboration	BBCC	
2/26-27/2015	WACTC Meetings	System Support	SBCTC Olympia	
	Personnel Activities	Supervision	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
3/2/15	WELA Recruitment	Excellence in Teaching & Learning	BBCC	
3/3/15	Architect Meeting	Facility Master Planning	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	North Central WorkForce Development Meeting	Community Engagement	Moses Lake	
	Visit Aviation Maintenance Technology	View donation	BBCC	
	CBH Editor Lynne Lynch	Community Engagement	BBCC	
	JATP 50 th Anniversary Meeting	Planning Celebration	BBCC	
3/4/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Active Shooter Tabletop Exercise	College Support	BBCC	
3/5/15	CBH Editorial Board	Community Engagement	Moses Lake	
	Board of Trustees Meeting	Guidance	BBCC	
3/6/15	Diversity Conference	Professional Development	Seattle	
	Birthday Lunch	Employee Support	Moses Lake	
3/9/15	Venue Story Meeting	Celebrate Student Success	BBCC	
3/10/15	Cellarbration! Meeting	Planning	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
3/11/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Director Andre Guzman	Program Support	BBCC	
	Transforming Lives Dinner Debrief	Future Planning	BBCC	
3/12/15	Facility Master Plan Meeting	Information Sharing	BBCC	
	Education Law Association Discussion	Professional Development	BBCC	
3/13/15	North Central WorkForce Development Council Retreat	Community Engagement	Chelan	
3/17/15	Attend French Flash Mob	Student Success	BBCC	
	Cabinet (formerly Executive Council Meeting)	Information Sharing Consultation	BBCC	
	TACTC Award Nominations	Excellence in Teaching & Learning	BBCC	Chair Jon Lane
	Lunch & Learn	Professional Development	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Foundation Director	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	LeAnne Parton			
3/18/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Club Auction	Community Engagement	BBCC	
3/20/15	WA State DES Business Development Meeting	Information Sharing	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
	AWB Executive Director Kris Johnson	Networking	BBCC	
	Grant County EDC Annual Banquet	Community Engagement	BBCC	
3/23/15	New Student Orientation Welcome	Student Success	BBCC	
	JATP 50 th Anniversary Meeting	Planning Celebration	BBCC	
	JAEC Consul Hayasaka Meeting & Tour	JATP Support	BBCC	
	JATP Welcoming Ceremony & Dinner	JATP Support	BBVCC	
	STEM Director Andre Guzman	Program Support	BBCC	
3/24/15	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	BBCC	
	Donor Lunch	Stewardship	BBCC	
3/25/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
3/26/15	All WA Academic Team Ceremony	Student Success	South Puget Sound Community College, Olympia	
	Rep Tom Dent Meeting &	BBCC Support	Olympia	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Tour			
3/27/15	WACTC Meeting	System Support	South Puget Sound Community College	

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

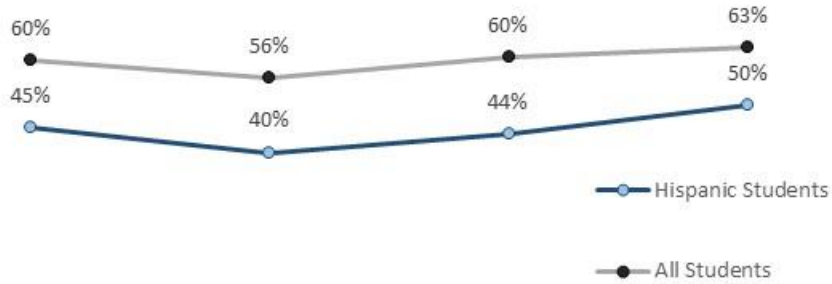
ITEM #3: CONSENT AGENDA

c. Student Success:

BACKGROUND:

Big Bend Community College continues to review student success data for various groups. The data below was provided to our Title V grant to follow Hispanic student progress and success. There is a positive trend for all students, and the gap between all students and Hispanic students has narrowed.

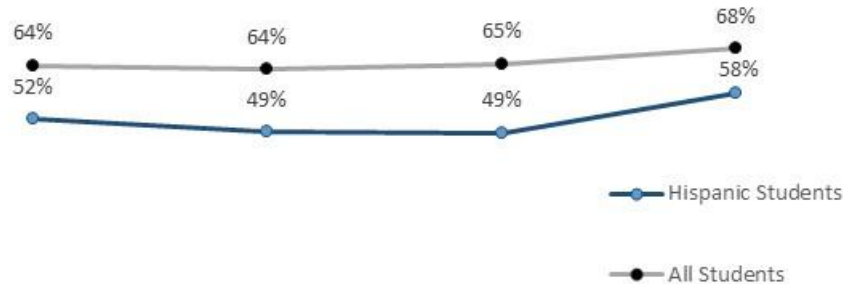
Students who Earned a Credential and/or Transferred within 3 Years



Fall 2008 Fall 2009 Fall 2010 Fall 2011

*Academic or Prof/Tech students who started in fall 2008, 2009, 2010, 2011 and 2012 earned 15 credits in their first year (intent codes B, F, G)

Students who Earned a Credential, Transferred within 3 Years or Reenrolled (4th fall)



Fall 2008 Fall 2009 Fall 2010 Fall 2011

*Academic or Prof/Tech students who started in fall 2008, 2009, 2010, 2011 and 2012 earned 15 credits in their first year (intent codes B, F, G)

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

March 11, 2015, Bob Mohrbacher and Valerie Kirkwood attended a training session sponsored by the Northwest Commission on Colleges and Universities (NWCCU) at SeaTac. This session focused on the mid-cycle evaluation report, which is a new part of the NWCCU accreditation process. BBCC is due to have a mid-cycle evaluation visit on October 5-6, 2015. The mid-cycle evaluation report is due to NWCCU in mid-August.

March 12, 2015, Valerie Kirkwood participated in the Accreditation Liaison Training Workshop sponsored NWCCU. This workshop is designed to assist NWCCU Accreditation Liaison Officers (ALO) and their teams in effectively fulfilling their roles and responsibilities. It provides an opportunity to meet with other ALO's from across the Northwest and to review current issues and trends with regard to accreditation.

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

The Assessment Committee met on Monday March 16, 2015, to review and discuss the *Annual Assessment Report*, prepared by Dr. Ryann Leonard, Chair of the Assessment Committee. The committee affirmed that the results of the annual assessment projects carried out by the faculty show marked improvement from the previous year in terms of having a regular and systematic process to assess student learning. The committee members stated that the current process is working and that we should continue with the current system. The committee evaluated the assessment results for the General Education outcomes and concluded that some minor revisions to those outcomes might be warranted. Committee members will seek input from their Divisions.

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Simulation Lab:

Building 1700 (Allied Health) Simulation Lab Remodel: Title V construction funds will allow a renovation of 1,820 sq. ft. of outdated classroom space to develop a simulation lab. It will support development of a Simulation Technology Certificate program. The architect selection is complete. The Title V Director, a focus group for the program, and the architect are currently working on the design. The construction will take place over the summer. The budget is \$197,000.

3/5/15:

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

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

1/15/15:

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

12/09/14:

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

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

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

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

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

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

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

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

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

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

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

Prepared by VP Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

The Campus Safety and Security report is following.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT
FEB. 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	785
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	2
SAFETY INCIDENTS INVESTIGATED	1
TIMELY WARNINGS ISSUED (as per Clery Act)	0
EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)	0
FIRE EVACUATION DRILLS CONDUCTED	1
HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)	1,192

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

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

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

	Jan. 2015	Feb. 2014	YTD
Arrests and Violations			
[90G] Liquor Law Arrests	0	0	0
[90G] Liquor Law Violations	0	0	0
[35A] Drug Law Arrests	0	0	0
[35A] Drug Law Violations	0	2	2
[520] Illegal Weapons Arrests	0	0	0
[520] Illegal Weapons Violations	0	0	0
Criminal Offenses			
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
(8a-g, 8 h-l, 8j) [200] Arson	0	0	0
Sex Offenses			
(2a) Forcible			
[11A] Rape	0	0	0
[11B] Sodomy	0	0	0
[11C] Sexual Assault w/ Object	0	0	0
[11D] Forcible Fondling	0	0	0
(2b) Non-Forcible			
[36A] Incest	0	0	0
[36B] Statutory Rape	0	0	0
Hate Crimes			
Larceny or theft			

Race bias	0	0	0
Gender bias	0	0	0
Religion bias	0	0	0
Sexual orientation bias	0	0	0
Ethnicity bias	0	0	0
Disability bias	0	0	0
Simple Assault			
Race bias	0	0	0
Gender bias	0	0	0
Religion bias	0	0	0
Sexual orientation bias	0	0	0
Ethnicity bias	0	0	0
Disability bias	0	0	0
Intimidation			
Race bias	0	0	0
Gender bias	0	0	0
Religion bias	0	0	0
Sexual orientation bias	0	0	0
Ethnicity bias	0	0	0
Disability bias	0	0	0
Destruction, damage or vandalism of property			
Race bias	0	0	0
Gender bias	0	0	0
Religion bias	0	0	0
Sexual orientation bias	0	0	0
Ethnicity bias	0	0	0
Disability bias	0	0	0
Criminal Offenses			
[510] Bribery	0	0	0
[13B] Simple Assault	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0
[250] Counterfeiting/Forgery	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0
[270] Embezzlement	0	0	0
[210] Extortion/Blackmail	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0
[26C] Fraud: Impersonation	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0
[100] Kidnapping/Abduction	0	0	0
[23A] Larceny: Pocket Picking	0	0	0
[23B] Larceny: Purse Snatching	0	0	0
[23C] Larceny: Shoplifting	0	0	0
[23D] Larceny: Theft from Building	0	0	0
[23E] Larceny: Theft from Coin Operated Machine	0	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0

[23H] Other Larceny	0	0	0
(6Xf) Larceny: Theft of Bicycle	0	0	0
[370] Pornography/Obscene Material	0	0	0
[40A] Prostitution	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0
NIBRS Group B Offenses			
[90A] Bad Checks	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0
[90C] Disorderly Conduct	0	0	0
[90D] Driving Under the Influence	0	0	0
[90E] Drunkenness	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0
[90H] Peeping Tom	0	0	0
[90J] Trespass of Real Property	0	0	0
[90Z] All Other Offenses	0	0	0
Vehicle Collisions			
Non-injury	0	1	1
Injury	0	0	0
Other Type Incident (Not categorized)			
Overdose w/o Intent to Harm Self	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0
Hostile Person - No Assault/Crime	0	0	0
Fires			
All incidents	0	0	0
Total Combined Incidents			3

Notices Against Trespass Issued			
Non student banned from dorms	1	0	1
Student banned from dorms	0	2	2
Non student banned from campus	0	0	0
Student banned from campus	0	0	0
Total			3

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources Report

BACKGROUND:

Recruitment & Selection:

Jenn de Leon accepted the position of Activity Coordinator/Advising Specialist for the new Title V grant with Columbia Basin College. Jenn previously held the position of Online Student Services Developer for Title V.

Paul Hesselroth accepted the position of Electrician. Paul is a current certified Washington State Master Electrician and Electrical Inspector. He is the owner and operator of Current Electrical Training and provides continuing education to electricians. Paul's first day of work at BBCC was March 23.

Candidate files for the following positions are currently under committee review.

- VP of Finance
- Dean of Workforce Education
- Flight Instructor
- Retention Specialist

The review date for the position of Head Volleyball Coach/Student Activities Coordinator has been extended in order to ensure a sufficient pool of qualified candidates.

Interviews for the position of BBCC Foundation Program Assistant have been scheduled. This is a new position funded by the Foundation. The purpose of this position is to provide ongoing support for foundation and alumni activities.

The position of Music Instructor was posted on March 9, 2015. This position replaces Pat Patterson who will retire in June. This is a full-time, tenured faculty position. First review of applications is scheduled for April 24, 2015.

The position of Math Instructor was posted on March 12, 2015. This position replaces Tyler Wallace who accepted the position of Director of Basic Skills. This is a full-time, tenured faculty position. First review of applications is scheduled for April 22, 2015.

The position of Nursing Instructor was posted on March 2, 2015. This position replaces Jan Elliston who will retire in June. This is a full-time, tenured faculty position. First review of applications is scheduled for April 20, 2015.

The position of Developmental English Instructor was posted on March 16, 2015. This position replaces Gail Erickson who retired in December. This is a full-time, tenured faculty position. First review of applications is scheduled for April 27, 2015.

The position of Director of Purchasing was posted on February 25, 2015. This position replaces Kathy Arita who will retire in July. This is a full-time, admin/exempt position. First review of applications is scheduled for April 3, 2015.

The position of Director of Financial Aid was posted on March 3, 2015. This position replaces Jille Shankar who will retire in July. This is a full-time, admin/exempt position. First review of applications is scheduled for April 10, 2015.

The position of STEM IT Specialist was posted on March 16, 2015. This position replaces Robert Barksdale who resigned in 2014. This is a full-time, grant-funded classified position. This position closes on April 8, 2015.

Training:

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

Sarah Adams-

What the Flip? SBCTC Flipped Classroom Training on February 13 at BBCC.
Numeracy Conference SBCTC Developmental Ed. Training on February 26-27 at Everett CC.
Reaching the Summit of Success: Northwest Tutor Center Conference 2015 on February 28 at Green River CC.

Loralyn Allen-

Accessible Information Technology Capacity Building Institute (DO-IT) on February 5-6 in Seattle.

Mike De Hoog-

Principles of Coaching and Leadership, Masters in Coaching and Athletic Administration program from May 19-August 1, 2014 Online through Concordia University-Irvine.
Ethics and Sport, Masters in Coaching and Athletic Administration program from August 18-October 31, 2014 Online through Concordia University-Irvine.
Legal Analysis of Sport, Masters in Coaching and Athletic Administration program from November 17, 2014-February 6, 2015 Online through Concordia University-Irvine.

Jenn DeLeon-

Training 2015 Conference and Coaching Certificate Program on February 6-11 in Atlanta, GA.

Dawn Geiger-

Foundation Conference on February 18-20 in Henderson, NV.

Jeremy Iverson-

Navient (Loan Servicer) School Portal Training Webinar on February 12 at BBCC.

Bob Mohrbacher-

Legal Issues Update on February 5 at Skagit Valley College.

Legal Issues Update on February 12 at State Board in Olympia.

Chief Diversity Officers in CTC System on February 12 at State Board in Olympia.

Charlene Rios-

BAC (Business Affairs Commission) on February 19-20 in Olympia.

Purchasing and Procurement 101; MODULE 1 Webinar on February 24 at BBCC.

Purchasing and Procurement 101; MODULE 2 Webinar on February 24 at BBCC.

Purchasing and Procurement 101; MODULE 3 Webinar on February 26 at BBCC.

Purchasing and Procurement 101; MODULE 4 Webinar on February 26 at BBCC.

Jeremy Seda-

Campus Alert System Training on February 5 at BBCC.

Heidi Summers-

Achieving the Dream Annual DREAM Institute on February 17-20 in Baltimore, MD.

Diana Villafana-

Engaging in Promising Practices Training on February 6-7 at South Seattle CC.

Multicultural Student Services Meeting on February 11-13 in Yakima.

Tyler Wallace-

Administrators Working With IBEST Webinar February 10 at BBCC.

Numeracy Training on February 26-27 at Everett CC.

Zach Welhouse-

Accessible Information Technology Capacity Building Institute (DO-IT) on February 5-6 in Seattle.

Tom Willingham-

How to Achieve Exceptional Front-Line Customer Service in Higher Education Training Webinar on January 21 at BBCC.

Workplace Communication Training on February 6 at BBCC.

Reading Technical Texts Training on February 6 at BBCC.

Critical Thinking/Problem Solving Training on February 6 at BBCC.

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None.

PERSONNEL REPORT JANUARY 1, 2015 - MARCH 31, 2015

EMPLOYEE SEPARATIONS 1/1/15 -3/31/15			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
1/9/2015	Brad Beuckman	Electrician	Death of Employee
2/17/2015	Mark Rogerson	Information Technology Specialist 1	Terminated
3/20/2015	Kamela Farmer	Information Technology Specialist 1	Resigned-Business Opportunity
NEW HIRES/PROMOTIONS/TRANSFERS 1/1/15 - 3/31/15			
START DATE	NAME	POSITION	REPLACING
1/16/2015	Diana Villafana	Student Success Center Coordinator	Beth Laszlo (promotion for Diana)
3/16/2015	Jennifer de Leon	Activity Coordinator/Advising Specialist-Title V	New Grant Position (new position for Jennifer)
3/16/2015	Tyler Smith	Aircraft Pilot 1	Project Position
3/23/2015	Paul Hesselroth	Electrician	Brad Beuckman
SEARCHES IN PROCESS			
POSITION	STATUS		REPLACING
Vice President for Finance & Administration	Under Committee Review		Gail Hamburg
Dean of Workforce Education	Under Committee Review		Clyde Rasmussen
Program Assistant-Foundation	Interviews Scheduled		New 75% Position
Student Programs Assistant/Head Women's Volleyball Coach	First Review March 18, 2015		Steve Duncan
Flight Instructor (2 positions)	First Review March 20, 2015		Greg Crane, Joe MacDougall
Retention Specialist	First Review March 20, 2015		Diana Villafana
Information Technology Specialist 1	Closes April 8, 2015		Robert Barksdale
Director of Purchasing	First Review April 3, 2015		Kathy Arita
Director of Financial Aid	First Review April 10, 2015		Jille Shankar
Nursing Instructor	First Review April 20, 2015		Jan Elliston
Math Instructor	First Review April 22, 2015		Tyler Wallace
Music Instructor	First Review April 24, 2015		Pat Patterson
Developmental English Instructor	First Review April 27, 2015		Gail Erickson
WINTER PART-TIME FACULTY: 101			
WINTER PART-TIME HOURLY: 72			

3/26/2015

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report:

BACKGROUND:

Training in March focused on the **Employee Assistance Program (EAP)**, a free benefit provided through First Choice Health. Pam Duggan, a licensed counselor contracted with First Choice, walked attendees through benefits of the program, demonstrated the program's website, and answered questions. Since both classified and admin/exempt staff benefit from the program, both groups were invited to attend. Twenty-one employees attended, and 100% said that the usefulness of the information was *very good to excellent*. Seventy-nine percent (79%) said the information would be *very useful* in their job performance, and 89% said it would be *very useful* in their daily lives.

Training in April will focus on **Disability Etiquette & Customer Service** provided by Loralyn Allen, BBCC's Disability Services Coordinator. Training will be offered at two times on April 23 to accommodate various work schedules (10:00-11:00 a.m. and 3:30-4:40 p.m.) An updated 2015 training calendar is attached.

Additional Classified Staff Training (February 2015)

(see next page)

Name	Department	Training	Location	Date(s)
Karen Okerlund	Human Resources	Campus Alert System Training	BBCC Campus	Feb. 5
Robin Arriaga	Human Resources	Campus Alert System Training	BBCC Campus	Feb. 5
		Exceptional Team Leader Fred Pryor Seminar	Spokane, WA	Feb. 18
Jonie Walker	Financial Aid	2015-16 Financial Aid Student File Building – Codes, Forms, and Process Changes	BBCC Campus	Feb. 10
Barbara Collins	Title V	Exceptional Team Leader Fred Pryor Seminar	Spokane, WA	Feb. 18
Linda White	M&O	Fire Safety	Online	Feb. 20
		Ladder Safety		
Tina Bessett	Aviation	Inspector Authority (IA) Refresher Training Course	Puyallup, WA	Feb. 21-22
Sergio Cervantes	M&O	Asbestos Hazard Awareness		Feb. 25
		Excavation, Trenching, and Shoring Safety		
		Fire Safety		Feb. 26
Randy Fish	M&O	Grant/Adams Utility Coordinating Council & Washington 811 Forum	Moses Lake, WA	Feb. 25
Jeffrey Robnett	M&O	Excavation, Trenching, and Shoring Safety		Feb. 25
		Fire Safety		Feb. 26
Joe Russell	M&O	Grant/Adams Utility Coordinating Council & Washington 811 Forum	Moses Lake, WA	Feb. 25
Angel Uresti	M&O	Grant/Adams Utility Coordinating Council & Washington 811 Forum	Moses Lake, WA	Feb. 25
Richard Jones	M&O	Driver Safety	Online	Feb. 27
		Ladder Safety		

Prepared by Starr Bernhardt and Robin Arriaga.

RECOMMENDATIONS:

None

2015 Classified Staff Training Calendar

WORKSHOPS

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

<p>January Workshops Scheduled</p>	<p>February 12 10:00-11:00 and 3:30-4:30 Masto D Local & Global Issues President Terry Leas</p>	<p>March 19 10:00-11:00 and 3:30-4:30 Masto D Employee Assistance Program (EAP) Pam Duggan, licensed counselor with First Choice</p>	<p>April 23 10:00-11:00 and 3:30-4:30 Masto TBD Disability Etiquette & Customer Service Loralyn Allen</p>
<p>May 14 10:00-11:00 and 3:30-4:30 Masto TBD Organizational Skills – “Putting First Things First” (from The Seven Habits of Highly Effective People) Tyler Wallace</p>	<p>June 18 10:00-11:00 and 3:30-4:30 Location TBD Online Security & Safety/ Computer Technology Tony Lidbetter</p>	<p>July 9 10:00-11:00 and 3:30-4:30 Location TBD Stress Management Sandy Cheek</p>	<p>August TBD 10:00-11:00 and 3:30-4:30 Various Locations TRiO, Student Success Center, & Opportunity Center Tour Various Presenters</p>
<p>September 3 10:00-11:00 and 3:00-4:00 Location TBD Navigating the Department of Retirement Website Maze Robin Arriaga</p>	<p>October 15 10:00-11:00 and 3:30-4:30 Location TBD Communication “Behavior Styles” Jerry Workman</p>	<p>November 19 10:00-11:00 and 3:30-4:30 Location TBD Career Enhancement & Education Bonnie Jeffery</p>	<p>December TBD Holiday Social</p>

STAR COMMITTEE MISSION STATEMENT

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

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The 2014-2015 state-funded FTE as of March 27, 2015 is attached for your information. We are currently at 98.8% of our two-year target of 3,410 state-funded FTE. We have exceeded the number of FTE to meet the 96% minimum requirement.

The tuition amount budgeted for 2014-2015 is \$4,400,000. As of February 28, 2015, we have collected \$3,129,239 or 71.1% of the budgeted amount. As of February 28, 2014, we had collected \$3,359,142 or 78.8%.

TUITION COLLECTION REPORT

As of February 28, 2015 and February 28, 2014

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of February 28	\$ 3,129,239	\$ 3,359,142
As a % of annual budget	71.1%	78.8%
Left to collect to meet budget target	\$ 1,270,761	\$ 905,142

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

RECOMMENDATION:

None

F.T.E. REPORT

3/27/2015

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (13-14)		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
2nd year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.5	539.8
SPRING	1388.2	462.7
TOTAL	<u>10109.4</u>	<u>3369.8</u>
1st year annual FTE Target	5049	1683
2nd year annual FTE Target	5181	1727
 SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3369.8
Past year + current year allocation		3410.0
% of allocation target attained to date		98.8%
 Add'l FTEs to meet minimum 96%	 -288.6	 -96.2
Add'l FTEs to meet target 100%	120.6	40.2
 FTEs over funding level - 1st year	 147.6	 49.2
FTEs over funding level - 2nd year	-268.2	-89.4

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #5: Academic Master Plan (AMP) Report #1 (for action)
Community Engagement

BACKGROUND:

The Community Engagement Monitoring Report addresses the Board Ends Statement and Core Theme on Community Engagement. The focus of the report is college partnerships, responsible use of resources, and the cultivation of an inclusive campus environment.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

RECOMMENDATION:

President Leas and Dean Kirkwood recommend acceptance of Community Engagement 2015.

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #6: Aviation Division Chair (for action)

BACKGROUND:

The BBCC Negotiated Agreement notes that only tenured faculty members can serve as Division Chair. In the Aviation Division, during the past year, we have had one faculty retirement and two faculty members who have resigned to take jobs with private industry. As of April 15, 2015, only one tenured faculty member is in the Aviation Division. Dr. Leas has appointed John Mark Swedburg to become the next Chief Pilot. In discussing the various duties required to perform college business and meet FAA requirements, we have determined that the most effective course of action is to have the Chief Pilot also serve as Division Chair. This requires an exception to the provision in the Negotiated Agreement with regard to Division Chairs, as described in the attached Memorandum of Understanding (MOU). Faculty Association President Rie Palkovic has reviewed and approved the MOU language. AAG Mirisa Bradbury has also reviewed the MOU. Since the Negotiated Agreement is an agreement between the Board of Trustees and the Faculty Association, approval of this MOU requires board action.

RECOMMENDATION:

President Leas, Vice President Mohrbacher, and BBCC Faculty Association President Rie Palkovic recommend Board approval of the MOU.

MEMORANDUM OF UNDERSTANDING
between
BIG BEND COMMUNITY COLLEGE FACULTY ASSOCIATION
and
BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT 18

This Memorandum of Understanding shall serve to outline the agreement reached between the Big Bend Community College Faculty Association and the Community College District 18 Board of Trustees with regard to Article XIII: Position Descriptions, Section B.1(a). Except where otherwise noted, this MOU shall not replace terms and conditions outlined in the current negotiated agreement.

Section B.1(a) of Article XIII states "Only tenured faculty (including those who have been approved for tenure the following September) are eligible to serve as Division Chair." As a result of the loss of two tenured faculty members within the Aviation Department, an insufficient number of tenured faculty members available to serve as Division Chair exists.

The parties agree to make an exception to Article XIII, Section B.1(a) of the Negotiated Agreement to allow John Mark Swedburg II to serve as Division Chair of the Aviation Department while he is still in his probationary period. This temporary modification only applies to the Aviation Department. The original language of Article XIII, B.1(a) shall remain the same for all other departments.

This agreement shall take effect on April 16, 2015 and remain in place until June 30, 2016. This agreement may be extended for one additional year, until June 30, 2017, with the mutual agreement of both parties. Article XIII: Position Descriptions, Section B.1(a) shall revert to the original language on June 30, 2016. If the agreement is extended Article XIII, B.1(a) shall revert to the original language on June 30, 2017.

Dated: _____

Dated: _____

BIG BEND COMMUNITY COLLEGE
FACULTY ASSOCIATION

COMMUNITY COLLEGE DISTRICT 17
BOARD OF TRUSTEES

Rie Palkovic, President

Terrence Leas, Secretary to the Board

Daneen Berry-Guerin, Vice-President

Jon Lane, Chairperson of the Board

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #7: Board Policies (for information)

BACKGROUND:

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

BP 1005 Emeritus Positions

The draft revision of BP1005 updates the language. This policy was last updated in 1986.

BP 6110 College Tuition and Fees Refund Policy

BP6110 was last update in 1995. The draft revision updates the language.

BP 8030 Surplus Property Policy

This new BP will operationalize AP8030 and is authorized by RCW's 28B.10.029 and 43.19.1919.

RECOMMENDATION:

None.

Many colleges and universities honor distinguished retiring faculty members and administrators by establishing the position of Professor Emeritus or Dean Emeritus, etc. This recognition is usually granted to members of the faculty or administration who have served the institution with distinction over a lengthy career.

The Board of Trustees may confirm this honor according to the procedures contained in the Administrative Process Manual, reference AP 1005.1.

Current

Big Bend Community College seeks to honor distinguished faculty, administrators, and trustees who gave highly meritorious service, in recognition of their scholarly and professional contributions before retirement from the college.

Emeritus status is the highest accolade bestowed on an individual who has retired from BBCC. It is given to honor an individual who has demonstrated exceptional commitment and contributions to BBCC in his or her roles within the institution, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision, and leadership.

The Board of Trustees may confirm this honor according to the process outlined in AP 1005, Emeritus Status.

In accordance with RCW 28B.15.600 Sec.2, the Big Bend Community College Board of Trustees has established a refund policy. Enrolled students who officially withdraw will receive a refund of tuition and fees according to the schedule in the Administrative Process Manual.

Financial Aid recipients who have previously attended Big Bend and officially withdraw will receive a refund according to the regular College Refund Policy.

Current

In accordance with RCW 28B.15.600 Sec.2, the Big Bend Community College Board of Trustees has established a refund policy. Enrolled students who officially withdraw will receive a refund of tuition and fees according to the schedule in Administrative Process 6110.

Financial aid recipients who withdraw are subject to the Return to Title IV aid regulations and the State of Washington regulations depending upon the type of financial aid they received. Institutional refunds will be used to repay any financial aid funds the student owes as a result of withdrawing.

Draft

In compliance with RCW 28B.10.029 and RCW 43.19.1919, the College must dispose of excess equipment, furniture, and materials through policies governing the State of Washington’s Department of Enterprise Services, which is operationalized in AP 8030.

Draft

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #8: Board Policies (for action)

BACKGROUND:

The following board policy drafts were included for your consideration during the March 5 meeting. They are included here for action.

BP 8040 Check Cashing

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

BP 8045 Credit Card Security

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

BP 4602 Unused Sick Leave Compensation

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

RECOMMENDATION:

President Leas and the respective vice presidents recommend the Board approve these three board policies.

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

New Draft

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

New Draft

4602.1 AUTHORIZATION

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

(See also BP3000)

Current

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

Draft Revision

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #9: TACTC Awards (for information/action)

BACKGROUND:

There are six Association College Trustees (ACT formerly TACTC) Award categories. During the March 5 board meeting, the trustees created a small committee (Chair Jon Lane, President Terry Leas, VP Kim Garza) to suggest nominations during the April 9 meeting.

President Leas will present suggested nominations for the board's consideration and action.

Prepared by the President's office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #10: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

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

BACKGROUND:

The next regular board meeting is scheduled for Thursday, May 21, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 4/09/15

ITEM #12: Miscellaneous (for information/action)

BACKGROUND:

The Association of College Trustees (ACT formerly TACTC) Spring Convention is scheduled for May 14-15 in Spokane. Please confirm your attendance with Melinda.

The Active Shooter Exercise is scheduled on campus for Wednesday, April 15 at 11:00 a.m. Trustees are invited to observe, please confirm with Melinda.

JATP Trainees are here. Trustees are encouraged to invite trainees to share activities with Trustees' families.

RECOMMENDATION:

None.

ACT (formerly TACTC) Spring Convention

Important times (*all times are tentative and subject to change*):

- Pre-Convention Activities – Thursday, May 14, 8:30-10:15 a.m.:
 - Legislative Action Committee interim planning...Who should attend?
 - Your college's Primary LAC Representative and/or Secondary Representative
 - Another trustee, if your primary or secondary representatives cannot attend
- Convention starts for trustees – Thursday, May 14, 10:30 a.m.
 - Annual Business Meeting...Who should attend?
 - TACTC bylaws require at least one trustee from 16 colleges attend the annual business meeting to reach a quorum. Please encourage *at least* one trustee to attend this meeting.
 - Presidents/Chancellors do not usually attend this meeting; however, they can attend if they want to.
- Convention begins for everyone else – Thursday, May 14, at noon (lunch served)
- Convention adjourns Friday, May 16, at noon. Box lunches will be provided. They can either be eaten at the hotel or taken with, if desired.

Deadlines:

- Room block cut-off: April 13, 2015
- Registration deadline: May 6, 2015
- Refund deadline: May 7, 2015

Lodging information:

[Northern Quest Resort & Casino](#)

100 North Hayford Rd.
Airway Heights, WA 99001
Toll-free: 877-871-6772
(509) 242-7000

Please let Melinda know if you will be attending as soon as possible.