



Board of Trustees Regular Board Meeting

**Thursday, May 21, 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

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

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				

May	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
	25	Campus Closed for Memorial Day
	27	Student Recognition Night; 7:00 p.m.; Wallenstien Theater
June	5	Campus Excellence Celebration Luncheon; 11:45 a.m.; Masto Conference Ctr
	8	Family Surf 'n Slide Night; 6:30-8:00 p.m.; Surf 'n Slide Water Park, Moses Lake
	10	GED Graduation; 7:00 p.m.; Wallenstien Theater
	11	Automotive BBQ; 11:30 a.m.; Automotive Building
	12	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		Commencement; 7:00 p.m.; Lions Field
	13	Nurses' Pinning; 11:00 a.m.; Wallenstien Theater



Thor with an attendee during the Annual Educate @ Big Bend: Latino Education Fair May 8, 2015



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday May 21, 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 – USMC Veteran Steve Henry |
| | I | 2. Introductions – ACT Awardees,
Phi Theta Kappa Honor Society, SSS TRiO Club |
| | I/A | 3. Consent Agenda
a. Regular Meeting Minutes April 9, 2015 (A)
b. President’s Activity Update (I)
c. Student Success (I)
d. Accreditation (I)
e. Assessment (I)
f. Capital Project Report (I)
g. Safety & Security Update (I)
h. Human Resources Report (I)
i. Classified Staff Report (I)
j. Enrollment Report (I)
k. Quarterly Budget Update (I) |
| | I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
a. ASB President – Stormie Kidd
b. Classified Staff Representative – Starr Bernhardt
c. Faculty Association Vice President – Rie Palkovic
d. VP Financial & Administrative Services – Gail Hamburg
e. VP Instruction/Student Services – Bob Mohrbacher
f. VP Human Resources & Labor – Kim Garza
g. Executive Director BBCC Foundation – LeAnne Parton |
| | A | 5. Excellence in Teaching & Learning AMP Report – Dean Valerie Kirkwood |
| | A | 6. Emeritus Status – VP Bob Mohrbacher |
| | | -----BREAK----- |
| | | Executive Session |
| | I | 7. Tenure Review Process – President Leas |
| | A | 8. Board Policies for Action – President Leas |
| | I | 9. Board Chair Election – President Leas |
| | I | 10. Assessment of Board Activity – Trustees |
| | I | 11. Next Regularly Scheduled Board Meeting – Trustees |
| | I | 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 – June 12, 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: 5/21/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting April 9, 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 April 9, 2015.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, April 9, 2015, 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
Juanita Richards

Electrical engineering student and Sgt. Chad Shafer from the 176th Engineers National Guard led the pledge. He said he has served in Iraq for two deployments. He is currently attending BBCC.

2. Introductions

Assistant Viking Baseball Coach Craig Carter introduced the Red V Captains: KJ Herbert, Kaleb Price, Ben Smithson, Kyle Kilian, and Lucas Aidan. Coach Carter stated the players are a good group of guys, and there are many freshmen on the team.

The All WA Academic Team nominees, KJ Herbert and John Johnson, were introduced to the trustees.

Nursing Club Advisor Jen Brooks introduced the Nursing Club officers: Morgan Sisson, Jamie Marching, and Susan Martin. The club earned \$1,200 through a Yankee candle fundraiser. This money will fund the annual NCLEX review, which has a positive impact on student success.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 5, 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).

Motion 15-20

Trustee Stephen McFadden moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion carried.

4. Remarks

a. ASB Stormie Kidd reported on the ASB events. The BBQ Lunchfest was enjoyed by 162 attendees. There was also good participation at the free pool, and the Library Campout, held the last day of instruction for Winter Quarter. The Flashlight Easter Egg Hunt, one of ASB's stand-out events of the year, took place last Thursday night. Over 150 students, including the JATP students, searched for duck-shaped eggs containing over \$2,200 in prizes. One person

even found a “pretty nasty” egg from last year’s hunt. There are still four eggs hiding.

ASB sponsored a Computing and the Law session by attorney CL Lindsay. It was very educational regarding sexting, cyber stalking, bullying, and social media. ASB received feedback requesting the presentation again.

Upcoming ASB events include Pandafest featuring a Japanese Jazz pianist; Thrillin’ Third Thursday in the Wallenstien Theater with a band from Yakima, The Village, performing; and an intramural pool tournament.

ASB is excited to report that they have a great leadership team set in place for the next school year: President Blake Springer, Vice President Jacob Barth, Treasurer Matthew Alvarado, Secretary Laine Barth, Programming Director Felicia Nelson, and Public Relations Officer Jason Estrada.

The Rho Zeta chapter of Phi Theta Kappa has been active. They provided concessions for two Allied Arts performances, held a Bake Sale during final exams, and provided club information during New Student Orientation. Advisor Barbara Whitney also accompanied All WA Academic Team member John Johnson to the All-Washington Academic Team ceremony in Olympia (member Kevin Herbert was unavailable to attend). Rho Zeta attended the Phi Theta Kappa Regional Conference in Seattle and received the following awards: DiBraun Fine Arts Award & the Yearbook Award, first place; Most Congenial Chapter, first place; Distinguished Chapter Member Melinda Dourte, first place; Continued Excellence Award for PTK Advisors, Barbara Whitney (BBCC Math instructor), first place; Honors in Action Theme 7, first place; Distinguished Chapter, third place; Honors in Action, third place; and Five Star Chapter Plan, Five-Star Level. In April Rho Zeta conducted a C4 signing week.

The Brazilian Jiu-Jitsu club is coordinating a self-defense class with other clubs. Advisor Jeremy Seda stated involving other clubs will broaden the exposure of the activity to more students.

- b. Classified Staff Representative Starr Bernhardt shared training opportunities. Pam Duggan, licensed counselor shared benefits of the Employee Assistance Program (EAP). Feedback from the 21 attendees indicated the EAP training was very useful. Loralyn Allen will present Disability Etiquette & Customer Service training in April.
- c. Faculty Association President Rie Palkovic reported news from faculty. The counseling department provided college planning day, featuring 14 colleges and universities and BBCC’s Jeremy Iverson, for area high school juniors from the area.

Criminal Justice/Psychology Instructor Dr. Ryann Leonard and her students will participate in the April 15 active shooter exercise on campus. Gay Straight Alliance Club Advisors Cara Stoddard and Steve Close took six club members to Seattle to attend an event by poet/activist Andrea Gibson. Astronomy Instructor Jim Hamm hosted a star gazing event with JATP students. Art Instructor Rie Palkovic also reported that one of her former students is in Rome. The student is an art major at CWU and has been accepted to the Master of Fine Arts program at the University of Idaho. Instructor Palkovic is also progressing in her sabbatical plans.

- d. VP Gail Hamburg reported that she received verification that BBCC's energy savings exceeded \$18,000. There were four bids on the 1400 building remodel. The bids were high, which means the elevator will not be replaced. The second meeting with the SIM Lab focus group and architect will be held tomorrow. This project will be completed over the summer.
- e. VP Bob Mohrbacher provided an update on the aviation program. Senior Flight Instructor Greg Crane left BBCC in August and his vacancy has not been filled. Chief Pilot Joe MacDougall is leaving BBCC April 15. Instructor John Marc Swedburg will be appointed to Chief Pilot. The maintenance schedule is tight. It is important to keep the planes in the air to ensure the students' flight time. The new software, Talon, tracks flight hours and maintenance.

There are 84 students learning to fly fixed-wing aircraft and 14 students learning to fly helicopters. BBCC recently declined CWU's request to be their fixed base operator due to vacant faculty positions.

Only 85% of the helicopter program students can be funded by the VA. BBCC is researching this requirement as we thought the 85% included the entire aviation program rather than just the helicopter program. Director of Financial Aid Jille Shankar is working on this issue.

Trustee Jon Lane asked about mental health screening for aviation students. VP Mohrbacher stated aviation students are required to provide a physical health certificate. The major airlines are developing rules about the mental health of pilots.

Adult Basic Education ESL FTEs have increased from winter. The Community Knowledge Center in Royal City is a good partner. Their workshops and ESL classes are fully enrolled. The Engineering program with major-ready pathways now has two specific pathways: mechanical/civil and computer/electrical pre-engineering.

TRiO Director Custodio Valencia and staff member Luis Alvarez attended the TRiO conference and lobbying day in WA D.C. Director Valencia was a team leader. He organized legislative visits with Congressman Dan Newhouse,

Senator Patty Murray, Senator Maria Cantwell, and Congresswoman Cathy McMorris-Rodgers and staffers.

- f. VP Kim Garza reported lots of recruitment activities. The VP of Finance candidates will visit campus in May. The Dean of Education Workforce candidates will also visit campus in May. The flight instructor applicants are being reviewed by the committee. Two positions have been posted for BBT. CDL Instructor Randy Miller is retiring. There are several applicants for the remaining open positions.
- g. Executive Director of the Foundation Leanne Parton reported that the JATP 50th Anniversary invitations are being printed this week. The Foundation's auction, Cellarbration! will be held Saturday, May 16, and there are already 16 sponsored tables purchased. Director Parton and President Leas have been meeting with with Foundation donors. The Ducks Unlimited online auction is active and closing Wednesday, April 22. Director Parton reported that she attended training on charity non-profit governance. She also reported that Jennifer Starr was hired to work as the part-time program assistant for the Foundation.

5. Community Engagement Report

Dean of Institutional Research Valerie Kirkwood introduced the annual monitoring reports *Student Success Community Engagement 2015*. This report includes objectives regarding partnerships, lean processes, inclusive environment, and student progress. The national student progress measurement tool is IPEDS. BBCC has experienced an upward graduation rate trend. Retaining male students has been challenging traditionally; however, BBCC retention of Hispanic male student increased from 47% to 78%.

VP Kim Garza shared about activities encompassed by the E-6 Board Ends Statement around inclusive environment. She stated diversity conversations are happening around campus, and we need more than a policy about diversity. This is a great opportunity to move to a multi-cultural organization where all student and employee contributions are valued and differing opinions are accepted. A multi-cultural organization will help students learn more about diversity and acceptance of the views of others. VP Garza shared about the importance of looking at policies and procedures from the eyes of students to minimize barriers. BBCC receives feedback from students and employees regularly, and we need to improve how we respond to feedback. It's good to ask questions about perceptions and implementation of improvement ideas. VP Garza stated the first three steps to strategic change include gaining the president's support, forming an inclusion change team, and then conducting a cultural audit.

Director of Title V Terry Kinzel introduced the student leadership program funded through the Connect to Complete PAC (Peer Advocate Coaching) Program. This is the fourth year for this training and leadership program, which has grown to include 15 leaders and 250 mentees each year. PAC Leader Immanuel Garcia, who recently presented at a minority serving institution conference, stated he became a PAC leader

with encouragement by his own PAC leader. He connected a student from out of the area to key points on campus and changed the student's life. PAC training uses the linguistics of engagement. The volunteer program builds community and the opportunity to maximize and thrive in the environment. Leader Garcia plans to move on to WSU Tri-Cities and pursue a Master's in Leadership.

Board Chair Jon Lane stated the *Student Success Community Engagement* report celebrates success and showcases great programs. Trustee Stephen McFadden stated this report and presentation exceeds expectations and delivers a map of what is happening on campus.

Motion 15-21 Trustee Anna Franz moved to accept the *Student Success Community Engagement 2015* report. Trustee Stephen McFadden seconded, and the motion carried.

6. Aviation Division Chair MOU

John Swedburg was the Chief Pilot and Division chair. The roles were split one year ago when Instructor Swedburg retired. Aviation Instructor Joe MacDougall became the Chief Pilot, and Instructor John Gillespie became the Division Chair following John Swedburg's retirement. Chief Pilot Joe MacDougall is leaving BBCC. 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. John Marc Swedburg is not yet tenured; however, VP Mohrbacher would like to appoint him as Chief Pilot and Division Chair.

Motion 15-22 Trustee Juanita Richards moved to approve the Memorandum of Understanding with the BBCC Faculty. Trustee Stephen McFadden seconded, and the motion carried.

Board chair Jon Lane announced a five-minute break.

8 Board Policies for Information

BP 1005 Emeritus Positions, BP6110 College Tuition and Fees Refunds, and BP8030 Surplus Property were reviewed for the board to consider action at the next meeting. Trustee Anna Franz requested the inclusion of legal citations for BP 6110.

9. Board Policies for Action

BP 8040 Check Cashing, BP 8045 Credit Card Security, and BP 4602 Unused Sick Leave were presented to the board for consideration during the meeting on March 5. Revisions to BP 8040 and BP 8045 bring the policies up to industry standards and align with appropriate RCWs. Revisions to BP 4602 reflect changes to legal references.

- Motion 15-23 Trustee Stephen McFadden moved to approve revisions to BP8040 Checking Cashing. Trustee Anna Franz seconded, and the motion carried.
- Motion 15-24 Trustee Anna Franz moved to approve revisions to BP8045 Credit Card Security. Trustee Juanita Richards seconded, and the motion carried.
- Motion 15-25 Trustee Juanita Richards moved to approve revisions to BP4602 Unused Sick Leave Compensation. Trustee Stephen McFadden seconded, and the motion carried.

9. TACTC Awards

President Leas provided TACTC nomination information to the board per its direction during the March 5 meeting; Director of Title V, Terry Kinzel, Equity TACTC Award; Director of Safety & Security, Kyle Foreman, TACTC Professional Staff Member Award; Samaritan Healthcare, TACTC Partner of the Year; and Dr. Ryann Leonard, TACTC Faculty Member.

- Motion 15-26 Trustee Anna Franz moved to nominate Director of Title V, Terry Kinzel, for the TACTC Equity Award; Director of Safety & Security, Kyle Foreman, for the TACTC Professional Staff Member Award; Samaritan Healthcare, for the TACTC Partner of the Year; and Dr. Ryann Leonard, for the TACTC Faculty Member award. Trustee Stephen McFadden seconded, and the motion carried.

10. Assessment of Board Activity

Trustee McFadden reported that he joined BBCC at the Grant County EDC Banquet, and Trustee Juanita Richards did a great job. He also spent time with John Colton, the Eastern WA Director for Senator Patty Murray, raising awareness of Eastern WA and the agricultural industry. Trustee McFadden hopes to bring Senator Murray on campus during October.

Trustee Jon Lane stated it is a pleasure to serve on this board. He announced that the Trustees Associations of Community and Technical Colleges (TACTC) is changing its name to WA State Association of College Trustees (ACT). Trustee Lane attended the ACT Education Committee and the Visioning Committee. He is running for president-elect of ACT.

Trustee Juanita Richards attended trustee orientation. She also attended the Transforming Lives Awards dinner in Olympia and enjoyed visiting with BBCC's nominee Tabatha DeLong. Trustee Richards also attended the JATP welcome ceremony and the Grant County EDC banquet as the current President.

Trustee Anna Franz attended the Grant County EDC banquet and the JATP welcome.

11. Next Regularly Scheduled Board Meeting

The next board meeting is scheduled for May 21, 2015, at 1:30 p.m.

12. Miscellaneous

President Leas asked trustees to confirm their attendance for the April 15 Active Shooter exercise. Students and employees are being informed via text alerts, e-mail and social media.

Lastly, President Leas encouraged the trustees to invite JATP students to their homes or activities.

The meeting adjourned at 3:30 p.m.

Jon Lane Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from March 30, through May 1, 2015, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/30/15	Title V Director Terry Kinzel	Program Support	BBCC	
3/31/15	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
4/01/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Athletic Director Preston Wilks	Athletics & Volleyball Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
4/02/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Phi Theta Kappa Advisor and Officers	Club Support	BBCC	
	Building 1400 Bid Opening	Collaboration	BBCC	
4/03/14	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	Meeting with community member	Promote BBCC	BBCC	
4/06/15	STEM Director Andre Guzman	Program Support	BBCC	
4/07/15	BAC Workshop	System Support	BBCC	
	Rotary Foundation Board Meeting	Community Engagement	Moses Lake	
4/08/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Computing & the Law	Professional Development	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
4/09/15	Cellarbration! Meeting	Planning	BBCC	
	Foundation Contract	Collaboration	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/10/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
	JATP Family Style Lunch	Student Success	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
4/13/15	Everett CC President	Communication	Phone Call	
	ASB Advisor	Activities	BBCC	
	Active Shooter Exercise Meeting	Planning	BBCC	
4/14/15	Foundation Contract	Collaboration	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
4/15/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Active Shooter Exercise	Safety & Security Drill	BBCC	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
	Rotary Foundation Recognition Banquet	Student Success	BBCC	
4/16/15	JATP 50 th Anniversary Meeting	Planning Celebration	BBCC	
	Goodbye Lunch	Information Gathering Employee Support	BBCC	
	Foundation Executive Committee Meeting	Collaboration	BBCC	
	Foundation Board Meeting & Dinner	College Support	BBCC	
4/20/15	Foundation Director LeAnne Parton	Planning	BBCC	
4/21/15	Cabinet Meeting	Information Sharing Consultation	BBCC	
	April Lunch & Learn	Professional Development	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/22/15	Warden High School Senior Interviews	Community Engagement	Warden	Trustee Mike Villarreal
	Title V Director Terry Kinzel	Program Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
4/27/15	JATP 50 th Anniversary Meeting	Planning Celebration	BBCC	
	View VP of Finance Forum	Supervision	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	VP of Finance Dinner Meeting	Information Gathering	BBCC	
4/28/15	Donor Lunch	Foundation Support	Moses Lake	
4/29/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
4/30/15	Program Audit Review	Information Sharing	BBCC	
	Cellarbration! Meeting	Planning	BBCC	
	Badgley Phelps Presentation	Foundation Support	BBCC	
	Heritage University John Bartowski Goodbye	Celebration	BBCC	
	Safety Committee	Active Shooter Exercise Follow Up	BBCC	
5/01/15	Faculty In Service	Excellence in Teaching & Learning	BBCC	
	Employee Memorial Service	Employee Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

BACKGROUND:

As part of our renewed membership with Achieving the Dream, BBCC will send a team of six people to the 2015 Achieving the Dream Kickoff Institute June 23-25 in Cincinnati, Ohio. The Big Bend team will join teams from fourteen other colleges across the country, including colleges in New Jersey, North Carolina, California, New York, Georgia, and Tennessee. The agenda includes sessions on equity, student achievement, and evidence-based decision making. The team from Big Bend is made up of the following individuals:

- Terry Leas, President
- Bob Mohrbacher, Vice President of Instruction & Student Services
- Valerie Kirkwood, Dean of Institutional Research & Planning
- Daneen Berry-Guerin, BIM Faculty
- Lindsay Groce, Chemistry Faculty
- Diana Villafana, Student Success Center Coordinator

Prepared by VP Mohrbacher

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 05/21/15

ITEM 3: CONSENT AGENDA (for information)

d. Accreditation Update

Our next accreditation report is the Year 3 Mid-Cycle Evaluation, due to NWCCU in August 2015. This report is in preparation for an NWCCU evaluation visit in October 2015. The first draft of the Mid-Cycle Evaluation has been distributed to the Academic Master Plan Committee for their consideration and discussion at a meeting on May 11, 2015.

Prepared by VP Mohrbacher

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

The Spring Enrollment Survey 2014 Executive Summary provides highlights of the survey. Big Bend Community College uses information we gather from our students to improve programs, services, and the student experience. This information has been widely shared with staff and is used to determine the college effectiveness. The full report can be found at the following link: <http://www.bigbend.edu/wp-content/uploads/information-center/institutional-research-planning/2014-ses-summary-final.pdf>.

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

Spring Enrollment Survey 2014

Executive Summary

The Spring Enrollment Survey (SES) is an in-house survey given to students enrolled in spring quarter classes. By this time of year, students typically have had at least one quarter to experience BBCC programs and services. Four-hundred seventy-one (471) students responded to this year's survey, providing student opinion on the quality of services and relationships at Big Bend and suggestions for improvement. The majority of respondents (78%) were full-time students. Sixty percent (60%) were enrolled in academic/transfer programs and 37% were in professional technical programs. Of students who provided demographic information:

- 74% were 20 years or older
- 66% were female
- 40% were students of color (29% were Hispanic)

Students were asked questions related to educational planning, advising, culture on campus, student engagement, quality of relationships, and services. Responses to this survey in combination with other resources of information will be used to improve service to students.

NOTE: *The summary of responses starting on page 5 includes raw student comments which have not been edited. Only names associated with negative comments have been redacted.*

Educational Planning and Advising

The vast majority (91%) of students developed a plan for achieving their educational goals. One-half developed this with help from an advisor. Consistent with previous surveys, 97% of students were satisfied with face-to-face advising. Of students who sought distance advising, 98% were satisfied with the service. Nearly one-half (49%) of students engaged through distance advising said that advising office hours were not compatible with their own schedules and many raw comments indicated that distance advising was easier and more convenient. Students primarily sought information on admissions/registration, class scheduling issues, and financial aid.

Culture on Campus

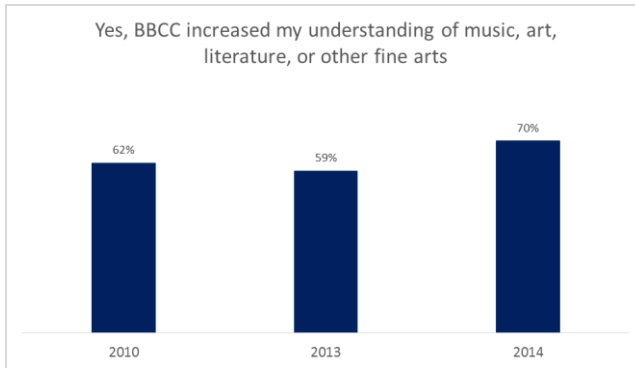
Nearly all students (98%) felt welcomed and safe (95%) on campus. Many suggested we need improved lighting in parking lots and between buildings. Thirty-six percent (36%) indicated that a *comfortable campus environment* was one of the most important factors for them in choosing to attend BBCC.

Most students felt that BBCC increased their ability to understand or accept other cultures (82%) and that their own culture was accepted by others (89%).

Data note¹: percentages reported here pertain to the population who answered that particular question, **not** the survey population as a whole.

Data note²: percentages may not equal 100% due to rounding of decimals.

Institutional Research & Planning

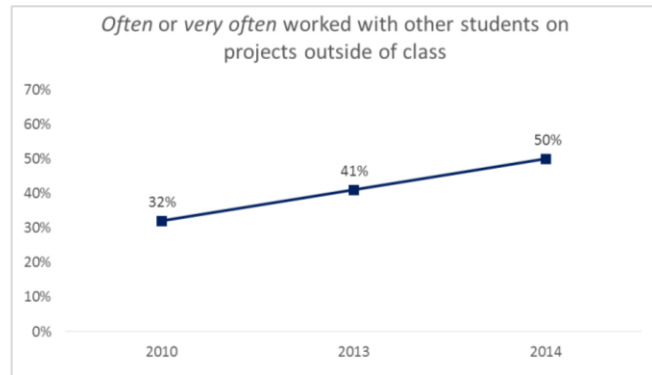


Students’ understanding of fine arts increased this year (see chart at left).

When asked how BBCC could provide better service to our community, many responses centered on providing more opportunities for students to become involved with the community through outreach, volunteering, charity events, and other community projects.

Student Engagement and Quality of Relationships

Asking questions in class, working with others outside of class, and discussing grades with instructors are indicators of student engagement. Only 1% of students claimed to *never* have asked questions in class and only 5% said they have *never* discussed grades or assignments with an instructor. Interestingly, students have been consistently working more with each other on projects outside of class. Since 2010, the percentage of students engaging in this manner has increased 18% (see chart at right).



Students continue to highly rate their relationships with other students, instructors, and other BBCC staff. Over 90% of respondents indicated that these relationships are *good to excellent*. This has been consistent over the past three survey cycles.

Satisfaction with Services

Nearly all respondents were satisfied with services at BBCC. Of the 22 service areas students were asked to rate, only one – online tutoring – had less than 90% of students satisfied with it (88% were satisfied – an increase of 10% from last year). When broken down by degree of satisfaction (*very* versus *somewhat satisfied*), we can see where students were truly satisfied and where improvements can be made.

The top five services that students were *very satisfied* with were: the Library (86%), STEM Center (85%), Student Success Center (82%), Business Office (81%), and English Skills Lab (80%).

A basic comparison of response rates to select questions over the past three survey cycles follows.

Data note¹: percentages reported here pertain to the population who answered that particular question, **not** the survey population as a whole.

Data note²: percentages may not equal 100% due to rounding of decimals.

BBCC Spring Enrollment Survey Three-year Basic Comparison

	2010	2013	2014
Number of completed surveys	486	399	471
<i>Often or very often</i> asked questions in class or contributed to class discussions	78%	77%	79%
<i>Often or very often</i> worked with other students on projects outside of class	32%	41%	50%
<i>Often or very often</i> discussed grades or assignments with an instructor	63%	60%	66%
<i>Somewhat or very satisfied</i> with academic advising services	94%	96%	97%
<i>Somewhat or very satisfied</i> with tutoring services (online or face-to-face)	95%	83%	93%
<i>Somewhat or very satisfied</i> with financial aid advising	95%	92%	94%
<i>Good to excellent</i> relationships with other students	94%	91%	93%
<i>Good to excellent</i> relationships with instructors	96%	94%	96%
<i>Good to excellent</i> relationships with administrative personnel and offices	90%	88%	93%
Has your experience at BBCC increased your understanding of music, art, literature, or other fine arts?	62% yes	59% yes	70% some, quite a bit, or very much
Has your experience at BBCC increased your ability to understand or accept cultures different from your own?	81% yes	82% yes	82% some, quite a bit, or very much
Has your experience at BBCC made you feel that your own cultural background is accepted by others on campus?	89% yes	91% yes	89% some, quite a bit, or very much
<i>Usually or always</i> feel safe on campus	98%	95%	95%
BBCC made you feel welcomed on campus	97% yes	97% yes	98% some, quite a bit, or very much

Data note¹: percentages reported here pertain to the population who answered that particular question, **not** the survey population as a whole.

Data note²: percentages may not equal 100% due to rounding of decimals.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

The design for the Simulation Lab is complete. We will be advertising for contractor selection soon with construction still planned for summer. The Title V funds have been increased to \$284,000.

4/09/15

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.

Prepared by VP Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

Campus Security Officers play a vital role at reducing crime and protecting Big Bend's students, employees, visitors and physical assets. Although highly visible in their uniforms and marked security vehicle, some of their work may go unnoticed, and that work contributes greatly to the 37% reduction in reported on-campus incidents between 2013 and 2014. For that, we want to recognize their contribution to Big Bend Community College.

Active Shooter Exercise – The 2015 exercise of the BBCC Multi Hazard Plan went very well and included the participation of multiple public safety agencies. For BBCC, the exercise tested two components: the Campus Alert System mass notification system, and the Crisis Management Team. Gaps were identified in the notification of campus occupants, particularly students and employees who could not regularly monitor their email or text messages. In addition, gaps were identified with reaching campus visitors, particularly those who rent space in the Masto Conference Center. The college has started to commit resources to fill these gaps. I will provide an update at the next BOT meeting.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT APR. 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	873
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	3
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)	1,200

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

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

Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	YTD
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Race bias	0	0	0	0	0
Gender bias	0	0	0	0	0
Religion bias	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0
Ethnicity bias	0	0	0	0	0
Disability bias	0	0	0	0	0
Simple Assault					
Race bias	0	0	0	0	0
Gender bias	0	0	0	0	0
Religion bias	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0
Ethnicity bias	0	0	0	0	0
Disability bias	0	0	0	0	0
Intimidation					
Race bias	0	0	0	0	0
Gender bias	0	0	0	0	0
Religion bias	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0
Ethnicity bias	0	0	0	0	0
Disability bias	0	0	0	0	0
Destruction, damage or vandalism of property					
Race bias	0	0	0	0	0
Gender bias	0	0	0	0	0
Religion bias	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0
Ethnicity bias	0	0	0	0	0
Disability bias	0	0	0	0	0
Criminal Offenses					
[510] Bribery	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0

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

Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	YTD
-----------	-----------	-----------	-----------	-----

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

Total Combined Incidents 14

Notices Against Trespass Issued					
Non student banned from dorms	1	0	0	1	2
Student banned from dorms	0	2	0	1	3
Non student banned from campus	0	0	0	0	0
Student banned from campus	0	0	0	0	0
Total					5

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources Update

BACKGROUND:

Recruitment & Selection:

Laura Warnock accepted the position of Retention Specialist in the Student Success Center. Laura's first day at BBCC was May 5.

Joni Nagy accepted the position of Head Volleyball Coach/Student Activities Coordinator. Joni's first day of work at BBCC was May 6.

Jennifer Starr accepted the position of Program Assistant with the BBCC Foundation. Jennifer's first day at BBCC was April 13.

Jeremy Iverson accepted the position of Director of Financial Aid. Jeremy is currently the Assistant Director of Financial Aid and will move into his new role when Jille Shankar retires in July.

Jeremy Kelley accepted the position of Systems Engineer. This position is a new admin/exempt position within the BBT Department. Jeremy's first day in this new position was April 16.

Four finalists were selected for the VP of Finance position. Interviews were conducted on April 27, May 6, 7, and 11. One finalist withdrew their application from further consideration due to personal reasons. The summary from the screening committee along with each candidate file is expected to be presented to the President by May 18.

Four finalists were selected for the Dean of Workforce Education position. Interviews are scheduled for May 14, 19, 26, and 27.

Three finalists were selected for the Director of Purchasing position. Interviews were conducted on May 8 and 11. The summary from the screening committee along with each candidate file is expected to be presented to the President by May 18.

Interviews for the IT Specialist 1 positions are scheduled for May 11 and 13.

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

- Math Instructor
- Music Instructor
- Flight Instructor
- Nursing Instructor
- Developmental English Instructor

We recently posted a Counselor position. This position replaces Marsha Nelson who will retire at the end of the academic year. This is a full-time, tenured faculty position.

We also posted an Interim English Instructor position. Cara Stoddard will not be returning to BBCC in the fall. This position will cover classes in the English Department until a full search can be conducted in 2016. First review of applications is set for May 20th.

Training:

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

Sarah Adams-

National Academic Advising Association (NACADA) Region 8 Conference on March 11-13 in Coeur d'Alene

Team Teacher Training on April 10 at BBCC

Contextualized Training SBCTC on April 24 at YVCC

Adult Numeracy Training SBCTC on April 30 in Everett

Loralyn Allen-

DSSC/WAPED on April 14-17 in Leavenworth

Linda Chadwick-

Are You Really Listening? On March 4 at BBCC

60 Minutes of Access Secrets on March 17 at BBCC

Word 2010 Mail Merge on March 17 at BBCC

Adobe InDesign on March 17-18 at BBCC

Windows 10 on March 24 at BBCC

Business Writing on March 25 at BBCC

CS6 on April 7-8 at BBCC

OneNote 2013 on April 16 at BBCC

Microsoft Access Queries Made Easy on April 21 at BBCC

Word 2013 Building References on April 29 at BBCC

Kim Garza-

The Association Winter Conference: Designing for Diversity: Creating Intentional Practices Around Inclusion on March 6 in Seattle

Leading from the Middle – presented the HR module on April 15 in Union, WA

Dawn Geiger-

Charity & Nonprofit Governance & Compliance Educational Symposium
(Compliance and Effective Board Governance) – Office of the Secretary of State
on April 3 in Ellensburg

Andre' Guzman-

National Academic Advising Association (NACADA) Region 8 Conference on March 11-13 in Coeur d'Alene

Jeremy Iverson-

FAC (Financial Aid Council) on March 11-13 in North Bend

Kim Jackson-

Association for Promotion of Campus Activities/Northeast Regional Conf-Seminars: Say it With Flowers, Trophies Certificates and Much More: Recognizing Student Leaders; Toy Box Leadership; Want S'More? on February 26-March 1 in Hershey, PA

Association for Promotion of Campus Activities/National Conference-Seminars: The Real Story and the True Story: Political Influence on Decision Making; From Survival Mode to Success Story; Champions of Choices Presentation; Can you Afford Your Dreams; Title IX, VAWA, and the Clery Act; Creating Inclusive Programming; Developing Team Standards and Getting EVERYONE on the BUS; This is the Answer to All of Your Problems; What it really takes to Rock Your Dreams on March 18-22 in Jacksonville, FL

Monica Medrano-

Leading from the Middle Retreat (SBCTC) on April 12-15 in Union, WA

Bob Mohrbacher-

SBCTC Capital Budget Workshop on April 7 at BBCC
Active Shooter Planning Meeting on April 13 at BBCC
Active Shooter Functional Exercise on April 15 at BBCC

Jenny Nighswonger-

Early Childhood Teacher Preparation Council Retreat on April 30-May 1 in North Bend

Kyla Ohs-

Team Teacher Training on April 10 at BBCC

LeAnne Parton-

Charity & Nonprofit Governance & Compliance Educational Symposium
(Compliance and Effective Board Governance) – Office of the Secretary of State
on April 3 in Ellensburg

Charlene Rios-

BAR (Business, Accounting and Reporting Council) on March 12-13 in Everett
ctcLink Webinar on March 19 at BBCC
ctcLink Webinar on March 26 at BBCC

ctcLink Webinar on April 2 at BBCC
ctcLink Webinar on April 16 at BBCC
Higher One Personal Code Training Webinar on April 30 at BBCC
ctcLink Webinar on April 30 at BBCC

James Saucedo-

National Academic Advising Association (NACADA) Region 8 Conference on March 11-13 in Coeur d'Alene

Jille Shankar-

Financial Aid Training on March 9-13 in North Bend
FAM Direct Loan Training Webinar on April 6 at BBCC

Heidi Summers-

Leading from the Middle Retreat (SBCTC) on April 12-15 in Union, WA

Rafael Villalobos-

National Academic Advising Association (NACADA) Region 8 Conference on March 11-13 in Coeur d'Alene

Tyler Wallace-

Core to College Conference on March 5 in Seattle
Association Winter Conference on March 6 in Seattle
Team Teacher Training on April 10 at BBCC
Contextualized Instruction on April 24 at YVCC

Zach Welhouse-

eTutor Meeting (Online writing tutoring) on April 24 at North Seattle CC
eLearning Council Meeting on April 16-17 at CBC

Tom Willingham-

Team Teaching Training on April 10 at BBCC

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for action)

i. Classified Staff Report

BACKGROUND:

Training in April was provided by Loralyn Allen, BBCC’s Disability Services Coordinator, on **Disability Etiquette & Customer Service**. Thirty (30) attendees enjoyed an interactive presentation on basic disability awareness, practices for front-line staff, confidentiality issues, and language and etiquette. Feedback was very positive – 96% felt the information usefulness was *very good to excellent*. Additionally, 97% gave the training an overall rating of *very good to excellent*. Ninety-seven percent (97%) felt the information would be *very to somewhat useful* in their job performance. Attendees commented that they would have liked the training to be longer to learn more and ask questions.

On May 14, 2015, Tyler Wallace (BBCC Director of Adult Education) will train staff on organization skills. In his training, **Organizational Skills – “Putting First Things First” (from the Seven Habits of Highly Effective People)**, Tyler will discuss Covey’s time management theories, how to apply them in day-to-day work, and give attendees a chance to begin prioritizing their tasks. Two sessions will be offered on the 14th, one at 10:00-11:00 a.m. and another at 3:30-4:30 p.m.

Additional Classified Staff Training (March & April 2015)

Name	Department	Training	Location	Date(s)
Randy Fish	M&O	Slips, Trips, and Falls	Online	March 3
Angel Uresti	M&O	Scaffold Safety	Online	March 2
		Personal Fall Arrest Systems		March 3
		Slips, Trips, and Falls		March 10
		Lead Awareness		
		Electrical Safety		March 24
Richard Jones	M&O	Slips, Trips, and Falls	Online	March 5
		Bloodborne Pathogens (BBP)		March 6
Jim Tincher	M&O	Lead Awareness	Online	March 11
Anthony Bergen	M&O	Excavation, Trenching, and Shoring Safety	Online	March 16
David Frueh	M&O	Ladder Safety	Online	April 2

Starr Bernhardt	Institutional Research & Planning	Active Shooter Training	BBCC Campus	April 15
Cassandra Fry	Counseling/ Financial Aid	Active Shooter Training	BBCC Campus	April 15
Tana Richins	Bookstore	Active Shooter Training	BBCC Campus	April 15
Debbie Simpson	Registration	Active Shooter Training	BBCC Campus	April 15
Nancy Theis	M&O	Active Shooter Training	BBCC Campus	April 15
Barbi Johnson	Business/ Registration	Personal Code Training – Higher One	Online	April 30
Yvonne Ponce	Business Office	Personal Code Training – Higher One	Online	April 30
Barbara Riegel	Business Office	Personal Code Training – Higher One	Online	April 30
Angie Smith	Business Office	Personal Code Training – Higher One	Online	April 30
Jonie Walker	Financial Aid	HigherOne Training	BBCC Campus	April 30

Prepared by Starr Bernhardt and Robin Arriaga.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

Three reports are included for your information: the 2014-15 FTE report as of May 11, the Spring Quarter 2015 Tenth Day report, and the Winter Quarter 2015 Final report. We are currently 0.6% under our two-year state-funded FTE target.

State-funded FTE for winter 2015 was 3.8% lower than winter 2014. Total FTE was 0.6% higher than the previous year. Headcount was nearly the same. Running Start numbers continue to be much higher than in 2014.

As of the 10th day of spring quarter, state-funded FTE was just 2 FTE over spring 2014, headcount was up 3.7% from the 10th day of spring 2014. As in fall and winter, the increase in headcount is attributable to Running Start students.

The tuition amount budgeted for 2014-2015 is \$4,400,000. As of April 30, 2015 we have collected \$4,433,587 or 100.8% of the budgeted amount. As of April 30, 2014 we had collected \$4,561,057 or 107.0%.

TUITION COLLECTION REPORT As of April 30, 2015 and April 30, 2014

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of February 28	\$ 4,433,587	\$ 4,561,057
As a % of annual budget	100.8%	107%
Left to collect to meet budget target	\$ 0	\$ 0

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

RECOMMENDATION:

None

F.T.E. REPORT

5/11/2015

	<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	1619.9	540.0
SPRING	1449.2	483.1
TOTAL	<u>10170.8</u>	<u>3390.3</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		3390.3
Past year + current year allocation		3410.0
% of allocation target attained to date		99.4%
Add'l FTEs to meet minimum 96%	-350.0	-116.7
Add'l FTEs to meet target 100%	59.2	19.7
FTEs over funding level - 1st year	147.6	49.2
FTEs over funding level - 2nd year	-206.8	-68.9

SPRING 10TH DAY ENROLLMENT REPORT

HEADCOUNTS

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
<u>ETHNIC ORIGIN</u>							
Amer.							
Indian/Alaska Ntv	19	27	22	27	27	33	43
Asian/Pacific							
Islander	34	39	29	23	30	29	32
Black	36	29	26	40	41	40	31
Hispanic	724	666	711	746	844	658	588
White	1,149	1,169	1,114	1,094	1,367	1,348	1,245
Other/Unknown	167	122	119	165	52	195	146
<u>SEX</u>							
Female	1,141	1,113	1,173	1,213	1,409	1,309	1,200
Male	971	938	844	838	939	967	828
Not Coded	17	1	4	44	13	27	57
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,331	1,295	1,283	1,340	1,383	1,369	1,181
Part-time (less than 12 crs)	798	757	738	755	978	934	904
Percent full-time	62.5	63.1	63.5	63.9	58.6	59.4	56.6
TOTAL HEADCOUNT							
	2,129	2,052	2,021	2,095	2,361	2,303	2,085
Running Start	346	270	174	165	154	138	120
International	8	7	4	3	5	4	4
STATE FUNDED FTES							
ABE/ESL	57.1	58.5	55.8	72.9	102.2	68.9	56.1
Academic	851.7	830.9	861.1	905.4	891.1	891.1	746.6
Occupational	485.3	502.3	536.9	512.4	576.5	619.2	565.1
TOTAL STATE FTES	1394.1	1391.7	1453.8	1490.7	1569.8	1579.2	1367.8

WINTER FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>WINTER 2015</u>	<u>WINTER 2014</u>	<u>WINTER 2013</u>	<u>WINTER 2012</u>	<u>WINTER 2011</u>	<u>WINTER 2010</u>	<u>WINTER 2009</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	26	33	27	38	31	42	54
Asian/Pacific Islander	38	47	36	25	36	38	30
African American	40	34	33	44	46	41	38
Hispanic	927	893	939	963	1,057	1,038	1,125
White	1,261	1,372	1,269	1,243	1,502	1,504	1,358
Other/Unknown	233	149	139	153	39	220	239
<u>SEX</u>							
Female	1,316	1,312	1,353	1,397	1,619	1,691	1,569
Male	1,204	1,211	1,083	1,051	1,082	1,144	1,157
Not Coded	5	5	7	18	10	48	118
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,415	1,468	1,443	1,518	1,592	1,502	1,312
Part-time (less than 12 crs)	1,110	1,060	1,000	948	1,119	1,381	1,532
Percent full-time	56.0	58.1	59.0	62.4	58.7	52.1	46.1
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,962	1,886	1,866	1,952	2,028	2,081	1,909
On-Campus Evening	188	130	167	132	181	178	147
Off-Campus Day	152	318	155	193	286	310	307
Off-Campus Evening	223	194	255	189	216	314	481
TOTAL HEADCOUNT	2,525	2,528	2,443	2,466	2,711	2,883	2,844
Running Start	296	213	170	170	157	141	146
International	9	7	2	4	5	2	4

FTES

	<u>WINTER 2015</u>	<u>WINTER 2014</u>	<u>WINTER 2013</u>	<u>WINTER 2012</u>	<u>WINTER 2011</u>	<u>WINTER 2010</u>	<u>WINTER 2009</u>
<u>STATE FUNDED</u>							
ABE/ESL	191.5	172.1	221.9	199.5	219.3	255.6	322.7
Academic	874.4	921.3	908.1	973.4	971.9	919.4	782.2
Occupational	554.0	589.8	592.9	585.2	600.8	625.6	576.9
TOTAL STATE FTES	1619.9	1683.2	1723.0	1758.1	1792.0	1800.6	1681.8
<u>OTHER FTES</u>							
Community Service	2.5	2.9	3.5	9.8	17.0	8.5	3.8
Contract Funded	10.9	3.5	8.5	6.5	113.3	106.5	36.7
Running Start	274.7	202.3	159.1	151.1	141.3	130.5	127.8
Other (Employ., Sr. Cit.)	13.4	17.2	11.3	13.7	14.0	13.2	13.5
GRAND TOTAL FTES	1,921.4	1,909.1	1,905.4	1,939.2	2,077.6	2,059.3	1863.6

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #3: CONSENT AGENDA (for information)

k. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of March 31, 2015, is attached for Board review. There was 35.93% of the state operating budget remaining.

Prepared by Director of the Business Office Char Rios.

RECOMMENDATION:

None.

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF MARCH 31, 2015**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/14		As of 3/31/15	Includes Enc		
010 INSTRUCTION	SALARIES	4,830,253	21,000	4,851,253	3,022,328	1,828,925	37.70%
	BENEFITS	1,427,100	5,671	1,432,771	898,175	534,596	37.31%
	GOODS&SVC	375,371	127,991	503,362	142,525	360,837	71.69%
	TRAVEL	53,120	0	53,120	98,406	(45,286)	-85.25%
	EQUIP	55,398	0	55,398	(47,327)	102,725	185.43%
	TOTAL		6,741,242	154,662	6,895,904	4,114,106	2,781,798
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	602,106	0	602,106	446,596	155,510	25.83%
	BENEFITS	177,334	0	177,334	128,756	48,578	27.39%
	GOODS&SVC	34,358	0	34,358	25,445	8,913	25.94%
	TRAVEL	6,750	0	6,750	10,342	(3,592)	-53.22%
	EQUIP	6,500	0	6,500	645	5,855	90.07%
	TOTAL		827,048	0	827,048	611,785	215,263
050 LIBRARY	SALARIES	345,213	0	345,213	236,933	108,280	31.37%
	BENEFITS	114,049	0	114,049	80,171	33,878	29.70%
	GOODS&SVC	63,656	0	63,656	55,885	7,771	12.21%
	TRAVEL	1,750	0	1,750	1,256	494	28.24%
	EQUIP	20,000	0	20,000	19,846	154	0.77%
	TOTAL		544,668	0	544,668	394,091	150,577
060 STUDENT SERVICES	SALARIES	1,069,902	56,650	1,126,552	730,074	396,478	35.19%
	BENEFITS	329,731	20,271	350,002	232,097	117,905	33.69%
	GOODS&SVC	68,402	20,000	88,402	70,340	18,062	20.43%
	TRAVEL	9,400	19,418	28,818	22,146	6,672	23.15%
	EQUIP	0	0	0	1,548	(1,548)	0.00%
	GRANTS	438,316	0	438,316	395,232	43,084	9.83%
	MATCH	15,481	0	15,481	16,634	(1,153)	-7.45%
	TOTAL		1,931,232	116,339	2,047,571	1,468,072	579,499
080 ADMIN.	SALARIES	1,536,678	0	1,536,678	1,091,376	445,302	28.98%
	BENEFITS	458,297	0	458,297	340,078	118,219	25.80%
	GOODS&SVC	626,745	0	626,745	209,033	417,712	66.65%
	TRAVEL	28,075	0	28,075	34,250	(6,175)	-21.99%
	EQUIP	20,250	0	20,250	19,179	1,071	5.29%
	TOTAL		2,670,045	0	2,670,045	1,693,916	976,129
090 M&O	SALARIES	1,121,490	0	1,121,490	768,211	353,279	31.50%
	BENEFITS	390,068	0	390,068	270,947	119,121	30.54%
	GOODS&SVC	857,109	0	857,109	630,867	226,242	26.40%
	TRAVEL	5,025	0	5,025	1,933	3,092	61.52%
	EQUIPMENT	36,537	0	36,537	34,789	1,748	4.78%
	DEBT SERV.	200,841	0	200,841	4,250	196,591	97.88%
	TOTAL		2,611,070	0	2,611,070	1,710,997	900,073
TOTAL BUDGET		15,325,305	271,001	15,596,306	9,992,966	5,603,340	35.93%

ALLOCATION #2	LEAN Reduction	-34,035
ALLOCATION #2	Aerospace Enrollments	159,500
ALLOCATION #4	Basic Skills Enhancement	26,671
ALLOCATION #4	Student Achievement Initiative	116,339
ALLOCATION #6	Aerospace Enrollments	2,526

TOTAL ADJUSTMENTS TO ALLOCATION 271,001

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #5: Academic Master Plan (AMP) Report #2 (for action)
Excellence in Teaching & Learning

BACKGROUND:

The Excellence in Teaching & Learning Monitoring Report addresses the Board Ends Statement and Core Theme regarding Excellence in Teaching & Learning. The focus of the report is implementation of innovative and creative programs and services, high academic standards for students, and professional development for faculty and staff.

Prepared by Dean Kirkwood and Research Analyst Starr Bernhardt.

RECOMMENDATION:

President Leas and Dean Kirkwood recommend acceptance of the Excellence in Teaching & Learning 2015 report.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #6: Emeritus Status (for action)

BACKGROUND:

The Faculty Association has nominated Developmental English Instructor Gail Erickson, Counselor Marsha Nelson, and Music Instructor Pat Patterson for Faculty Emeritus status.

Administrator Emeritus nominations will be shared at the board meeting.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends approval of Faculty Emeritus status for Developmental English Instructor Gail Erickson, Counselor Marsha Nelson, and Music Instructor Pat Patterson.

May 12, 2015

Dr. Leas,

The Faculty Association would like to nominate the following for emeritus status: Gail Erickson, Marsha Nelson, and Pat Patterson. The association has voted and recommends these individuals to you for their exemplary service to students and to BBCC.

They meet the criteria for emeritus status and we believe they are worthy of this honor. Gail Erickson has helped and taught so many students who went on to success in college level courses. Marsha Nelson has advised countless students in their career and educational goals. Pat Patterson has brought music to the masses through his instruction and the direction of many performances brought to Big Bend and the Moses Lake community.

They will be missed.

Sincerely,

Rie Palkovic

President

BBCC Faculty Association

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #7: Tenure Review Process (for information)

BACKGROUND:

The trustees will review the tenure review process and discuss their role in the process.

Articles XXI: Evaluation of Academic Employees and XXII: Probationary Evaluation Process for Tenure from the 2013-15 Negotiated Agreement follow.

Prepared by the President's office.

RECOMMENDATION:

None.

Responsibilities Committee will evaluate the report and may recommend one of four options:

1. Exoneration of said faculty member.
2. Reprimand of said faculty member with a letter placed in his/her personnel file and a recommended plan of professional development and/or remediation.
3. Recommend continuation of remediation if significant progress has not been made.
4. Recommendation for dismissal of said faculty member. Should dismissal be recommended, the faculty member is entitled to due process as allowed in RCW 28B.50.863 and Article XXII §D of the *Negotiated Agreement*.

In any case, the Chair of the Professional Rights and Responsibility Committee will issue a written report of the investigation to the appropriate administrator, President of the Faculty Association, and the faculty member in question. Final recommendation will then be given to the President of the College by the appropriate administrator.

Article XXI: Evaluation of Academic Employees

- A. The purpose of Tenured Faculty Evaluation shall be to provide for continued development and growth of academic employees and the instructional programs available to students of Community College District No. 18. The results are intended to implement faculty development and recommendations for improvement, and not to be part of a punitive process. If the Vice President of Instruction & Student Services and Dean agree that remedial action is necessary, they will develop and monitor a plan of improvement in which the faculty member will participate.
- B. The Vice President of Instruction & Student Services shall have final responsibility for evaluation of professional staff assigned to his/her supervision in concert with the appropriate Dean.
- C. The Vice President of Instruction & Student Services, in conjunction with the Associate Vice President of Student Services, will have final responsibility for evaluation of professional staff assigned to his/her supervision.
- D. In accordance with RCW 28B.50.872, tenured academic employees will be placed on a rotating schedule for Tenured Faculty Evaluation that provides for an evaluation every four (4) to six(6) years. Faculty who are due for evaluation will be notified by the Vice President of Instruction and Student Services before the end of spring

quarter the year before evaluation.

- E. Each year in September, a committee will be formed consisting of all tenured faculty members due for evaluation in that academic year. The committee shall also consist of the Instructional Deans who have faculty undergoing evaluation. The committee may decide to meet as two or more sub-committees if the number of faculty under evaluation is large. The purpose of the committee will be to provide a mutually supportive group for faculty involved in Tenured Faculty Evaluation. All members of the group agree that it is their professional responsibility to provide constructive feedback to the faculty members participating in Tenured Faculty Evaluation. The committee or designated sub-committees will meet a minimum of one (1) time per quarter during the evaluation year. The fall meeting will involve discussion of the evaluation process; of accomplishments and challenges since the last evaluation period, and of possible plan details. The winter meeting will involve discussion of plans. The spring meeting will allow for progress reports, review of student evaluations, and additional supportive discussion before the official report is due.
- F. The principle evidence of performance shall be a plan that addresses at least one area that will be completed by the end of the current evaluation year (May 31) and two additional areas that will be undertaken before the next evaluation year:
1. Improve or update content knowledge.
 2. Improve or update skills for teaching, learning, and assessment.
 3. Improve or update skills related to advising or other student services.
 4. Improve or update skills for multi-cultural competency.
 5. Improve or update skills for instructional technology.
 6. Expand professional responsibility by participating in new, on-campus activities or off-campus service or professional development.
- G. In addition to the Tenured Faculty Evaluation Progress Form, student evaluations will be completed in three (3) classes, chosen by the faculty, during fall or winter quarters of the evaluation year. The Tenured Faculty Evaluation Form must be submitted to the Tenured Faculty Evaluation Committee for approval no later than the second week of winter quarter of the evaluation year. The plan should indicate which of the six (6) areas listed above will be addressed; what activities will be undertaken related to each area, and how that activity is likely to benefit the faculty member, students, and the college. It is the responsibility of the Tenured Faculty Evaluation Committee to review each plan submitted to ensure that it meets the above requirements.
- H. During the Tenured Faculty Evaluation, it is the responsibility of each faculty member participating in evaluation to carry out his or her plan and to compile relevant documentation related to each area of the plan. A progress report should address each area of the plan, the activities tied to each area, and the results of those activities including any relevant documentation. The committee will meet before the

end of spring quarter to discuss the progress of their plans.

- I. By May 31 of the evaluation year, each faculty member participating in Tenured Faculty Evaluation will submit the Tenured Faculty Evaluation Progress Form to the Vice President of Instruction & Student Services. After the report is reviewed by the Vice President of Instruction & Student Services, it will be forwarded to the Human Resources Office for inclusion in the personnel file. Any faculty member can request a review discussion with the Vice President of Instruction & Student Services. The Tenured Faculty Evaluation Progress Form and summary of student evaluations will be retained in the Human Resources Office. All other source documents will be destroyed after May 31 of the subsequent year. Modifications to this process must be agreed to by the Faculty Association and the college President.

Article XXII: Probationary Evaluation Process for Tenure

(Probationary faculty hired after June 30, 1991 are affected under New Laws 1991, Chapter 294 amending the RCW and all pertinent laws dealing with tenure.)

- A. **Purpose:** The Board hereby promulgates rules on faculty tenure. The purpose of this tenure policy shall be to improve the quality of instruction, protect the concepts of faculty employment rights in addition to the faculty employment rights already established, and to assure faculty involvement in the protection of those rights at Big Bend Community College and subsequent community colleges which may hereafter be established within the district.
- B. **Tenure Considerations:**
 1. Administrative appointments shall not be eligible for tenure.
 2. An individual serving in an administrative position and who shall additionally serve as an instructor, counselor, librarian, or other comparable position, shall not be eligible for an award of tenure or for consideration of such an award.
 3. A tenured faculty member, upon appointment to an administrative position, shall be allowed to retain his/her tenure.
- C. **Probationary Review Committees:**
 1. Review committees shall be established for each of the instructional divisions, the library, and student services.
 2. The probationary review committees required by RCW 28B.50.850 through 28B.50.869 shall be composed of members of the administrative staff, the student body representative, and the tenured faculty. Faculty appointments to the Probationary Review Committees must be made based on anticipated hiring for the next academic year. These appointments will be confirmed with the appropriate Vice President no later than the end of spring quarter.

In the event that the employee is hired in a quarter other than fall, the tenured

faculty will be appointed by the end of the first week of instruction of that quarter. The representatives of the tenured faculty shall represent a majority of the members on each probationary review committee. The members representing the tenured faculty on each probationary review committee shall be selected by the Faculty Association. The student representative shall be a full time student in good standing, chosen by the student association in such manner as Associated Student Body (ASB) shall determine. The administrator shall be appointed by the President or his/her designee, and will call the first meeting during the first week but not later than the end of the second week of the probationer's employment. Attendance by the student representative is not mandatory at this first meeting if he/she has not been appointed.

Each probationary review committee shall be comprised of at least five (5) persons, three of whom shall consist of tenured faculty representatives of the disciplines for whom review committees have been established; provided, however, that each faculty member so appointed shall have at least three (3) years community college experience at the time of his/her appointment. Each probationary review committee will choose its' own Chair and meet at least once during each quarter.

3. At least four of the five committee members, including the administrator, must be present at all probationary review committee meetings. However, probationary review committee recommendations shall be the responsibility of all five committee members.
4. The duration of each appointment to the probationary review committee shall be for a minimum of one year. Committee members may be reappointed throughout the probationary period.
5. If a vacancy arises upon any probationary review committee prior to the expiration of the appointed term, the vacancy shall be filled pursuant to section "2" of this rule.
6. Either faculty member or administrative member of the probationary review committee can be replaced prior to the expiration of the term upon recommendation to the faculty or to the College President respectively by a majority of the committee. The procedure in item "2" above shall be followed in filling the vacant position. No change can be made during a hearing.

D. Probationary Review Committee Evaluation:

1. Each probationary review committee shall be required to conduct an evaluation of each full time probationary faculty appointee assigned to such review committee by the College President and render reports required by this rule to the President, the probationary faculty appointee and to the Board during the regular College year.

2. The probationary review committee and the probationer shall understand that the purpose of the evaluation is twofold; namely to guide the probationer so that his/her effectiveness in his/her faculty appointment shall be upgraded, and to provide a simple record of his/her annual performance of his/her probationary appointment.
3. The probationary period will normally be 8 quarters in duration excluding summer quarter and will not normally exceed 8 quarters. Three written recommendation reports are due to the Board of Trustees; one during the 2nd, 5th, and 8th quarters of employment. The committee must evaluate the probationer during each of the 8 quarters. If spring quarter evaluations raise concerns regarding the probationer's performance, the committee must meet with the probationer to review those evaluations prior to the last contract day of spring quarter after the probationer's grades have been turned in.

E. Probationary Review Committee Evaluation Standards: Each probationary review committee shall consider the following standards in the course of evaluating each full time probationer's effectiveness in his/her appointment:

1. The probationer's instructional skills.
2. The probationer's relationship with students.
3. The probationer's relationship with faculty.
4. The probationer's relationship with administration.
5. The probationer's knowledge of the subject matter s/he is charged with teaching.
6. The probationer's action toward professional improvement.
7. The probationer's adherence to appropriate guides and specific objectives in meeting institutional goals, as determined in consultation between the faculty member, appropriate administrator, and faculty representative from the probationary review committee.

F. Communication of Evaluation to Probationers:

1. During the course of each evaluation interview conducted by the appropriate probationary review committee, the probationary review committee shall, as a part of its duty, note by written summary the probationer's progress in regard to the evaluation standards.
2. Upon completion of said evaluation report, it shall be signed by the probationer and each probationary committee member and distributed by the Chair of the probationary review committee to the appropriate Vice President/Dean, the Division Chair, and the probationer. If any probationary committee member has any disagreements with the report, s/he may so note his/her disagreement in writing to be included with the completed evaluation report.
3. If the probationer has any disagreements in regard to matters noted by the review committee in its evaluation report, s/he may so note his/her disagreement in writing to the Committee Chair and the appropriate Vice President within seven

(7) calendar days after receipt of his/her copy. Said writing is to be attached to evaluation report copies by probationary review Committee Chair.

4. If, in the course of its evaluation report, the probationary review committee states that the probationer is performing unsatisfactorily in whole or in part, it shall develop a program with the probationer that will be devised to improve such deficiencies.
5. All files should be maintained in the College Human Resources Office.

G. Tenure Recommendations/Contract Renewal/Non-Renewal of Probationary Faculty:

1. The probationary review committee's recommendation and all source documents shall be transmitted to the appropriate Vice President prior to the end of the 3rd week of instruction of the probationer's 2nd, 5th and 8th quarters of employment accompanied by a comprehensive summary of the probationary committee's findings. Copies of the recommendations shall be sent to the probationer, his/her Division Chair, and the appropriate Vice President/Dean and all source documents shall be sent to the Office of Human Resources. The appropriate Vice President shall add his/her recommendations to those received by the College President, and will provide copies to the probationer and all probationary committee members as well.
2. The probationary faculty appointment period shall be one of continuing evaluation of the probationer through fall, winter, and spring quarters of each negotiated calendar year by the probationary review committee. The evaluation process shall place primary importance upon the probationer's effectiveness in his/her appointment. The probationary review committee shall meet at least quarterly with each probationer, and provide, in writing a signed report, of his/her progress during the probationary period and receive the probationer's written acknowledgment thereof. All probationary committee reports will be signed by all faculty and administrators on the committee as well as the probationer. The probationary review committee shall, as per subsection (3) below, make appropriate recommendations to the Board through the President. The College President at this time may choose to add his/her recommendation or may respond to questions from the Board regarding his/her recommendation.
3. If at any time prior to the end of the 3rd week of instruction for the 2nd and 5th quarters of the probationer's employment, the review committee recommends nonrenewal of the probationer's contract, or if before the end of the 3rd week of instruction for the 8th quarter, during the probationer's third year of his/her appointment, the probationary review committee recommends that tenure not be awarded said probationer, written notice thereof shall be transmitted to the President of the College, who in turn shall forward the same to the Board and to the probationer.

H. Board Decisions Regarding Tenure:

1. Upon receiving the various recommendations regarding the award or non-award of tenure or the nonrenewal of a contract of the evaluated probationers, the Board shall, before its final meeting of the 2nd, 5th and 8th quarters of a probationer's employment, examine the records of the probationer(s) so referred to them and give reasonable consideration to the recommendation of the probationary review committee as to the award or non-award of tenure or the nonrenewal of a contract to said probationer or probationers.
2. All Board decisions regarding the award or non-award of tenure to probationers considered pursuant to this section shall be accomplished by no later than the last day of the 2nd, 5th and 8th quarter of a probationer's employment. Written notice of such award or non-award shall be transmitted by the Board to the probationer no later than the last day of the 2nd, 5th and 8th quarter of a probationer's employment.
3. The final decision to award or withhold tenure, or to continue probationary status for faculty, shall rest with the Board, after it has given reasonable consideration to the recommendation of the Probationary Review Committee and the College President. Any recommendations of the Probationary Review Committee and the President shall be advisory only and not binding upon the Board. The Faculty Association and the President agree that the ultimate authority to grant or deny tenure, or continuing probationary status, for faculty is vested with the Board.
4. In the case of the award of tenure, all probationary source documents, including all original evaluations, will be destroyed upon satisfactory completion by the newly tenured faculty member of the first tenured faculty evaluation cycle (Article XX). Within thirty (30) calendar days the faculty member being evaluated may indicate in writing on the summary evaluation document that s/he chooses to have the source documents retained in his/her personnel file.

Article XXIII: Discipline/Dismissal For Cause

- A. Tenured faculty members shall not be disciplined or dismissed except for sufficient cause.
- B. A probationer shall not be disciplined or dismissed prior to the written terms of his/her appointment except for sufficient cause.
- C. **Sufficient cause shall include but not be limited to the following enumerated grounds:**
 1. Failure to maintain certificates and licenses required by the position may invalidate the employment contract. All certificates and licenses required of an academic employee for his/her position will be consistent with the job announcement at time of hiring.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

ITEM #8: Board Policies (for action)

BACKGROUND:

The following board policy drafts were included in the April 9 board packet for your consideration. They are presented here for action.

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. This draft was updated with legal citations per Trustee Anna Franz's request.

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:

President Leas recommends that the Board approve the updated policies and the new policy.

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.

Draft Revision

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.

Higher Education Act, 20 U.S.C. § 1091b, 34 C.F.R. § 668.22, RCW 28B.76.520.

Updated 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: 5/21/15

ITEM #9: Board Chair Elections (for information)

BACKGROUND:

This item is included for consideration this meeting and will be included for action during the June 12 meeting.

Per Policy Governance 1000.3 Governance Process 8 By Laws

At the first regular meeting of the board each fiscal year the board shall elect, from its membership, a board chair and vice-chair to serve for the ensuing year. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The board chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The board chair shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chair of the board in the absence of the board chair.

The board may choose to follow the board matrix below effective the first meeting of the 2015-16 fiscal year, which is currently scheduled on August 6, 2015.

Trustee	15/16	16/17	17/18	18/19	19/20
Richards			VC	C	
Lane				VC	C
McFadden	C				VC
Franz	VC	C			
Villarreal		VC	C		

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

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.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, April 9, 2015, 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
Juanita Richards

Electrical engineering student and Sgt. Chad Shafer from the 176th Engineers National Guard led the pledge. He said he has served in Iraq for two deployments. He is currently attending BBCC.

2. Introductions

Assistant Viking Baseball Coach Craig Carter introduced the Red V Captains: KJ Herbert, Kaleb Price, Ben Smithson, Kyle Kilian, and Lucas Aidan. Coach Carter stated the players are a good group of guys, and there are many freshmen on the team.

The All WA Academic Team nominees, KJ Herbert and John Johnson, were introduced to the trustees.

Nursing Club Advisor Jen Brooks introduced the Nursing Club officers: Morgan Sisson, Jamie Marching, and Susan Martin. The club earned \$1,200 through a Yankee candle fundraiser. This money will fund the annual NCLEX review, which has a positive impact on student success.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 5, 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).

Motion 15-20

Trustee Stephen McFadden moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion carried.

4. Remarks

a. ASB Stormie Kidd reported on the ASB events. The BBQ Lunchfest was enjoyed by 162 attendees. There was also good participation at the free pool, and the Library Campout, held the last day of instruction for Winter Quarter. The Flashlight Easter Egg Hunt, one of ASB's stand-out events of the year, took place last Thursday night. Over 150 students, including the JATP students, searched for duck-shaped eggs containing over \$2,200 in prizes. One person

even found a “pretty nasty” egg from last year’s hunt. There are still four eggs hiding.

ASB sponsored a Computing and the Law session by attorney CL Lindsay. It was very educational regarding sexting, cyber stalking, bullying, and social media. ASB received feedback requesting the presentation again.

Upcoming ASB events include Pandafest featuring a Japanese Jazz pianist; Thrillin’ Third Thursday in the Wallenstien Theater with a band from Yakima, The Village, performing; and an intramural pool tournament.

ASB is excited to report that they have a great leadership team set in place for the next school year: President Blake Springer, Vice President Jacob Barth, Treasurer Matthew Alvarado, Secretary Laine Barth, Programming Director Felicia Nelson, and Public Relations Officer Jason Estrada.

The Rho Zeta chapter of Phi Theta Kappa has been active. They provided concessions for two Allied Arts performances, held a Bake Sale during final exams, and provided club information during New Student Orientation. Advisor Barbara Whitney also accompanied All WA Academic Team member John Johnson to the All-Washington Academic Team ceremony in Olympia (member Kevin Herbert was unavailable to attend). Rho Zeta attended the Phi Theta Kappa Regional Conference in Seattle and received the following awards: DiBraun Fine Arts Award & the Yearbook Award, first place; Most Congenial Chapter, first place; Distinguished Chapter Member Melinda Dourte, first place; Continued Excellence Award for PTK Advisors, Barbara Whitney (BBCC Math instructor), first place; Honors in Action Theme 7, first place; Distinguished Chapter, third place; Honors in Action, third place; and Five Star Chapter Plan, Five-Star Level. In April Rho Zeta conducted a C4 signing week.

The Brazilian Jiu-Jitsu club is coordinating a self-defense class with other clubs. Advisor Jeremy Seda stated involving other clubs will broaden the exposure of the activity to more students.

- b. Classified Staff Representative Starr Bernhardt shared training opportunities. Pam Duggan, licensed counselor shared benefits of the Employee Assistance Program (EAP). Feedback from the 21 attendees indicated the EAP training was very useful. Loralyn Allen will present Disability Etiquette & Customer Service training in April.
- c. Faculty Association President Rie Palkovic reported news from faculty. The counseling department provided college planning day, featuring 14 colleges and universities and BBCC’s Jeremy Iverson, for area high school juniors from the area.

Criminal Justice/Psychology Instructor Dr. Ryann Leonard and her students will participate in the April 15 active shooter exercise on campus. Gay Straight Alliance Club Advisors Cara Stoddard and Steve Close took six club members to Seattle to attend an event by poet/activist Andrea Gibson. Astronomy Instructor Jim Hamm hosted a star gazing event with JATP students. Art Instructor Rie Palkovic also reported that one of her former students is in Rome. The student is an art major at CWU and has been accepted to the Master of Fine Arts program at the University of Idaho. Instructor Palkovic is also progressing in her sabbatical plans.

- d. VP Gail Hamburg reported that she received verification that BBCC's energy savings exceeded \$18,000. There were four bids on the 1400 building remodel. The bids were high, which means the elevator will not be replaced. The second meeting with the SIM Lab focus group and architect will be held tomorrow. This project will be completed over the summer.
- e. VP Bob Mohrbacher provided an update on the aviation program. Senior Flight Instructor Greg Crane left BBCC in August and his vacancy has not been filled. Chief Pilot Joe MacDougall is leaving BBCC April 15. Instructor John Marc Swedburg will be appointed to Chief Pilot. The maintenance schedule is tight. It is important to keep the planes in the air to ensure the students' flight time. The new software, Talon, tracks flight hours and maintenance.

There are 84 students learning to fly fixed-wing aircraft and 14 students learning to fly helicopters. BBCC recently declined CWU's request to be their fixed base operator due to vacant faculty positions.

Only 85% of the helicopter program students can be funded by the VA. BBCC is researching this requirement as we thought the 85% included the entire aviation program rather than just the helicopter program. Director of Financial Aid Jille Shankar is working on this issue.

Trustee Jon Lane asked about mental health screening for aviation students. VP Mohrbacher stated aviation students are required to provide a physical health certificate. The major airlines are developing rules about the mental health of pilots.

Adult Basic Education ESL FTEs have increased from winter. The Community Knowledge Center in Royal City is a good partner. Their workshops and ESL classes are fully enrolled. The Engineering program with major-ready pathways now has two specific pathways: mechanical/civil and computer/electrical pre-engineering.

TRiO Director Custodio Valencia and staff member Luis Alvarez attended the TRiO conference and lobbying day in WA D.C. Director Valencia was a team leader. He organized legislative visits with Congressman Dan Newhouse,

Senator Patty Murray, Senator Maria Cantwell, and Congresswoman Cathy McMorris-Rodgers and staffers.

- f. VP Kim Garza reported lots of recruitment activities. The VP of Finance candidates will visit campus in May. The Dean of Education Workforce candidates will also visit campus in May. The flight instructor applicants are being reviewed by the committee. Two positions have been posted for BBT. CDL Instructor Randy Miller is retiring. There are several applicants for the remaining open positions.
- g. Executive Director of the Foundation Leanne Parton reported that the JATP 50th Anniversary invitations are being printed this week. The Foundation's auction, Cellarbration! will be held Saturday, May 16, and there are already 16 sponsored tables purchased. Director Parton and President Leas have been meeting with with Foundation donors. The Ducks Unlimited online auction is active and closing Wednesday, April 22. Director Parton reported that she attended training on charity non-profit governance. She also reported that Jennifer Starr was hired to work as the part-time program assistant for the Foundation.

5. Community Engagement Report

Dean of Institutional Research Valerie Kirkwood introduced the annual monitoring reports *Student Success Community Engagement 2015*. This report includes objectives regarding partnerships, lean processes, inclusive environment, and student progress. The national student progress measurement tool is IPEDS. BBCC has experienced an upward graduation rate trend. Retaining male students has been challenging traditionally; however, BBCC retention of Hispanic male student increased from 47% to 78%.

VP Kim Garza shared about activities encompassed by the E-6 Board Ends Statement around inclusive environment. She stated diversity conversations are happening around campus, and we need more than a policy about diversity. This is a great opportunity to move to a multi-cultural organization where all student and employee contributions are valued and differing opinions are accepted. A multi-cultural organization will help students learn more about diversity and acceptance of the views of others. VP Garza shared about the importance of looking at policies and procedures from the eyes of students to minimize barriers. BBCC receives feedback from students and employees regularly, and we need to improve how we respond to feedback. It's good to ask questions about perceptions and implementation of improvement ideas. VP Garza stated the first three steps to strategic change include gaining the president's support, forming an inclusion change team, and then conducting a cultural audit.

Director of Title V Terry Kinzel introduced the student leadership program funded through the Connect to Complete PAC (Peer Advocate Coaching) Program. This is the fourth year for this training and leadership program, which has grown to include 15 leaders and 250 mentees each year. PAC Leader Immanuel Garcia, who recently presented at a minority serving institution conference, stated he became a PAC leader

with encouragement by his own PAC leader. He connected a student from out of the area to key points on campus and changed the student's life. PAC training uses the linguistics of engagement. The volunteer program builds community and the opportunity to maximize and thrive in the environment. Leader Garcia plans to move on to WSU Tri-Cities and pursue a Master's in Leadership.

Board Chair Jon Lane stated the *Student Success Community Engagement* report celebrates success and showcases great programs. Trustee Stephen McFadden stated this report and presentation exceeds expectations and delivers a map of what is happening on campus.

Motion 15-21 Trustee Anna Franz moved to accept the *Student Success Community Engagement 2015* report. Trustee Stephen McFadden seconded, and the motion carried.

6. Aviation Division Chair MOU

John Swedburg was the Chief Pilot and Division chair. The roles were split one year ago when Instructor Swedburg retired. Aviation Instructor Joe MacDougall became the Chief Pilot, and Instructor John Gillespie became the Division Chair following John Swedburg's retirement. Chief Pilot Joe MacDougall is leaving BBCC. 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. John Marc Swedburg is not yet tenured; however, VP Mohrbacher would like to appoint him as Chief Pilot and Division Chair.

Motion 15-22 Trustee Juanita Richards moved to approve the Memorandum of Understanding with the BBCC Faculty. Trustee Stephen McFadden seconded, and the motion carried.

Board chair Jon Lane announced a five-minute break.

8 Board Policies for Information

BP 1005 Emeritus Positions, BP6110 College Tuition and Fees Refunds, and BP8030 Surplus Property were reviewed for the board to consider action at the next meeting. Trustee Anna Franz requested the inclusion of legal citations for BP 6110.

9. Board Policies for Action

BP 8040 Check Cashing, BP 8045 Credit Card Security, and BP 4602 Unused Sick Leave were presented to the board for consideration during the meeting on March 5. Revisions to BP 8040 and BP 8045 bring the policies up to industry standards and align with appropriate RCWs. Revisions to BP 4602 reflect changes to legal references.

- Motion 15-23 Trustee Stephen McFadden moved to approve revisions to BP8040 Checking Cashing. Trustee Anna Franz seconded, and the motion carried.
- Motion 15-24 Trustee Anna Franz moved to approve revisions to BP8045 Credit Card Security. Trustee Juanita Richards seconded, and the motion carried.
- Motion 15-25 Trustee Juanita Richards moved to approve revisions to BP4602 Unused Sick Leave Compensation. Trustee Stephen McFadden seconded, and the motion carried.

9. TACTC Awards

President Leas provided TACTC nomination information to the board per its direction during the March 5 meeting; Director of Title V, Terry Kinzel, Equity TACTC Award; Director of Safety & Security, Kyle Foreman, TACTC Professional Staff Member Award; Samaritan Healthcare, TACTC Partner of the Year; and Dr. Ryann Leonard, TACTC Faculty Member.

- Motion 15-26 Trustee Anna Franz moved to nominate Director of Title V, Terry Kinzel, for the TACTC Equity Award; Director of Safety & Security, Kyle Foreman, for the TACTC Professional Staff Member Award; Samaritan Healthcare, for the TACTC Partner of the Year; and Dr. Ryann Leonard, for the TACTC Faculty Member award. Trustee Stephen McFadden seconded, and the motion carried.

10. Assessment of Board Activity

Trustee McFadden reported that he joined BBCC at the Grant County EDC Banquet, and Trustee Juanita Richards did a great job. He also spent time with John Colton, the Eastern WA Director for Senator Patty Murray, raising awareness of Eastern WA and the agricultural industry. Trustee McFadden hopes to bring Senator Murray on campus during October.

Trustee Jon Lane stated it is a pleasure to serve on this board. He announced that the Trustees Associations of Community and Technical Colleges (TACTC) is changing its name to WA State Association of College Trustees (ACT). Trustee Lane attended the ACT Education Committee and the Visioning Committee. He is running for president-elect of ACT.

Trustee Juanita Richards attended trustee orientation. She also attended the Transforming Lives Awards dinner in Olympia and enjoyed visiting with BBCC's nominee Tabatha DeLong. Trustee Richards also attended the JATP welcome ceremony and the Grant County EDC banquet as the current President.

Trustee Anna Franz attended the Grant County EDC banquet and the JATP welcome.

11. Next Regularly Scheduled Board Meeting

The next board meeting is scheduled for May 21, 2015, at 1:30 p.m.

12. Miscellaneous

President Leas asked trustees to confirm their attendance for the April 15 Active Shooter exercise. Students and employees are being informed via text alerts, e-mail and social media.

Lastly, President Leas encouraged the trustees to invite JATP students to their homes or activities.

The meeting adjourned at 3:30 p.m.

Jon Lane Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5/21/15

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

BACKGROUND:

The next regular board meeting is scheduled for Thursday, June 12, at 1:30 p.m. (Commencement).

Commencement Day
Friday, June 12, 2015
DRAFT Schedule

1:30 – 4:30 p.m. Board meeting

VP Hamburg hopes the budget allocation comes in, and she can present the 2015-16 budget during the June 12 board meeting. She may not know the timing of the allocation until close to the meeting date. If the legislature has not approved a budget, she will prepare a continuing resolution for the board's action.

5:00 – 6:00 p.m. Board dinner

6:00 – 6:15 p.m. Board travels to Commencement

6:30 p.m. Commencement walk line up

7:00 p.m. Commencement begins

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: 5/21/15

ITEM #12: Miscellaneous (for information)

BACKGROUND:

President Leas will share what he has learned about Policy Governance training.

Upcoming end-of-the-year activities:

Tuesday, May 26, 6:00 p.m.; BBCC Preschool Promotion (Masto Conference Ctr)

Wednesday, May 27, 7:00 p.m.; Student Recognition Night, (Wallenstien Theater)

Friday, June 5, 11:45 p.m.; Campus Excellence Celebration Luncheon (Masto Conference Ctr)

Wednesday, June 10, 7:00 p.m.; GED Graduation (Wallenstien Theater)

Thursday, June 11, 11:30 a.m.; Automotive BBQ; (Automotive Building)

Friday June 12, 7:00 p.m.; Commencement (Lions Field)

Saturday June 13, 11:00 a.m.; Nurses' Pinning (Wallenstien Theater)

Prepared by the President's office.

RECOMMENDATION:

None.