



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

**May 26, 2016  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

## Spring/Summer 2016 Campus Events

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

May	19	ASB Thrillin' 3 <sup>rd</sup> Thursday; Comedian Lucas Bohn; Wallenstien Theater; 7:00 p.m.
	21	BBC Foundation Cellarbration! for Education gourmet dinner & auction; Masto Conference Center; 5:30 p.m.
	25	ASB Recognition Night; Wallenstien Theater; 7:00 p.m.
	26	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	30	Campus Closed in observance of Memorial Day
June	6	ASB Family Surf 'n Slide Night; Moses Lake Aquatic Park; 6:30 - 8:30 p.m.
	7	Spring Instruction Ends
	7	BBC Band Concert; Wallenstien Theater, 7:30 p.m.
	7	ASB Free Pool; BBC Game Room; 8:00 – 5:00 p.m.
	7	ASB Library Campout; Peterson Gallery; 8:00 p.m.
	8	GED & High School 21 Graduation; Wallenstien Theater; 7:00 p.m.
	10	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	11	Nurses' Pinning Ceremony; Wallenstien Theater, 1:30 p.m.
July	5	Summer Quarter Instruction Begins



The Healthcare Studies Fair was held May 5 in ATEC. More than 150 people attended. High School students from Odessa, Quincy, Ephrata's Gear Up, and clients from SkillSource in Moses Lake attended. Healthcare programs were represented from BBCC, Wenatchee Valley College, Yakima Valley Community College, Columbia Basin College, and Columbia Basin Job Corps.



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, May 26, 2016, 1:30 p.m.  
 ATEC- Hardin Community Room

*Governing Board Members:*

*Stephen McFadden*  
Chair

*Anna Franz, J.D.*  
Vice Chair

*Jon Lane*

*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<br>Pledge of Allegiance – Veteran & student George Turner   |
| I                 | 2. Introductions – Baseball Team, Softball Team, 2016-17 ASB Officers  |
| I/A               | 3. Consent Agenda <ul style="list-style-type: none"> <li>a. Meeting Minutes April 7, 2016 (A)</li> <li>b. President's Activity Update (I)</li> <li>c. Student Success (I)</li> <li>d. Accreditation (I)</li> <li>e. Assessment (I)</li> <li>f. Capital Project Report (I)</li> <li>g. Safety &amp; Security Update (I)</li> <li>h. Human Resources Report (I)</li> <li>i. Classified Staff Report (I)</li> <li>j. Enrollment Report (I)</li> <li>k. Quarterly Budget Report</li> </ul>   |
| I                 | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> <li>a. ASB President – Blake Springer</li> <li>b. Classified Staff Representative – Robin Arriaga</li> <li>c. Faculty Association President – Kathleen Duvall</li> <li>d. VP Finance &amp; Administration – Linda Schoonmaker</li> <li>e. VP Instruction/Student Services – Dr. Bob Mohrbacher</li> <li>f. VP Human Resources &amp; Labor – Kim Garza</li> <li>g. Executive Director BBCC Foundation – LeAnne Parton</li> </ul> |
| I                 | 5. Exceptional Faculty Awards Presentations (2) – VP Bob Mohrbacher<br>-----BREAK-----   |
| Executive Session |  |
| I                 | 6. Rho Zeta Presentation – VP Bob Mohrbacher   |
| I                 | 7. Americorps Presentation – AVP Candy Lacher  |
| A/I               | 8. Employee Recognition – VP Kim Garza   |
| I                 | 9. Nursing Program Presentation – Director Katherine Christian   |
| I                 | 10. League for Innovation – Sim Tech Coordinator Andrea Elliot   |
| I                 | 11. Assessment of Board Activity – Trustees  |
| I                 | 12. Next Regularly Scheduled Board Meeting – Trustees  |
| I                 | 13. Miscellaneous – Vice Chair Anna Franz, President Leas  |
|                   | Adjournment  |

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

**NEXT MEETING REMINDER – June 10, 2016**

*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: 5/26/16

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting and study session held on April 7, 2016, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Board Study Session Thursday, April 7, 2016, at 10:00 a.m. in the ATEC Masto Conference Center in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Stephen McFadden  
 Anna Franz  
 Jon Lane  
 Juanita Richards

VP Kim Garza facilitated the board's discussion of the president's evaluation process. The trustees discussed the Carver Policy Governance model and how it prescribes the college's evaluation as the president's evaluation. BBCC has modified the Carver Policy Governance model's president's evaluation process and incorporated a section of individual performance into the process. The individual performance section of the evaluation is an opportunity for the trustees to provide encouragement and guidance to the president. The trustees provide the president with a letter based on the monitoring reports and the president's individual performance documenting his evaluation annually.

Board Policy (BP) 1000.4 Board-Staff Linkage needs to be revised to reflect the board's deviation from the Carver Policy Governance model. The individual performance portion of the evaluation is given in a formative way to help with improvements. This extra step allows the trustees to become aware of issues very early. President Leas stated each trustee represents the service district and visits with constituents in their respective areas.

The Carver Policy Governance model is a means of focusing the trustees at the policy level and minimizes the risk of micromanaging. Trustees felt the Carver Policy Governance model is too restrictive regarding the president's evaluation, and this modification of adding a performance component works well for BBCC. The trustees agreed to revise BP 1000 to reflect a different evaluation process. VP Garza discussed BP 1000.3 Executive Limitations. They are written negatively and state what the president may not do.

There is no expectation that changes to the process will occur for the current evaluation period. Changes may be incorporated for the 2016-17 evaluation period.

Trustee Franz stated commonality of evaluation criteria is needed to provide commonality of expectation. The process can still be flexible.

Trustee Anna Franz stated evaluative criteria needs to be identified. The trustees stated they receive adequate information from the Ends, monitoring reports, self-evaluation letter from the president, and observations. The 360° evaluation is not helpful because it is anonymous and not statistically accurate. The trustees discussed other options to give employees a voice in the evaluation process.

A sub-committee of two trustees could meet with stakeholder groups from the community, industry, students, and employees to gather feedback. Trustee McFadden suggested documenting the decision-making process and the evaluation process to inform future trustees. President Leas stated orientation of new board members is a good place to share and preserve the current atmosphere. Trustee Franz stated formalizing evaluation tools will provide clarity and discussing the process with Dr. Leas to ensure the revised process is helpful to the president. President Leas stated the current process has provided insights and largely affirms that he is doing a good job.

Trustee Jon Lane asked Dr. Leas about his work plan and goals. Dr. Leas develops his work plan and goals by aligning his objectives with the Ends, and he senses no gaps in the current process.

SM begin to develop evaluative criteria, with Kim's guidance to stay legal.  
Smaller committee of the board working with Terry?

The trustees agreed with eliminating the 360° evaluation tool from the president's evaluation and forming stakeholder groups to whom the trustees can gather feedback on the president.

The trustees agreed to form a sub-committee of Chair Stephen McFadden, Trustee Anna Franz, and VP Kim Garza, to work with the president to construct evaluative criteria. VP Garza stated part of redefining evaluative criteria includes clearly articulating their importance. This information will inform future trustees and presidents and increase their understanding of the foundation of the process. AAG Mirisa Bradbury will review the BP and suggest revisions to ensure consistency.

VP Garza shared that the BBCC leadership competencies may be helpful in identifying evaluative criteria. Trustee Franz stated the Ends and other policies will help develop the evaluative criteria.

Melinda will create a hard copy binder with the study session materials as a starting place and then continue to add to it for each Trustee, the AAG, President Leas, and VP Kim Garza.

President Leas complimented the trustees on accomplishing strategic and substantive work in a proactive manner.

Adjourn at 11:14 p.m.

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Stephen McFadden Chair

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, April 7, 2016, 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

Aviation student and Navy Veteran Michael Schroll led the Pledge of Allegiance. He reported that he served in the Navy for 8 ½ years in communications. He is currently in the flight program, serves as a math tutor, volunteers in the Veterans' Club, and is a member of Phi Theta Kappa.

### 2. Introductions

There were no introductions.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 3, 2016 (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 (I).

Motion 16-26 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion carried.

There were no public comments.

### 4. Remarks

- a. ASB President Blake Springer reported ASB and club activities. Since the last Board of Trustees meeting, ASB has held several events on campus. The ASB Porkfest Lunchfest served close to 200 attendees. ASB sponsored their third annual Flashlight Easter Egg Hunt, at which 120 students found hundreds of plastic eggs in the dark in the ATEC Quad. One person even found an egg from the first-year egg hunt. There are still a few eggs out there waiting to be found.

During finals week, ASB hosted Free Pool day in the game room as well as pizza and soda for the Library Campout.

ASB Officers participated in Viking Orientation during Spring Break, doing the ice breaker activities as well as giving campus tours and hosting the ASB table.

ASB sponsored a leadership training workshop for BBCC club members and staff. Presenter Ryan Penneau enthusiastically taught the group how Energy is Everything and not to throw poop, meaning not to be tossing out negativity all of the time.

Next Monday is the deadline for current students to apply for Executive ASB Officers for the next school year. Also next week, ASB will sponsor a Pandafest Lunchfest, based on Panda Express menu items and Jonathan Kingham, from Nashville, will perform.

April is Sexual Assault Awareness Month, and clubs have many activities planned for the campus.

ASB President Blake Springer will sign a letter of intent to play baseball at Bacone College in Muskogee, Oklahoma. Another Viking baseball player, Cameron Ball, will also attend Bacone College in the fall.

- b. STAR Committee Co-Chair Robin Arriaga provided the Classified Staff update. The Staff Training for Technical and Community Colleges (STTAAC) Conference will be held at Lake WA Institute of Technology, and a group of BBCC staff will attend. Director of Title V Terry Kinzel shared gentle yoga stretching, meditation, overall wellness and positivity at a recent training. President Leas will provide a Local/Global Issues presentation for Classified Staff later this month. The next STAR community service project focuses on annual spring cleanup around Moses Lake, there are two location options a local park or highway 17. The group also plans to visit a nursing home this summer.
- c. Faculty Association President Kathleen Duvall reported faculty news. Development English Instructor Dawnne Ernette is hosting a student writing contest, and she has received 50 submissions. Criminal Justice and Psychology Instructor Dr. Ryann Leonard reported her criminal justice students are working with local law enforcement to test for alcohol merchant compliance. English Instructors Steve Close and Matt Sullivan attended the Associated Writers Program in Los Angeles last week. Faculty members also attended a CANVAS Conference.
- d. Executive Director Char Rios shared news in VP Linda Schoonmaker's absence. Director of the New Opportunities in Aviation Dr. Pat Ford is working to get the drone netting approved. The area behind the baseball field will be used for the drones. VP Schoonmaker continues to work on a solution to the wiggly wall in the gym. The PTEC predesign has been submitted to the Office of Financial Management (OFM) and an RFQ for design and construction management services has been shared. Staff involved in the 1400 building student services remodel will meet on April 13 for final review. The next step is determining where employees who serve students directly will be housed to continue to serve students well.



- e. VP Bob Mohrbacher reported that the SIM Lab ribbon cutting went very well. The SIM Tech Program should be approved in late May. BBCC is also submitting a Criminal Justice and a UAS degree for approval. Deans Kara Garrett and Valerie Parton are working with faculty and advisory committees. The Achieving the Dream implementation plan is due soon and will include three priorities: increase completion rate, decrease barriers for low-income, develop plan for equity inclusion and social justice on campus. April is Sexual Assault Awareness month. Director of WorkForce Heidi Summers, Student Success Center Coordinator Diana Villafana and clubs are planning two weeks of activities.

Landra Kosa, the new Agriculture program coordinator will begin working on campus June 16.

- f. VP Kim Garza shared that HR has entered the recruitment season. Several candidates will be on campus the next two weeks. There will be many new employees to introduce in the fall. Faculty and staff will receive online sexual harassment training this month. A survey from SBCTC will be conducted in May to deepen understanding about the climate of the campus.

The Faculty Association requested to open negotiations, and the group is beginning to identify dates for meetings.

- g. Executive Director of the Foundation LeAnne Parton reported that the scholarships have been processed, and she will work with a financial aid official to make the awards. Cellarbration! for Education, the Foundation's gourmet dinner and auction, is scheduled for May 21. Executive Director Parton expressed her gratitude for the trustees' support of the event.

TRiO Academic Advisor Luis Alvarez and his brother established a new scholarship, "Promoting Positive Change," with a community service requirement. President Leas and Executive Director Parton continue meeting with donors in community and presenting the needs catalog. Confluence Healthcare is sponsoring blood-pressure equipment for the nursing program, and Genie just donated welders. The Foundation audit has been completed by Clifton Larson Allen. Badgely Phelps investment advisors will present at the next Foundation meeting.

This is the final six months of the STEM endowment, and the funding is just \$50,000 short to fulfill the \$265,000 match amount.

At 1:59 p.m. Board Chair Stephen McFadden announced an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The Executive Session will last 15 minutes. The meeting reconvened at 2:14 p.m. with no action taken.

Director of BBT Rick Sparks introduced new fulltime employee Richard Miller.

### **5. Exceptional Faculty Awards (EFA)**

Biology Instructor Kathleen Duvall provided her EFA report. She attended the 2016 Innovations Conference in Chicago. She attended sessions on technology, implementing high-impact practices, first-year seminars, learning communities, service learning, embedded tutoring, guided pathways, and other topics. She noted that many of the best practices touted are already implemented at BBCC, such as accelerated math, new-student orientations, course tracks, and CSS. A key takeaway regarding guided pathways is that students register by timeslot rather pathway, which can interrupt progress. She also learned more about engaging faculty leaders as advocates, interdisciplinary team teaching, and learning communities. Instructor Duvall's Art/Botany class with Instructor Rie Palkovic is a good example. Learning communities are expensive as both teachers in both classes are paid for both classes. Another best practice strategy she learned about is choosing ten courses with the highest enrollment and asking faculty to model and have their students model note-taking and reading techniques. Instructor Duvall also received an innovation award after being nominated by VP Bob Mohrbacher and Dean Kara Garrett.

Counselor MariAnne Zavala-Lopez and Chemistry Instructor Lindsay Groce both attended the Achieving the Dream (ATD) Conference in Atlanta, GA funded by their EFAs. Counselor MariAnne Zavala-Lopez reported ATD has four major areas of purpose: reflect on and share lessons from experience; deepen understanding about increasing student success; increasing capacity for data analysis, program evaluation, and student-centered data-informed decision making; and continue to build the community of learners. Student success begins when the student arrives on campus, and helping students understand their degrees is important. Identifying the significance of the faculty member is key as they are the connection with the student. Determining how to support instructors, sharing resources and teaching strategies is also important. Sharing data campus-wide helps engage all staff.

Instructor Lindsay Groce reported there were lots of sessions. Students on a panel shared that having a role in making decisions at the institutional level was important to them. She also learned about the importance of faculty buy in. It was a great networking opportunity with the other BBCC attendees. Both are actively engaged with ATD teams, and they will be instrumental to offer input.

President Leas presented Instructors Kathleen Duvall, Lindsay Groce, and Counselor MariAnne Zavala-Lopez with their EFA checks.

### **6. Guided Pathways**

VP Bob Mohrbacher shared that guided pathways are highly structured programs mapped for students to follow. Guided pathways will support accomplishing an NWCCU recommendation to assess learning outcomes at the course, program, and degree level. Degree-mapping software is need to implement guided pathways, which will help prevent students on financial aid from using their funding while taking the wrong

classes. Decision science shows that too many choices cause people to turn away. Professional technical programs follow pathways; this is something new for academic transfer. Miami Dade College has 300 degrees grouped into eight pathways. Yakima Valley Community College has six pathways, which include an exploratory option.

The College Spark Grant will choose five colleges for a five-year, \$100,000 per year grant. This effort includes most of the staff/faculty at the college. The six required elements of guided pathways are meta majors, program/degree maps, default and predictable class schedules, enhanced intake and advising practices, elimination or acceleration of remediation, and multiple math pathways. The first two years involve learning more about pathways and engaging faculty and staff with the idea. Implementation occurs the last three years. Approval from the trustees and endorsement by the faculty association is needed to apply for the grant.

Faculty Association President Kathleen Duvall stated she has talked with other faculty and the Division Chairs about this, and they are supportive if they are directing and developing their pathways. A successful program will require release time, stipends, and faculty learning. The allocation model needs increased student success numbers. Data show that guided pathways increase student retention and success rates. Guided pathways complement ATD work.

The first year of classes in the pathways look more similar. A student can switch pathways, some pathways will overlap.

The trustees discussed students who are unsure of their career goals. Most students have an idea of whether they want to move toward a career in business, arts/humanities or industry and exploratory pathways are also an option. Degree-mapping software notifies an advisor if a class is taken out of the path, and the advisor can discuss it with the student.

Motion 16-27

Trustee Jon Lane moved to approve the Guided Pathways grant application. Trustee Juanita Richards seconded, and the motion carried.

President Leas stated students do struggle with choices. Guided pathways will ensure better that students take the correct pre-requisites.

**7. President's Evaluation Process**

Chair Stephen McFadden reported that the board met in a study session this morning to discuss the president's evaluation process. They would like to strengthen the process by determining evaluative criteria for a platform to conduct an effective evaluation. The trustees plan to create a working committee of Trustees McFadden, Franz, President Leas, and VP Kim Garza to develop criteria and then bring it to the rest of the board.

### **8. Sabbatical Report – Art Instructor Rie Palkovic**

Art Instructor Rie Palkovic gave her sabbatical report. She facilitated an art show “Casting Indra’s Net” at the MAC November 20 through January 8 with six other artists. There were 360 art pieces on wood and a few on copper. The MAC reported record turnout and sales. Instructor Palkovic stated it was a great recharging time, and she worked all day in her studio. She said her work is heavily influence by Japanese Zen Aesthetics core themes: suggestion, irregularity, simplicity, and perishability. She stated as a bi-racial person, she often feels out of place and disconnected, her art focus was on highlighting connections. The Casting Indra’s Net art show illustrated connections between people with jewels representing connections.

Instructor Palkovic will participate in another show in Las Cruces, New Mexico in August. She thanked the trustees for this great opportunity to rejuvenate.

### **9. Transforming Lives Award Budget**

The trustees discussed funding of the local Transforming Lives event. It is important to hold only one event per year. There is concern because the event overspends the income. Suggestions included limiting the nominations, trustees donating to the fund, or finding a sponsor for the event. The trustees expressed the need to be good stewards of the account.

### **10. ACT Award Nominations**

The ACT nominations determined by Trustees Jon Lane, Anna Franz, and President were sent to the trustees via email. VP Kim Garza was nominated for the Equity Award; Weinstein Beverage Co. was nominated for the Partner of the Year Award; Biology Instructor Barbara Jacobs was nominated for the Faculty Award; and Associate VP Candy Lacher was nominated for the Professional Staff Member Award.

#### Motion 16-28

Trustee Anna Franz moved to advance the ACT nominations as presented. Trustee Juanita Richards seconded, and the motion carried.

President Leas thanked Monica Medrano, Tom Willingham, Doug Sly, Terry Kinzel, Kara Garrett, Jen DeLeon, and Bob Mohrbacher for their assistance with the ACT nominations.

### **11. Board Policy for Action**

#### Motion 16-29

Trustee Jon Lane moved to approve revisions to BP 1005 Employee Recognition. Trustee Juanita Richards seconded, and the motion carried.

### **12. Assessment of Board Activity**

Trustee Anna Franz reported that she worked on the ACT nominations.

Trustee Jon Lane reported that he worked on ACT nominations. He also attended the SBCTC meeting, All-WA Academic Team Ceremony, Foundation Auction meeting, the BBCC community concert, and the JAEC welcome. He is up for election as ACT President at the upcoming ACT conference in Bellevue. He also completed Cellarbration! for Education auction items.

Trustee Juanita Richards reported that she attended a credit union webinar about matched education savings accounts. She is also working with the Northwest Credit Union Foundation to hold a financial literacy fair at the Moses Lake Christian Academy April 21.

Trustee Stephen McFadden attended the North Central Skillsource banquet in Omak, and the dedication of the WSU Extension Distance Learning Center in Ritzville (the community raised \$40,000 for the distance learning facility). BBCC was acknowledged at the dedication and online classes can be accessed through the learning center. Trustee McFadden also attended the JAEC welcome and plans to attend a meeting next Monday with President Leas, Rep Tom Dent, and CWU folks regarding aviation. He will also attend the Othello Industry Council Luncheon.

### **13. Next Regularly Scheduled Board Meeting**

The next meeting is scheduled on May 26. Trustee Stephen McFadden is not available that date, Trustee Anna Franz will chair the meeting. Trustee Juanita Richards is also unavailable that date. Melinda will check with Trustee Mike Villarreal to ensure a quorum will be available.

### **14. Miscellaneous**

President Leas reported that Senator Patty Murray's Eastern WA Director Raquel Ferrell-Crowley and Legislative Assistant/FAA Josephine Eckert shared suggestions about the New Opportunities in Aviation Grant. Director Ferrell-Crowley also visited with Trustee Stephen McFadden and President Leas at a Port of Moses Lake event.

President Leas will meet with Representative Dent, Senator Warnick, Representative Manweller, Trustee Stephen McFadden, Dean Daneen Berry-Guerin and CWU President James Gaudino to discuss aviation programs.

The ACT Conference is in Bellevue May 12-13. The JAEC trainees recently participated in the Moses Lake half marathon and placed as the top-five finishers. Lastly, President Leas encouraged the trustees to submit the Excellence in Teaching & Learning monitoring report information by April 21.

The meeting adjourned at 4:01 p.m.

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Stephen McFadden Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from March 14, 2016, through May 6, 2016, follow.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/14/16	Title V Director Terry Kinzel	Program Support	BBCC	
3/15/16	Cabinet Meeting	Collaboration	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
3/16/16	Grant Co EDC Meeting	Community Engagement	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	BBCC Choir	Program Support	BBCC	
3/17/16	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	BBCC	
	Lunch with Donor	Foundation Support	BBCC	
	Representative Tom Dent	Program Support	Moses Lake	
3/18/16	Employee	Professional Development Support	BBCC	
	Lunch n Learn	Professional Development		
	North Central Workforce Development Board Meeting	Community Engagement	BBCC	
3/21/16	Viking Orientation Welcome	Student Success	BBCC	
	Lunch with Donor	Foundation Support	BBCC	
	Community Member	Campus Services	BBCC	
3/24-25	WACTC Meetings	System Support	Olympia/SBCTC	
	All WA Academic Team Celebration			
3/28/16	Aviation Discussion	Program Support	BBCC	
	PIO Doug Sly	Collaboration	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Trustee Anna Franz VP Bob Mohrbacher	Information Sharing & Coordination	BBCC	
	JAEC Welcoming Ceremony	Program Support	BBCC	
3/29/16	Review Board Agenda with	Collaboration	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Board Chair Stephen McFadden			
	The Multiplier Effect of Inclusion Webinar	Professional Development	BBCC	
	Pathway Access to Healthcare Professionals Internal Monitoring Team Mtg	Collaboration & Guidance	BBCC	
	WA Campus Compact Award Student Interviews	Student Success	BBCC	
3/30/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
3/31/16	ACT Nominations	Employee Recognition	BBCC	
	WELA Program	Employee Support	BBCC	
	Senator Patty Murray's FAA Liaison Josephine Eckert	Aviation Support	Yakima	
4/01/16	Shared Governance Council	Collaboration	BBCC	
	A Culture of Heart (ASB)	Student Success	BBCC	
4/04/16	ACT Nominations	Employee Recognition	BBCC	
4/05/16	Employee	Employee Support	BBCC	
	Grant Co EDC Luncheon	Community Engagement	BBCC	
	Senator Patty Murray's Central WA Director Raquel Ferrell-Crowley	Program Support	Port of Moses Lake	
4/06/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Director			



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	James Saucedo	Program Support	BBCC	
4/07/16	Board Study Session	President's Evaluation Process	BBCC	
	SIM Lab Open House	Celebration	BBCC	
	Board Meeting	Guidance	BBCC	
4/08/16	BAC Meeting	BAC Liaison Report	Walla Walla CC	
4/11/16	Applicant (Employee) Preview (2)	Feedback	BBCC	
	Aviation Program Meeting CWU, Legislators, BBCC	Program Support	Quincy	Chair Stephen McFadden
4/12/16	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	
	PIO Doug Sly	Collaboration	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
4/13/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Rotary Scholarship Foundation Board Mtg	Community Engagement	Moses Lake	
4/14/16	Welcome Career & Employment Services Council	Program Support	BBCC	
	Applicant (Employee) Preview (2)	Feedback	BBCC	
	Local/Global Issues Presentation for Classified Staff (2)	Employee Support	BBCC	
	Othello Rotary	Community Engagement	Othello	
	BBCC Foundation Board Meeting	Foundation Support	BBCC	
4/15/16	Applicant (Employee) Preview	Feedback	BBCC	
4/18/16	Goodbye Visit	Feedback	BBCC	
	Aviation Discussion	Collaboration	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/18-22/16	Attend AtD Aspen Institute	College Support Professional Development	Queenstown, MD	
4/25/16	Professional Development Discussion	Employee Support	BBCC	
	New Opportunities in Aviation (NOA) Advisory Board Meeting	Collaboration	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	PIO Doug Sly	Collaboration	BBCC	
	Phi Theta Kappa Officers	Club Support	BBCC	
	Dinner with ASB Officers/Advisor	Student Government Support	BBCC	
4/26/16	Dean of IR Valerie Parton	Program Support	BBCC	
	NOA Internal Monitoring Team Meeting	Guidance	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Samaritan Healthcare Regional Governance Learning & Education	Community Engagement Professional Development	BBCC	
4/27/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	President's Evaluation Meeting Schedule	Collaboration	BBCC	
	Meeting with Rep Tom Dent	Aviation Program	BBCC	
4/28-29/16	WACTC Meetings	Everett Community College	BBCC	
5/02/16	Applicant (Employee) Preview	Feedback	BBCC	
	Graduation Meeting	Planning	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/03/16	Applicant (Employee) Preview	Feedback	BBCC	
5/04/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Applicant (Employee) Preview	Feedback	BBCC	
	Dr. Knepp's Chief Moses Presentation	Professional Development	MAC, Moses Lake	
5/05/16	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	BBCC	
	Meeting with Achieving the Dream Coaches	Guidance & Collaboration	BBCC	
	Faculty Members	Concerns	BBCC	
	NOA Director Pat Ford	Program Support	BBCC	
	Achieving the Dream Core and Data Team (w/ ATD Coaches)	Collaboration	BBCC	
	Dinner with ATD Coaches	Collaboration	BBCC	
5/06/16	Faculty In-Service	Professional Development	BBCC	
	Meeting with Achieving the Dream Coaches	Guidance & Collaboration	BBCC	

## Big Bend Community College

Date: 5/26/16

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

#### c. Student Success:

May 5 & 6 BBCC had a visit from our Achieving the Dream mentors—Leadership Coach John Nixon and Data Coach Bruce McComb. On May 5, the coaches spent the day meeting with a variety of groups on campus, including instructional administrators, the Multicultural Development Team, Institutional Research, and the AtD Core and Data Teams. On May 6, the coaches attended faculty in-services activities and participated in sessions related to student success data, guided pathways, and the Working Students Success Network.

As part of this visit, BBCC faculty and staff reviewed the data compiled by the AtD Data Team this year. Summaries of that data, as well as the recent Latino Focus Groups, are included below. The AtD Data Team has developed the following recommendations:

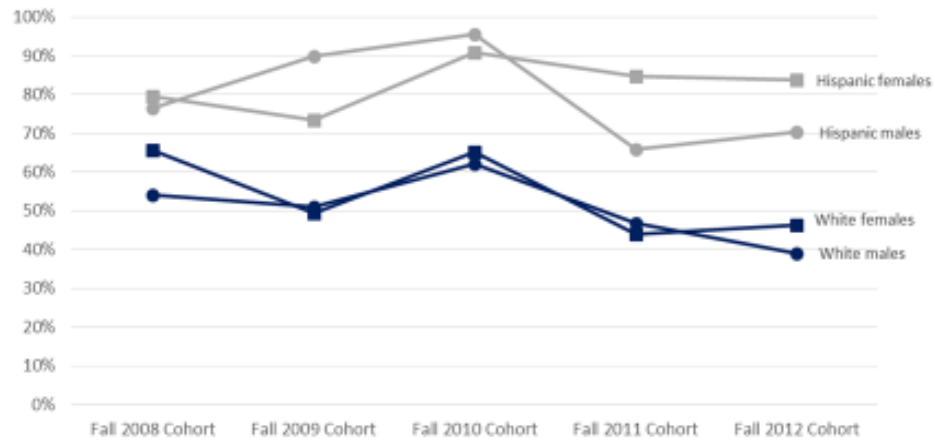
- Support acceleration for students placing in developmental education
- Develop extensive career or major pathway advising
- Expand and promote comprehensive support services

Prepared by VP Bob Mohrbacher, Dean Valerie Parton, Data Analyst Starr Bernhardt.

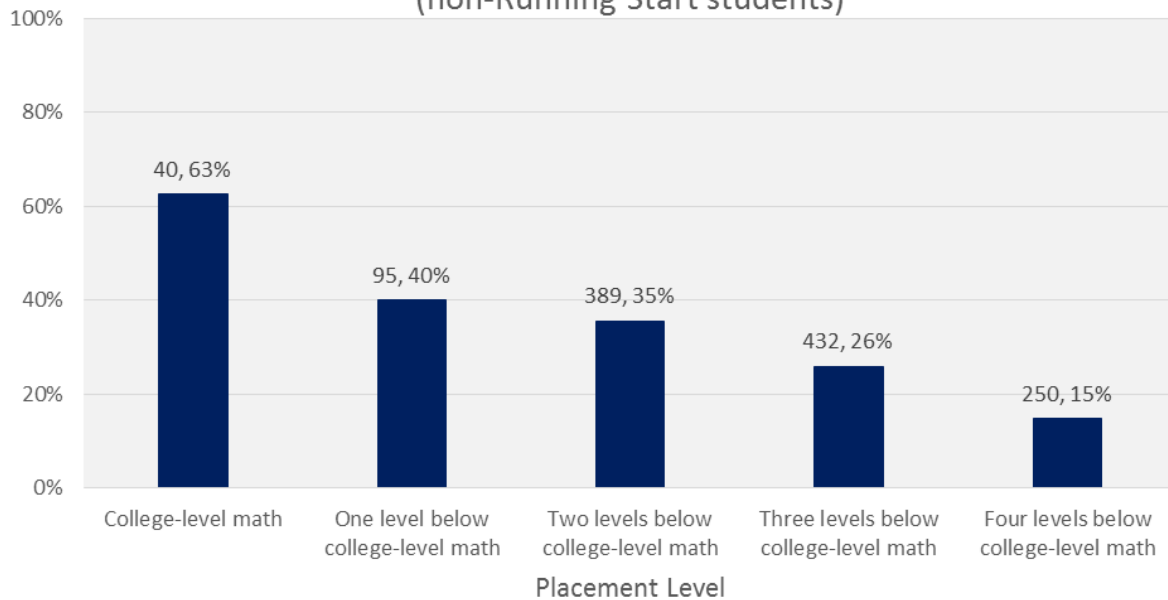
**RECOMMENDATION:** None

# Recommendation #1: support and acceleration for students placing in developmental education

Percent of non-Running Start students who placed in pre-college level math AND English



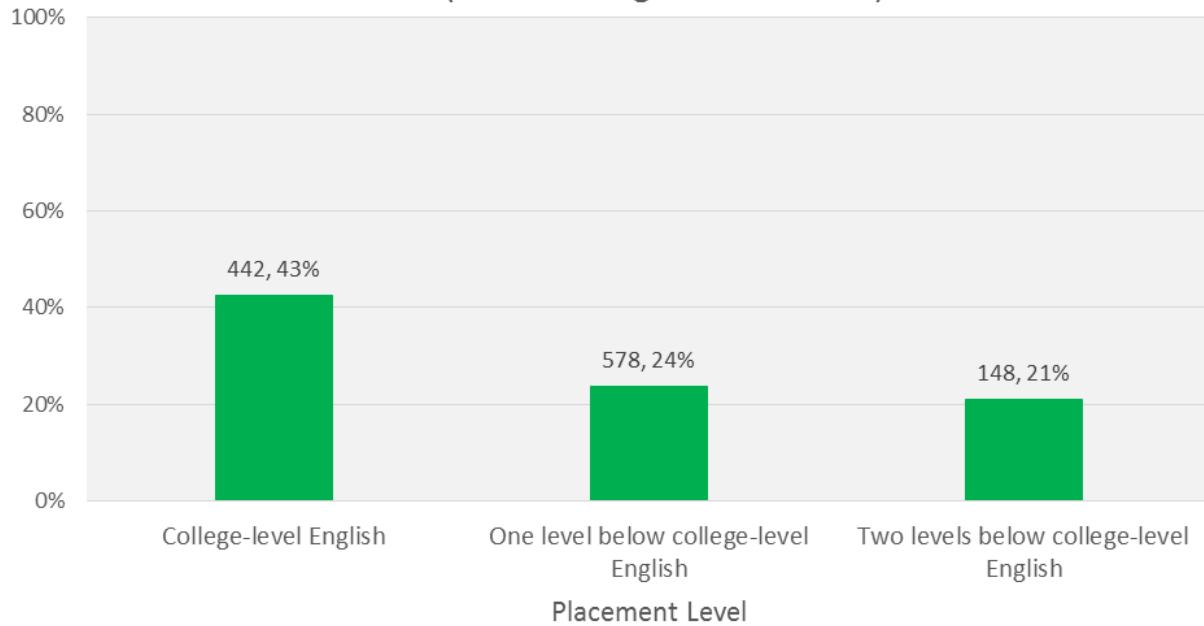
Completion Rates\* within Three Years of Enrollment by Math Placement Level (non-Running Start students)



\*Completions include certificates and degrees

NOTE: combined data across five cohort years - 2008 to 2012; cohorts consist of new non-Running Start students in fall quarter with unclear, professional-technical, or transfer intent

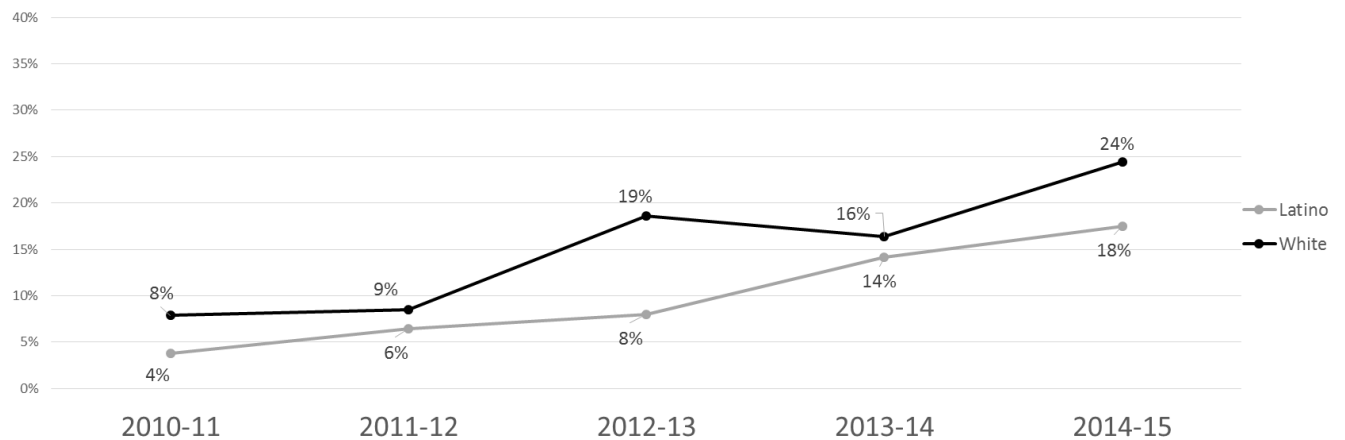
### Completion Rates\* within Three Years of Enrollment by English Placement Level (non-Running Start students)



\*Completions include certificates and degrees

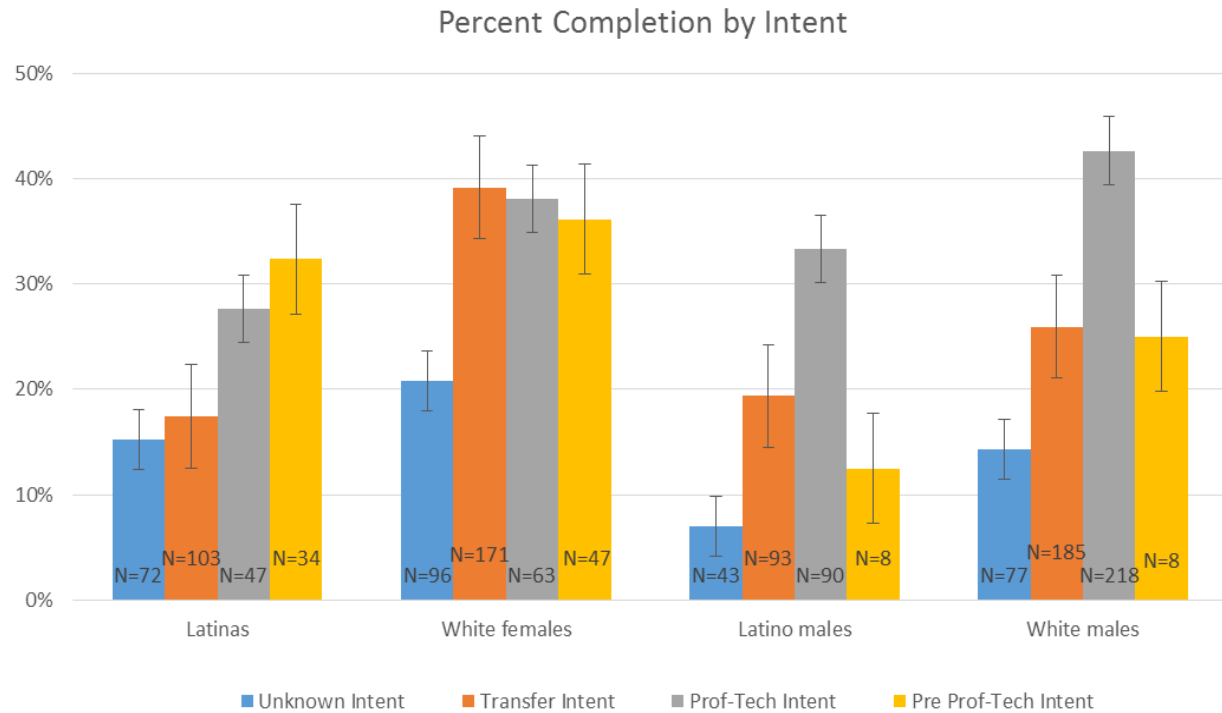
NOTE: combined data across five cohort years - 2008 to 2012; cohorts consist of new non-Running Start students in fall quarter with unclear, professional-technical, or transfer intent

### BBCC students who earn college-level credit in math and English within their first year of enrollment

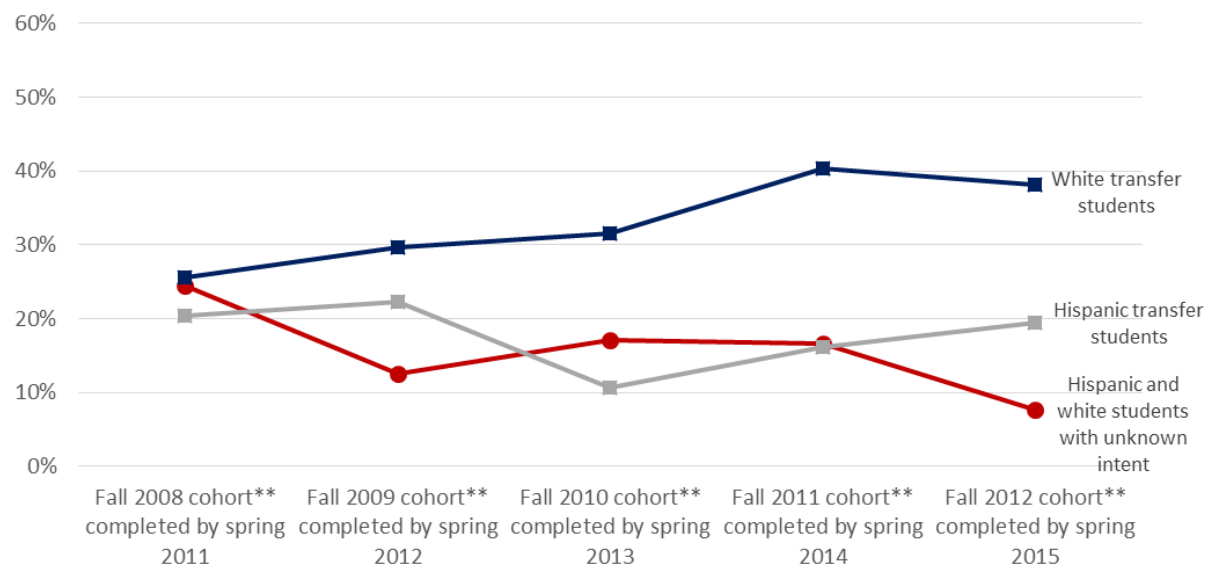


## Recommendation #2: Career or major pathway advising.

Three-year completion rates of combined cohorts (Fall 2008, Fall 2009, Fall 2010, Fall 2011, and Fall 2012) by ethnicity, sex, and indicated demographic



### Completion\* Rates within Three Years of Enrollment by Academic/Transfer Intent



\*Completions include certificates and degrees

\*\*Cohorts consist of new non-Running Start students in fall quarter with unclear, professional-technical, or transfer intent who provided race/ethnicity and sex information

### Recommendation #3: Comprehensive services

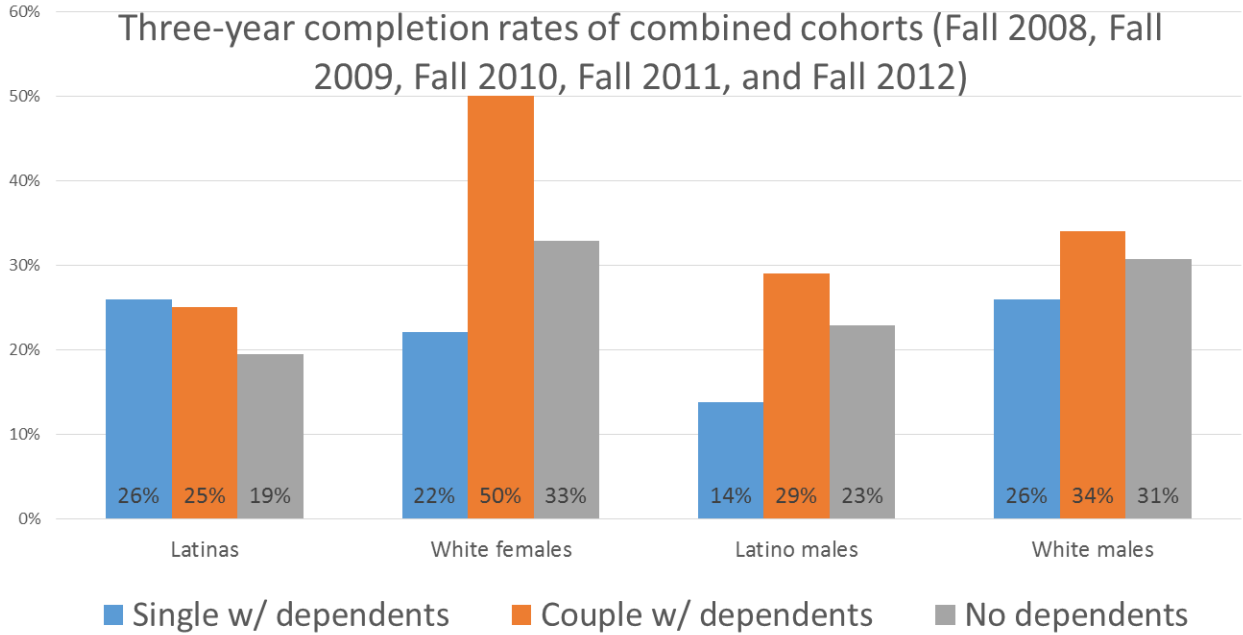
<b>BCC Student Profile, Fall 2015</b>						
<i>Category/ Characteristic</i>	<i>Overall</i>		<i>Hispanic</i>		<i>White</i>	
	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>
Headcount	2042	100%	706	36%	1121	56%
Full Time	1511	74%	504	71%	843	75%
Average Age	24.22		23.65		24.14	
Female	1099	54%	417	59%	587	52%
Underprepared in Mathematics	1352	84%	473	90%	745	81%
Underprepared in English	1353	40%	476	55%	735	30%
1 <sup>st</sup> Gen. College	1310	76%	564	93%	627	67%
Low Income	937	46%	408	58%	442	39%
Working	857	42%	325	46%	469	42%
Degree-Seeking	ALL		ALL		ALL	

*Institutional Research, Feb 2016*

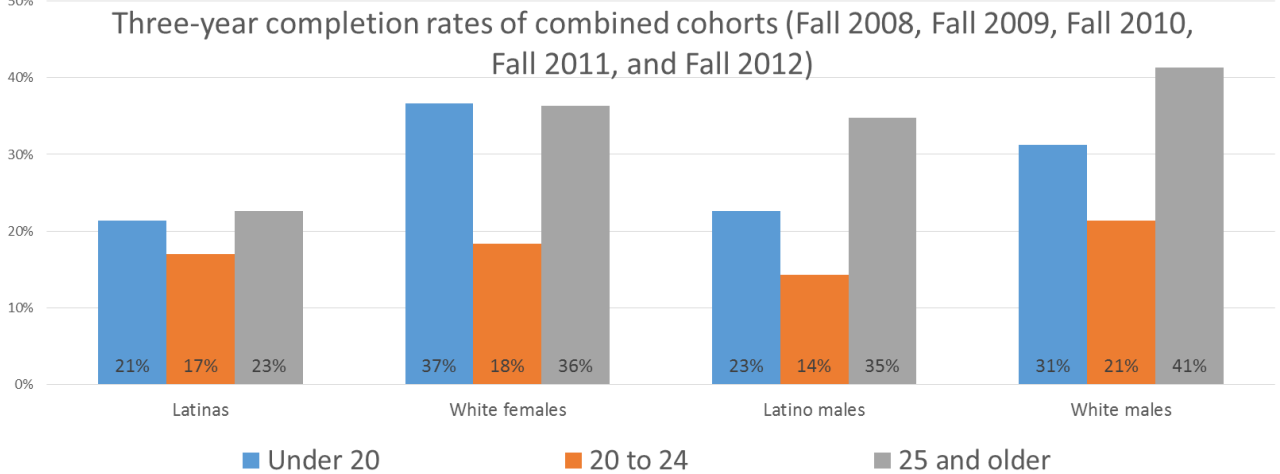
Each category is calculated on the number of students who answered the question or for instance, had a placement score.



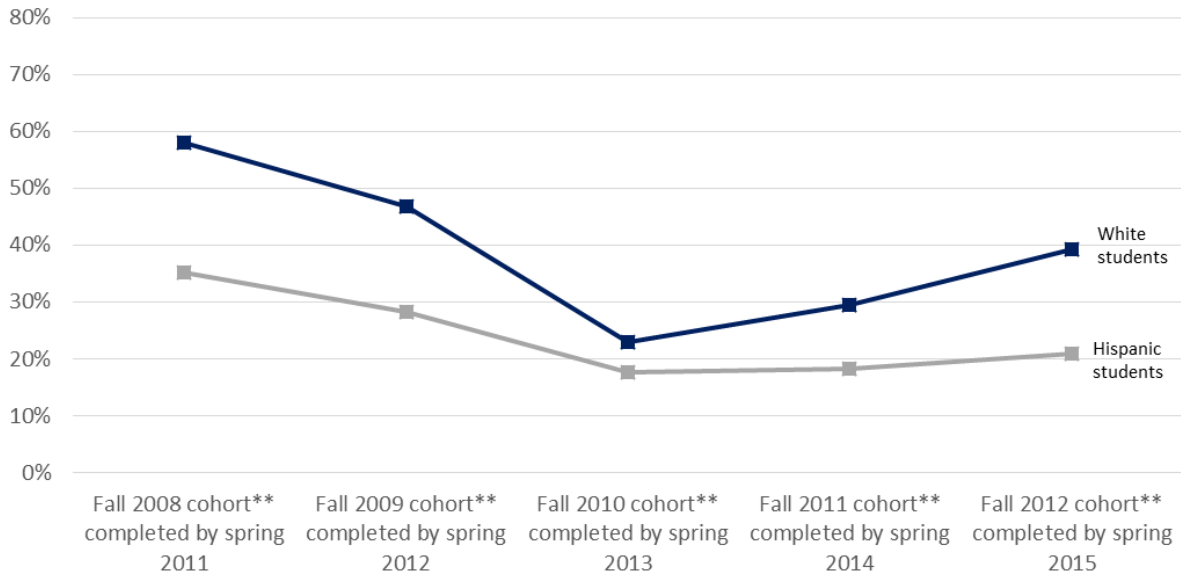
## Percent Completion by Dependents



## Percent Completion by Age



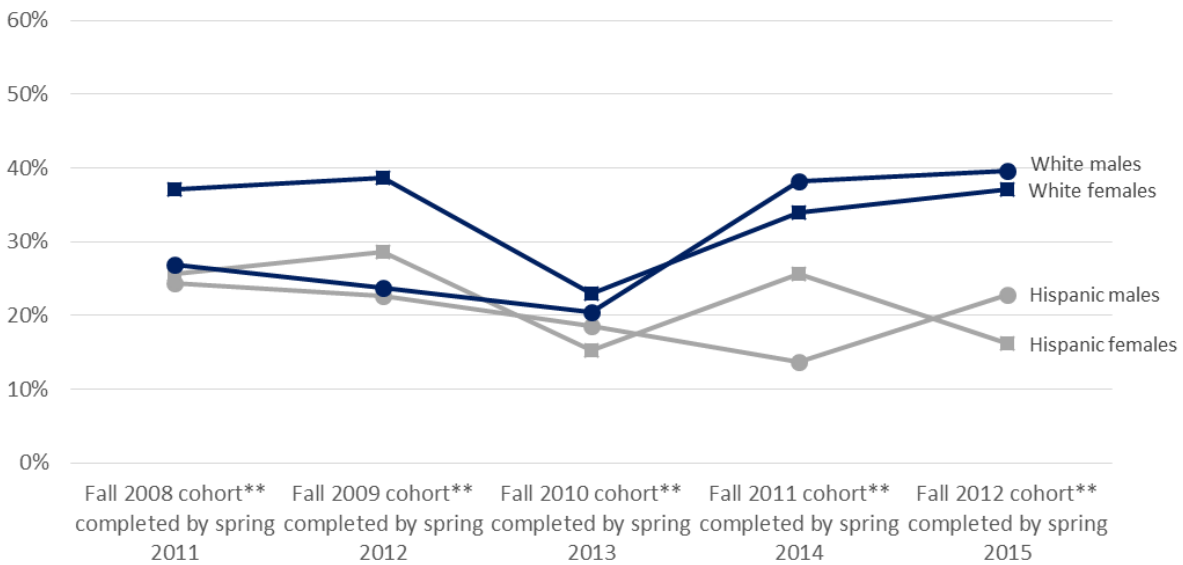
### Completion\* Rates Low Socio-economic Status



\*Completions include certificates and degrees

\*\*Cohorts consist of new non-Running Start students in fall quarter with unclear, professional-technical, or transfer intent who provided race/ethnicity and sex information

### Completion\* Rates First Generation Students



\*Completions include certificates and degrees

\*\*Cohorts consist of new non-Running Start students in fall quarter with unclear, professional-technical, or transfer intent who provided race/ethnicity and sex information

**Big Bend Community College**  
**Latino Focus Group Summary**  
**March 2016**

In winter 2016, Big Bend Community College held Latina and Latino focus groups to learn about our students' college experiences. The purpose of the focus groups was to learn ways to help Latino students reach their educational goals in a three-year time span. BBCC has a degree completion gap between Latino and white students (\*Graduation rates - All students 36%, Latino students 27%, white students 44%). Twenty-seven current BBCC students participated in the focus groups. Students were recruited from two College Survival Skills classes, an Intro to Healthcare Studies class, TRiO Student Support Services, and Title V staff.

**Students' Initial Big Bend Community College Experience**

Students said they were encouraged to apply and helped by a variety of people including BBCC staff, high school staff, or community members. Once admitted, students commented on the difficulty of understanding college lingo, words like "Canvas" had no meaning and also the difficulty of understanding the financial aid process. For example, one student had to come up with tuition in just a couple of days.

New Student Orientation and the College Success Skills (CSS) classes were the primary college sources that helped these students navigate college processes and resources. Students said that a CSS class should be mandatory for all new students. Making a personal connection to BBCC staff/faculty seemed to be the turning point when students felt like they had someone that would help them through college.

Students who identified as first-generation and indicated that their parents did not speak English said their parents did not understand the benefits of a college credential or that financial help is available. Students suggested that outreach programs should start as early as middle school to help parents and students understand what being a college student entails and the long-term benefits of college.

**Situational Barriers**

All students stated that financial barriers made it difficult to attend college. Not only did they have school expenses, they also worked and financially contributed to their families. Many students had limited time on campus because they had to care for younger siblings or their own children and also worked.

A significant number of younger Latinas' families discouraged them from attending college. The students indicated that, if they attended college, it meant their time and financial support to their families was limited. When Latinas had children, their children were their primary priority over college.

Latinos also showed a great level of responsibility to contribute to their parents and siblings financially. They often attended school and worked full-time. Both Latinos and Latinas said that a family crisis (health, financial, etc.) took priority over their education and could cause them to drop out.

### **Campus Barriers**

Some Latino students said they did not know what they should do when they started college and one student said he was intimidated by the people in the offices and did not ask questions.

Other constraints included limited English vocabulary. Some students said they listen in English but think in Spanish. At times, this makes it difficult for them to process and demonstrate their knowledge. Science classes were especially difficult, but many of the instructors helped students after classes.

### **Campus Resources that Help**

The personal connections students made in Student Support Services TRiO, positively impacted students' educational progression. Students said BBCC staff always made them feel welcomed and answered their questions. The students appreciated the one-on-one they got with faculty and staff.

The STEM Center, tutors, Supplemental Instruction (SI), and the English Lab helped students succeed in their classes. For some, the English Lab was intimidating initially, but all said English Lab tutors explained their writing problems and made them better writers. Students recommended that BBCC advertise resources so students recognize resources when they need them.

Financial resources were essential to help students get through college, including federal and state financial aid, Washington Application for State Financial Aid for DREAMers (WAFSA), and scholarships. One Latina student said the Intervention Scholarship kept her from dropping out.

### **Identified Student Needs**

Students mentioned needing extra help with Canvas, APA formatting, understanding instructors' tracking comments on returned coursework, and tools to avoid plagiarism. Some students suggested more programs that "teach you what is expected of you". Students' limited time on campus made it difficult for them to access services like tutoring, advising, or help in the English Lab if the service or advisor was not available during the limited time they were on campus. One student said, "I have 45 minutes to get help from the English Lab. If a tutor isn't available at that time, I just don't get help."

### **Identified Needs in the Classroom**

Some students stated that instructors make assumptions about the skills that students who are in their classes (i.e.: knowledge of how to use a computer program) have. Some students stated the information taught in classes was presented too quickly and too much information is presented at one time leaving little time for questions. One student stated "We don't know how to show the teachers we have the knowledge" and "teachers need to tell us where the problem is".

### **The one piece of advice students would give other entering students:**

- Get an educational plan the first quarter you enroll, otherwise you will take courses that are not necessary for your major.
- Take a CSS class in your first quarter, it helps you understand resources and get a plan.
- Use college resources such as tutoring, STEM Center, SI, Disabled Student Services, financial aid, scholarships, etc.
- Time management is essential to success; map out time for classes and studying.

- Be prepared to work hard, and get through the “bumps” – be tenacious.
- Get involved with clubs and attend ASB activities.

### **Summary**

The primary points students made about staying in college and being successful were to go to New Student Orientation, take a CSS class, and make a connection with a staff member who can advise students on careers, degrees, classes to take, and transfer options. Utilize college resources. Even though students learn about resources in New Student Orientation and CSS classes, it would help if resources were advertised to remind students what is available when needed.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

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

d. Accreditation Update

Big Bend Community College is required to submit a Substantive and Minor Change Application Form to Northwest Commission on Colleges and Universities when new programs or certificates will be offered. This documentation includes evidence of faculty and state approval, along with the description of the new program, documentation showing need for the program, students to be served, and the college's ability to serve students in the new program.

In April 2016, BBCC submitted documentation for a Criminal Justice Program. Upon approval (90 days from submission), BBCC will be able to advertise for and enroll in the program.

Prepared by Dean of IR Valerie Parton.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

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

e. Assessment Update

At the spring In-Service day, Assessment Committee Chair Ryann Leonard led a 90-minute session with faculty to review the development of effective program outcomes. The Northwest Commission on Colleges and Universities (NWCCU), requires that student learning be assessed at the course, program, and degree levels. The Assessment Committee is working with faculty Divisions to fill in some existing gaps in the outcomes structure and integrate all three levels of outcomes into the annual assessment process.

Prepared by VP of Instruction & Student Services Dr. Bob Mohrbacher.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5/26/16

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

f. Capital Project Update

### **Ongoing Projects:**

**Drone Netted Facility:** We received approval from the federal contracting officer to move forward. Burton Construction was issued the NTP (Notice to Proceed) on May 4<sup>th</sup>. Scheduling of the resurfacing of the tennis courts and the removal of the old tennis net poles is being planned now between Burton and their asphalt subcontractor.

**Baseball Field Wind Storm Damage/Renovation:** There are a few follow-up items to be completed/repared, but the backstop is repaired and renovated and we have been playing on the field.

**Building 2000, Gymnasium, "Wiggly Wall," 2<sup>nd</sup> Floor Balcony:** The contractor has been back out to take some core samples from both the wall and the balcony floor to determine 'makeup' to ensure that we fasten the railing appropriately. The actual design of the glass panel railing system is still being reviewed.

**Professional Technical Education Center (New Building):** Presdesign was approved by OFM on April 27<sup>th</sup>. DES is currently working on the contract for the Design portion of the project.

**Building 1400 Student Center Remodel:** Bids are completed and the selected construction contractor is Western States. We are waiting on the plan review from Grant County and expect to have approval the 4<sup>th</sup> week of June, and then a NTP for Western States the week following. Approximately 120 days from NTP to completion of the work.

### **History:**

#### **Drone Netted Facility:**

**4/7/2016:** We have a project quote and construction documents for the work to be performed to repair the old tennis court surface and to erect the netted facility, to include an 8-ft-high cyclone fence enclosure to restrict casual access. At this time, the grant director is reviewing these documents with the federal contracting officer to gain the necessary authorization to proceed with obligating the federal funds.

**3/3/2016:** A Public Works Request has been submitted to DES to include possible engineering design for the netting enclosure. Small discussion with Kansas State University-- they actually used a golfing range designer out of Florida to assist with their design! This facility is planned to be located over the unused tennis courts directly south of the Baseball field.

#### **Baseball Field Wind Storm Damage/Renovation:**

**4/7/2016:** Grant County has issued the permit, and we are awaiting the arrival of the poles from Pennsylvania before we can start actual construction.

**3/3/2016:** The construction company is waiting for the bases to the poles to arrive before they can begin erecting the half wall around the backstop.



**1/21/2016:** The baseball field sustained wind storm damage on November 17, 2015 and during the assessment of the damage some additional renovation to the parts to be repaired was desired. Athletic funding will cover the costs of repair/renovation. We have an estimate from the contractor and are working on reducing the estimate and finding some innovative ways to stretch the existing athletic funding available to make these repairs/renovations. Best case scenario is that we can complete the construction before our 1<sup>st</sup> game the end of March.

**Building 2000, Gymnasium, Wiggly Wall, 2<sup>nd</sup> Floor Balcony:**

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

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

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

**12/3/2015:** While we were having our Facility Condition survey, Steve Lewandowski of the State Board Capital division suggested a different method of ‘shoring up’ the wiggly wall, along with some other masonry concerns around campus. We asked DES to send a structural engineer to look at all of these masonry concerns. AHBL was here on the 17<sup>th</sup> and we expect a report in the next couple of weeks with details on severity of the various issues and the options to correct.

**10/29/2015:** The 2<sup>nd</sup> floor balcony wall on the East side is experiencing some looseness of the CMU (concrete masonry unit) wall creating a wiggle. The area is currently cordoned off for safety. Structural engineers have taken a look at it, and we are researching (\$) their suggestions for shoring up with bracing or replacing the wall with railing.

**Professional Technical Education Center (New Building):**

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

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

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

**12/3/2015:** We've had several initial meetings with staff, instructors, students, public and partners. We will be having a site review meeting the day after this Board meeting to review SWOT for each of the three sites considered.

**10/29/2015:** We have set the dates on a series of meetings to gather information from the intended staff, instructors, students, public, and partners. Architects have been meeting with Instructors individually to inventory current equipment.

**9/10/2015:** Currently working on the project schedule with architect and DES for a completion date of pre-design and submittal to the Office of Financial Management (OFM) in the spring of 2016.

**08/06/2015:** Architect selection has been awarded to RGU Architects for the pre-design and design of PTEC.

#### **Building 1400 Student Center Remodel:**

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

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

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

**12/3/2015:** Our second meeting to discuss ideas and review some draft renderings of what the remodeled space might look like is scheduled for after this BOT meeting.

**10/29/2015:** Scheduled our first meeting of 'tenants' for October 30<sup>th</sup> to have a preview/general chat about what we want out of the remodel of the student center (registration/counseling/financial aid) area, what our \$'s might allow us to do, and what might be options for temporarily housing displaced folks

**9/10/2015:** Beginning backward planning for the timeline to make completion of June 30<sup>th</sup>, 2017.

**8/06/2015:** The funding agreement was signed with DES, and RGU Architects will begin design services for the remodel of the financial aid, registration, and admissions area.

#### **Simulation Lab:**

**4/7/2016:** This project is now complete. We finished refreshing the main hallway directly outside of the SIM Lab with new carpet and freshly painted walls.

**3/3/2016:** As noted last month, still on schedule for end of March (during Spring Break) to do the refresh (carpet and paint) in the hallway directly outside of the SIM Lab.

**1/21/2016**: Instruction has moved their SIM equipment in to the space and the rooms are in use. There are still a few remaining contractor issues to be attended to, but the project is 98% complete. Our further work on the main hallway just outside of the new lab space will be refreshed with paint and new carpet with an estimated completion of Spring Break in March.

**Women's Softball Announcer's Booth:**

**1/21/2016**: This project is now completed.

**Minor Improvements-Building 1400 Upstairs Remodel:**

**12/3/2015**: Project is now complete.

**Facilities Master Planning:**

**8/06/2015**: Final editing review has occurred, and the FMP has been printed and is presented to you today.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

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

g. Safety & Security Update

Director of Safety & Security Kyle Foreman provided the following information.

April 1-30, 2016	April 1-30, 2016	April 1-30, 2016	April 1-30, 2016
Miles driven on patrol: 794	Miles driven on patrol: 794	Miles driven on patrol: 794	Miles driven on patrol: 794
Clery Timely Warnings: 0	Clery Timely Warnings: 0	Clery Timely Warnings: 0	Clery Timely Warnings: 0
Clery Emergency Notifications: 0	Clery Emergency Notifications: 0	Clery Emergency Notifications: 0	Clery Emergency Notifications: 0
Hazardous Materials Cataloged on Campus: 1,218	Hazardous Materials Cataloged on Campus: 1,218	Hazardous Materials Cataloged on Campus: 1,218	Hazardous Materials Cataloged on Campus: 1,218
Students trespassed from dorms: 0	Students trespassed from dorms: 0	Students trespassed from dorms: 0	Students trespassed from dorms: 0
Students trespassed from campus: 1	Students trespassed from campus: 1	Students trespassed from campus: 1	Students trespassed from campus: 1
Non-students trespassed from campus: 1	Non-students trespassed from campus: 1	Non-students trespassed from campus: 1	Non-students trespassed from campus: 1

Prepared by Director Kyle Foreman.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5/26/16

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

#### h. Human Resources

#### **BACKGROUND:**

#### **Recruitment & Selection:**

Jody Quitadamo accepted the History/Political Science Instructor position. This position is a new, full-time, tenure-track position. Jody will begin work at the college in September 2016.

Ryan Duvall accepted the Business Information Management (BIM) Instructor position. This position is a full-time, tenure-track position, replacing Daneen Berry-Guerin. Ryan will begin work at the college in September 2016.

Dawna Haynes accepted the position of Dean of Student Services. This is a full-time, administrative/exempt position. Dawna will begin work at BBCC on June 27.

Screening interviews for the position of Director of Facilities & Capital Projects were conducted on May 13. Finalists for the position will be visiting BBCC during the last two weeks of May.

Interviews for the position of Registrar were conducted on May 10 and 12. This is a full-time, administrative/exempt position. The screening committee is currently drafting a letter summarizing the strengths and weaknesses of the candidates, which will be forwarded to the President for his review and final selection.

Interviews for the position of tenure-track Nursing Instructor were conducted on May 18, 2016. The screening committee is currently drafting a letter summarizing the strengths and weaknesses of the candidates, which will be forwarded to the President for his review and final selection.

Interviews for the position of Aircraft Mechanic/Inspector were conducted on May 16. A letter summarizing the strengths and weaknesses of the candidates is currently being drafted. Upon completion, it will be forwarded to the President for his review and final selection.

The position of VP for Learning & Student Success was posted on May 2, 2016. This is a full-time, administrative/exempt position replacing Bob Mohrbacher who will be the new President of Centralia College. First review of applications begins May 20, 2016.

The position of Financial Aid Advisor was posted on April 22, 2016. This is a full-time, administrative/exempt position replacing Raffaella Pixton. First review of applications begins May 13, 2016.

The position of Director of Mechatronics was posted on April 22, 2016. This is a new, full-time, administrative/exempt position designed to support the objectives of the New Opportunities in Aviation Title V grant. First review of applications begins May 20, 2016.

The position of Custodian 1 was posted on April 22, 2016. There are two positions available. One position replaces David Johnson who resigned in April, and the other replaces Gene Hanover who is scheduled to retire on June 30, 2016. The posting closed on May 12, and applications are currently being reviewed by the college.

The position of Program Assistant – CBIS was posted on May 2, 2016. This is a full-time, classified position replacing Tracey Weiser. This position closes on May 20, 2016.

### **Training:**

Blindspot–“Do You See What I See: The Hidden Challenges of Poverty” on April 8 and April 29, 2016 at BBCC – 33 attendees

#### WA State DES Trainings-April 2016 :

- WA State Purchasing & Procurement Ethics-2
- WA State Contract Management 101 – 4 Modules-1
- WA State Small Purchases-2
- WA State Purchasing & Procurement 101 – 4 Modules-1

The Multiplier Effect of Inclusion Webinar – 12 attendees

Bridges: Building a Supportive Community Online Training – 259 attendees

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

#### Sarah Adams-

Math Conference on April 21-23 in Lincoln City, OR

#### Lora Allen-

DSSC/WAPED Disability Services Conference on April 19-22 in Leavenworth

Daneen Berry-Guerin-

QM Review Meeting Webinar on March 1 at BBCC  
CTC Leadership Winter Workshop on March 4 in Tacoma  
Workforce Dean Leadership Training Team and Project via phone/facetime on March 9 at BBCC  
SME in QM Review for New Mexico State Online on March 3, 8, 11, 17, 27 and 29 at BBCC  
QM Review Meeting Webinar on March 29 at BBCC  
Workforce Dean Leadership Training Team and Project via phone/facetime on April 12 at BBCC  
Continuing Ed Council on April 20-22 at Walla Walla Community College  
Daughters of Abraham Presentation on April 28 at BBCC

Julie Chang-

Women in Science & Engineering (WiSE) Conference on February 26-27 in Seattle  
Faculty Career Exploration Workshop on March 11-12 at Everett Community College  
Washington Annual Canvas Conference on March 23-25 at Tacoma Community College

Caren Courtright-

7 Habits of Highly Effective People on March 1-3 at DSHS in Moses Lake  
Inclusive Course Materials Access Webinar on March 17 at BBCC  
Refresh Leadership Simulcast on April 13 at BBCC  
Verba Boot Camp – (software for bookstore) on April 18-21 at BBCC

Anita DeLeon-

OSPI Summer Food Program Webinar on March 30 at BBCC

Andrea Elliott-

Innovation Conference on March 20-23 in Chicago

Kim Garza-

Title IX Investigator Training on April 18-21 in Walla Walla

Dawn Geiger-

Refresh Leadership Simulcast on April 13 at BBCC

Margie Lane-

SAT Administrator Training on March 1 at BBCC  
ATI TEAS Testing Webinar on April 1 at BBCC  
AMATYC Math Conference on April 27-28 in Lincoln City, OR

Terry Leas-

Engaging Faculty in Scaled Improvements to Teaching & Learning at the Community College President's Symposium on April 21-22 in Queenstown, MD  
WACTC Academy Operating Budget on April 28 in Everett

Jenny Nighswonger-

Innovation Conference on March 20-23 in Chicago

Guided Pathways Workshop on April 20 at Spokane Falls Community College

LeAnne Parton-

Web Analytics on April 5 at BBCC

Refresh Leadership Simulcast on April 13 at BBCC

WA State Foundation Leadership Training on April 15 at Edmonds Community College

Valerie Parton-

Achieving the Dream, Student Success Strategies on February 24-26 in Atlanta

Guided Pathways to Success Training on March 24 in Tacoma

Research & Planning Commission Meeting on April 14-15 at Walla Walla Community College

Rita Ramirez-

Students of Color Conference on April 21-23 at Yakima Valley Community College

Washington State TRIO Association Conference on April 28-29 at BBCC

Char Rios-

7 Habits of Highly Effective People on March 1-3 at DSHS in Moses Lake

A Bright Future for Our Refund Management Service Webinar on April 6 at BBCC

byREQUEST Review via WebEX on April 20 at BBCC

BAR 101 on April 21 at Green River Community College

Item Types, Crosswalk & Charge Priorities (ctcLink) via WebEX on April 27 at BBCC

Charge Priorities & Cashiering (ctcLink) via WebEX on April 27 at BBCC

Cashiering & Tuition Calculation (ctcLink) via WebEX on April 28 at BBCC

Trudie Roy-

U101: Understanding College and College Life Online Course through Coursera

Class on January 1

Linda Schoonmaker-

Colleges in Transition on April 7 at Walla Walla Community College

Jeremy Seda-

Refresh Leadership Simulcast on April 13 at BBCC

Rick Sparks-

Scrum Master Certification via WebEx on April 16-17

Heidi Summers-

Title IX Investigator Training on April 18-21 in Walla Walla



Rafael Villalobos-  
Innovation Conference on March 20-23 in Chicago

Tyler Wallace-  
CTC Leadership Development Association Winter Conference on March 3-4 in Tacoma  
Dave Ramsey Financial Coaching Webinar on March 10, 17 and 25 at BBCC  
College and Career Readiness Training on March 22-23 in Dallas  
Refresh Leadership Simulcast on April 13 at BBCC  
Guided Pathways Workshop on April 20 at Spokane Falls Community College

Laura Warnock-  
Dave Ramsey Financial Coaching Webinar on March 3, 10, and 17 at BBCC

Zach Welhouse-  
Evaluation Kit Response Rate Training and Evaluation Survey Training Online on March 18 at BBCC  
Washington Canvas Convention-Canvas and OER Training on March 24-25 in Tacoma  
eLearning Council Meeting on April 21-22 in Wenatchee

Deena Westerman-  
7 Habits of Highly Effective People on March 1-3 at DSHS in Moses Lake

Tom Willingham-  
Ryan Penneau: Take Back College Agency on April 1 at BBCC  
Refresh Leadership Simulcast on April 13 at BBCC  
Guided Pathways Workshop on April 20 at Spokane Falls Community College

Susan Workman-  
Diversity and Inclusion Conference on April 8 in Bothell  
TRiO WSTA Conference on April 29 at BBCC

## BIG BEND COMMUNITY COLLEGE

Date: 5/26/16

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

- i. Classified Staff Report

#### BACKGROUND:

The STAR Committee completed its pilot off-campus community service project on May 7, 2016. Barbara Collins worked with the event planning coordinators for the City of Moses Lake and organized the BBCC team. We had 22 volunteers including BBCC staff, BBCC students, and family volunteers. Four teams were assigned to clean the area on Hwy 17 between Randolph Rd and Airway Dr. We primarily cleaned on the base side of the Hwy. One team with children under the age of 12 was assigned to clean Neppel Landing. We also had three driver teams that picked up, loaded, and delivered the debris and garbage to the designated drop off area at the Porter House. We delivered a total of six and a half heaping truckloads of debris and garbage. The Porter House provided a lunch to the volunteers. I would like to thank Barbara Collins for the work she put into coordinating this event. The STAR Committee thanks all of the volunteers who took the time out of their busy schedules to help with this community service project.

Volunteers		BBCC Affiliation
Allen	Nicole	BBCC Nursing Student
Brown	Kayla	BBCC Nursing Student
Foster	Bailey	BBCC Nursing Assistant Student
Foster	Angie	BBCC Nursing Student
Fulkerson	Nicole	BBCC Nursing Student
Arriaga	Robin	BBCC Staff
Brooks	Jennifer	BBCC Staff
Christian	Carla Louise	BBCC Staff
Collins	Barbara	BBCC Staff
Lane	Margie	BBCC Staff
Mata	Ted	BBCC Staff
Okerlund	Karen	BBCC Staff
Weiser	Tracey	BBCC Staff
Golianchuk	Pavlo	ESL/ABE/GED Student
Sanchez	Alberto (Albert)	ESL/ABE/GED Student
Arriaga	James	Other
Foster	Tori	Student over age 12
McCauley	Payton	Student over age 12
Nordan	Evan	Student over age 12
Okerlund	Christopher	Student over age 12
McCauley	Preslee	Student under age 12
Weiser	Zeke	Student under age 12

April 14 we held two sessions of Local and Global Issues with Dr. Leas, BBCC President, and 31 classified staff attended. Dr. Leas spoke with us regarding the Presidential Award for Meritorious Service, Campus Climate and Multicultural Development Team & Developing a Culture of Inclusion. Each person in attendance introduced themselves. Classified staff asked several questions. We thank Dr. Leas for supporting classified staff by taking time out of his very busy work schedule to share this time with classified staff.

Our next scheduled training sessions will be on May 19 with Kim Garza, Vice President of Human Resources & Labor. Kim will be training on the topic of “Workplace Etiquette.” We are looking forward to this training.

The STAR Committee will be donating a potted container with annual plants for the 2016 BBCC’s “Cellarbration” auction. Barbi and Rob Johnson are coordinating the purchase, arrangement, and delivery of this donation. This is also a new venture for the STAR Committee. We thank Barbi and Rob for the time they are spending with this project.

The STAR Committee’s next meeting will be held on May 17. We will be reviewing the Nominations for the Classified Staff Presidential Award for Meritorious Service; the Nominations for Outstanding Admin/Exempt Staff Award; discussing our next community service project, summer quarter workshop, and our succession planning.

Since March, a number of individual classified staff completed **Training Opportunities** for professional or personal development through online webinars or by attending statewide conferences.

**Classified Staff Training** (March 2016-April 2016)

<b>Training</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Employee(s)</b>	<b>Location</b>
Bridges: Building a Supportive Community-Sexual Harassment Training	Various dates in March/April	64	Various classified staff	BBCC Online
WA Asphalt Pavers Assoc. Training	3/1/2016	1	Randy Fish	BBCC Campus
7 Habits of Highly Effective People	3/01-03/2016	1	Heidi Bratsch	Moses Lake DSHS
Procurement Training	3/02-03/10/16	1	Laura Goodall	BBCC Campus Webinar
Winter CTC Leadership Dev. Association	3/4/2016	1	Starr Bernhardt	Tacoma WA
Multicultural Dev Team	3/18/2016	1	Laura Goodall	BBCC Campus
Travel Policies	3/23/2016	1	Angie Smith	Olympia
Network+ Certification, Database Fundamentals	1/10/16 to 3/23/16	1	Brandy Searcy	WGU Online
Multiplier Effect of Inclusion	3/29/2016	1	Heidi Bratsch	BBCC Campus Webinar
Building a Supportive Community	3/29/2016	1	Kathy Aldrich	BBCC Campus
Port of Moses Lake; Security Class	04/01/16	7	Tony Bergen, Sergio Cervantes, Randy Fish, Jeff Robnett, Joe Russell, Jim Tincher, Angel Uresti	Port of Moses Lake

A Bright Future for Refund Management	4/8/2016	1	Barbara Riegel	BBCC Campus Webinar
Blind Spot, The Hidden Challenges of Poverty	04/08/16 and 04/29/16	11	Robin Arriaga, Amber Brown, Star Bernhardt, CarlaLouise Christian, Barbara Collins, Karen Girone, Laura Goodall, Amber Jacobs, Karen Okerlund, Taisa Timofeyev, Alicia Wallace	BBCC Campus
Local and Global Issues with Dr. Leas	04/14/16	31	Kathy Aldrich, Robin Arriaga, Heidi Bratsch, Donnie Brown, Amber Brown, Scott Carsey, Carla Louise Christian, Ruth Coffin, Barbara Collins, Randy Fish, Cassandra Fry, Karen Girone, Laura Goodall, Eric Gruber, Amber Jacobs, Elizabeth Johnson, Rita Jordan, Lyubov Konovalchuk, Yvonne Ponce, Katie Ralph, Tana Richins, Barbara Riegel, Jeff Robnett, Debbie Simpson, Jennifer Starr, Nancy Theis, Jonie Walker, Alicia Wallace, Angela Weber, Tracey Weiser	BBCC Campus
Research & Planning Commission Meeting	4/14-15/2016	1	Starr Bernhardt	Walla Walla CC
NWATIXA Investigator Training	4/18-21/2016	1	Robin Arriaga	Whitman College

Prepared by Robin Arriaga and Barbara Collins.

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 5/26/16

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

j. Enrollment Report

**BACKGROUND:**

Two reports are included for your information: the 2015-16 FTE report as of May 11<sup>th</sup> and the Spring Quarter 2016 Tenth Day report. We are currently 1.7% under our two year state-funded FTE target.

As of the 10<sup>th</sup> day of spring quarter, state-funded FTE was 4% over spring 2015, headcount was up 6.7% from the 10<sup>th</sup> day of spring 2015. The increase in state-funded FTE is attributable to higher enrollment in ABE/ESL classes, including DVS 080 which was in the Academic category previously. As of May 11<sup>th</sup>, state-funded FTE is 2.7% (39) higher than this same day in 2015.

The tuition amount budgeted for 2015-2016 is \$4,200,000. As of April 30, 2016 we have collected \$4,192,032 or 99.8% of the budgeted amount. As of April 30, 2015 we had collected \$4,433,587 or 100.7%.

### TUITION COLLECTION REPORT

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$ 4,400,000
Total Collections as of April 30.	4,192,032	\$ 4,433,587
As a % of annual budget	99.8%	100.7%
Left to collect to meet budget target	\$ 7,968	\$ 0

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

# SPRING 10TH DAY ENROLLMENT REPORT

## HEADCOUNTS

	2016	Percent Change	2015	2014	2013	2012
<b>ETHNIC ORIGIN</b>						
Amer. Indian/Alaska Ntv	23	21.1%	19	27	22	27
Asian/Pacific Islander	43	26.5%	34	39	29	23
Black	31	-13.9%	36	29	26	40
Hispanic	808	11.6%	724	666	711	746
White	1,154	0.4%	1,149	1,169	1,114	1,094
Other/Unknown	212	26.9%	167	122	119	165
<b>SEX</b>						
Female	1,242	8.8%	1,141	1,113	1,173	1,213
Male	1,014	4.4%	971	938	844	838
Not Coded	15	-11.8%	17	1	4	44
<b>STUDENT STATUS</b>						
Full-time (12 or more crs)	1,351	1.5%	1,331	1,295	1,283	1,340
Part-time (less than 12 crs)	920	15.3%	798	757	738	755
Percent full-time	59.5		62.5	63.1	63.5	63.9
<b>TOTAL HEADCOUNT</b>						
	<b>2,271</b>	<b>6.7%</b>	<b>2,129</b>	<b>2,052</b>	<b>2,021</b>	<b>2,095</b>
Running Start	355	2.6%	346	270	174	165
International	12	50.0%	8	7	4	3
<b>STATE FUNDED FTES</b>						
ABE/ESL	133.3	133.4%	57.1	58.5	55.8	72.9
Academic	837.1	-1.7%	851.7	830.9	861.1	905.4
Occupational	479.7	-1.2%	485.3	502.3	536.9	512.4
<b>TOTAL STATE FTES</b>						
	<b>1450.1</b>	<b>4.0%</b>	<b>1394.1</b>	<b>1391.7</b>	<b>1453.8</b>	<b>1490.7</b>

<b>F.T.E. REPORT</b>			
2014-2016 as of 3/26/16			
		<b>QTRLY</b>	<b>ANNUAL</b>
		<b><u>FTEs</u></b>	<b><u>FTEs</u></b>
<b>1st year (14-15)</b>			
SUMMER		314.0	104.7
FALL		1591.1	530.4
WINTER		1619.9	540.0
SPRING		1496.1	498.7
<b>2nd year (15-16)</b>			
SUMMER		360.8	120.3
FALL		1640.4	546.8
WINTER		1669.0	556.3
SPRING		1488.9	496.3
<b>TOTAL</b>		<b><u>10180.2</u></b>	<b><u>3393.4</u></b>
1st year annual FTE Target		5181	1727
2nd year annual FTE Target		5175	1725
<b>SBCTC 2-year rolling enrollment count</b>			
Past year + current year actual FTE			3393.4
Past year + current year allocation			3452.0
% of allocation target attained to date			98.3%
Add'l FTEs to meet minimum 96%		-238.4	-79.5
Add'l FTEs to meet target 100%		175.8	58.6
FTEs over funding level - 1st year		-159.9	-53.3
FTEs over funding level - 2nd year		-15.9	-5.3

**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

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

k. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of March 31, 2016, is attached for Board review. There was 35.79% of the state operating budget remaining.

Prepared by Executive Director of the Business Office Char Rios.

**RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF MAR 31, 2016**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/15		As of 3/31/16	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,959,606	144,908	5,104,514	3,255,351	1,849,163	36.23%
	BENEFITS	1,575,604	36,807	1,612,411	1,053,310	559,101	34.67%
	GOODS&SVC	439,143	176,545	615,688	202,439	413,249	67.12%
	TRAVEL	60,108	3,000	63,108	30,691	32,417	51.37%
	EQUIP	67,814	10,000	77,814	30,126	47,688	61.28%
	<b>TOTAL</b>		<b>7,102,275</b>	<b>371,260</b>	<b>7,473,535</b>	<b>4,571,917</b>	<b>2,901,618</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	657,060	0	657,060	470,840	186,220	28.34%
	BENEFITS	216,236	0	216,236	158,760	57,476	26.58%
	GOODS&SVC	38,558	0	38,558	31,457	7,101	18.42%
	TRAVEL	10,950	0	10,950	5,046	5,904	53.92%
	EQUIP	6,500	0	6,500	2,665	3,835	59.01%
	<b>TOTAL</b>		<b>929,304</b>	<b>0</b>	<b>929,304</b>	<b>668,767</b>	<b>260,537</b>
<b>050 LIBRARY</b>	SALARIES	358,518	0	358,518	242,979	115,539	32.23%
	BENEFITS	135,384	0	135,384	91,107	44,277	32.70%
	GOODS&SVC	78,656	0	78,656	51,066	27,590	35.08%
	TRAVEL	2,100	0	2,100	1,039	1,061	50.50%
	EQUIP	20,000	0	20,000	22,426	(2,426)	-12.13%
	<b>TOTAL</b>		<b>594,658</b>	<b>0</b>	<b>594,658</b>	<b>408,617</b>	<b>186,041</b>
<b>060 STUDENT SERVICES</b>	SALARIES	1,098,808	41,885	1,140,693	765,989	374,704	32.85%
	BENEFITS	383,217	6,915	390,132	274,073	116,059	29.75%
	GOODS&SVC	66,121	56,028	122,149	82,449	39,700	32.50%
	TRAVEL	8,400	15,591	23,991	14,969	9,022	37.60%
	EQUIP	0	0	0	0	0	0.00%
	GRANTS	442,474	(896)	441,578	415,171	26,407	5.98%
	MATCH	15,481	0	15,481	17,435	(1,954)	-12.62%
<b>TOTAL</b>		<b>2,014,501</b>	<b>119,523</b>	<b>2,134,024</b>	<b>1,570,086</b>	<b>563,938</b>	<b>26.43%</b>
<b>080 ADMIN.</b>	SALARIES	1,574,585	0	1,574,585	1,179,820	394,765	25.07%
	BENEFITS	542,117	0	542,117	400,396	141,721	26.14%
	GOODS&SVC	837,639	0	837,639	362,434	475,205	56.73%
	TRAVEL	59,500	0	59,500	31,110	28,391	47.72%
	EQUIP	22,450	0	22,450	8,541	13,909	61.96%
	<b>TOTAL</b>		<b>3,036,291</b>	<b>0</b>	<b>3,036,291</b>	<b>1,982,300</b>	<b>1,053,991</b>
<b>090 M&amp;O</b>	SALARIES	1,165,416	0	1,165,416	792,806	372,610	31.97%
	BENEFITS	467,792	0	467,792	281,810	185,982	39.76%
	GOODS&SVC	863,109	0	863,109	573,612	289,497	33.54%
	TRAVEL	7,025	0	7,025	1,080	5,945	84.63%
	EQUIPMENT	41,087	0	41,087	5,430	35,657	86.79%
	DEBT SERV.	200,841	0	200,841	4,025	196,816	98.00%
	<b>TOTAL</b>		<b>2,745,270</b>	<b>0</b>	<b>2,745,270</b>	<b>1,658,761</b>	<b>1,086,509</b>
<b>TOTAL BUDGET</b>		<b>16,422,299</b>	<b>490,783</b>	<b>16,913,082</b>	<b>10,860,449</b>	<b>6,052,633</b>	<b>35.79%</b>

CORRECTION to Opp Grant (061.5FPP)and ABE Grant (018.7E11)	2,454
CORRECTION to Opp Grant (061.2A96)and ABE Grant (011.2A91)	(2,454)
I-DEA GRANT 018.7DEA	53,730
College Affordability Program Tuition ALLOCATION #2	207,474
Worker Retraining Variable ALLOCATION #2	82,000
Basic Skills Enhancement - ALLOCATION #3	26,551
Student Achievement Initiative - ALLOCATION #4	121,028
CORRECTION to 1000 FTEs (Budget to 012.4AEN from 011.2A91 EZ00)	0

TOTAL ADJUSTMENTS TO ALLOCATION 490,783

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #5:** Exceptional Faculty Award Reports (for information)

### **BACKGROUND:**

During the March 3 Board of Trustees meeting, the trustees approved Exceptional Faculty Awards. English Instructors Steve Close and Matthew Sullivan will present their reports to the board. They attended the Association of Writers and Writing Programs Conference in Los Angeles, CA.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.



## Report to Big Bend Trustees on Association of Writers and Writing Programs Conference

Steve Close

Between March 30 and April 3, Matt Sullivan and I attended the AWP Conference in Los Angeles using funds granted by an Exceptional Faculty Award. I appreciate that opportunity that the EFA provided, and I look forward to enhancing my classes with the information I gained at this conference.

AWP focuses primarily on fiction writers and poets. I generally attend conferences geared more toward composition pedagogy, but I teach courses in fiction. While I expected this conference to help me with the fiction-based classes that I teach, I hadn't realized how much it would overlap with the topics I teach in composition. Most of the panels I observed had to do with culture, authenticity of voice, and personal experience as a reason for writing. I have always included these topics as focal points in composition courses, but I had lost touch with why they are necessary and had even considered cutting them from the courses I teach. The AWP conference helped me to connect with the importance of the writer as a person, rather than just a source of essays to be graded.

As a result of attending AWP, I have a much better sense of current trends in writing programs, techniques for expanding multiculturally-diverse text offerings, and explaining choices made by authors in their writing. I will be using much of what I learned in my HUM 214 class, possibly expanding the reading selection, but definitely taking new approaches to many of the texts that I am currently using as part of the curriculum in that course. I am also hoping to use this information to encourage our new hires for 2016-2017 to consider developing overload courses that are designed to fulfill a multiculturalism requirement, thus giving the English Department a stronger presence in the DTA-related metamajors, should Big Bend opt to begin using the "Guided Pathways" model of advising.

Steve Close

## **Associated Writers Programs Conference 2016**

### **Matthew Sullivan**

3/31: 8 a.m. – 6 p.m. = 10 hours.

4/1: 9 a.m. – 6 p.m. = 9 hours

4/2: 9 a.m. – 5 p.m. = 8 hours = 27 hours total.

Over the course of the sessions, the biggest take-aways for me were trends toward 1) a fuller understanding and inclusion of marginalized groups, especially the Latino community. This means not only “checking off the Diversity box,” but thinking about choice of texts on our syllabi, how students’ culture might impact their response to certain types of written assignments, and thinking about how we might be more imaginative in the way we market our classes to students. 2) A fuller understanding of the role that genre writing is playing in the academic conversation. This reinforces a move we made years ago in the department, when we created Mystery and Science Fiction classes as a way to improve student access, and it pushes us to think more about how we can continue developing content that matches our students’ interests but also reflects a significant part of the academic zeitgeist.

Over the three full days of the conference, I attended the following sessions and events:

“What Does It Mean to Be a Latino?” A great session in which four Latina writers explored the spectrum of their identity. They discussed the relationship between their culture and their writing, the dominance of whites in the publishing industry, and some perspectives I’d never really encountered, such as what it means to be a natural blonde, fair-complexioned Latina, and other complications within the culture.

“Rewriting the Iconic West: Native and Latino Writers on Crafting Change.” Another excellent session, this one discussing ways that literature can act as a vehicle for upending the “iconic” characters and stories of the west, especially for writers of color. Most relevant to me was the introduction of “Red Noir,” which takes the broken, marginalized detective of traditional Hardboiled fiction, and makes that character Native American, to further push their feelings of loss and marginalization. I was also introduced to a Latino perspective of Jack Kerouac’s *On the Road*, which I teach in American Literature III class. It was eye-opening, for example, to see Kerouac’s “white-washed” idealization of field workers on grape farms in Southern California.

Phil Klay reading and discussing *Redeployment*, a collection of stories about the Iraq & Afghani wars, especially their impact on young veterans returning home.

Hector Tobar, reading and discussing his nonfiction book about the 33 Chilean miners trapped in a collapsed mine.

Amy Wilentz, reading and discussing her book *Farewell, Voodoo Fred* about recovery efforts after the Haitian earthquake.

“Violence on the Page.” Brian Evenson and others discussed the way that violence is used in literature, from Flannery O’Connor to Cormac McCarthy to more recent texts in the true crime genre. Also, a poetry professor who was teaching at Virginia Tech during the school shootings there a few years ago reflected on the student he lost that day, and how poetry and community helped in the students’ healing process.

“Peeling off Genre Labels.” Panel led by Daniel Orozco and Manuel Gonzalez about the blurring of lines between genre fiction (sci-fi, fantasy, mystery, etc...) and traditional literature.

“The All-Inclusive Workshop: Strategies for Discussing Genre fiction in the Undergraduate Workshop.” A review of the benchmarks of genre fiction, as well as a discussion about the disintegration of the traditional boundary that has always existed between “literature” and “popular” fiction.

Jess Walter, Roxane Gay, Natalie Diaz, Peter Mountford, and Janine Capo Crucet reading and discussing work they performed at the Hugo House writing center in Seattle. Funny, satirical subject matter, including stories and poems about Global Warming, overprotective parenting, Native American sexuality, and the absurdity of white men on bicycles.

“Comics, Films, Songs and More: Multimodality in Creative Writing and Composition Courses.” A discussion by a group of young instructors approaching the teaching of writing through millennial media.

Kelly Link reading and discussing her Fabulist fiction, collaborative writing projects and approach to teaching writing.

Emily St. John reading and discussing *Station Eleven*, and her dystopian, post-apocalyptic Shakespeare troupe.

Ruth Ozeki reading and discussing her work, her teaching, and her Japanese-American identity.

“In the Wild Classroom.” Joe Wilkins, Sean Prentiss and others discussing ways to integrate issues of environmentalism, sustainability, experiential learning, technology-overload and nature literature into the composition classroom.

“When Teaching Doesn’t Work.” Matt Bell, Joseph Salvatore and others discussing times when their teaching flopped. “Literary citizenship” was one example of a project Bell shared in which students get beyond thinking only of publishing and instead focus on sharing their work in other ways, such as door to door, etc...

“In the Box: Writing Outside of Your Ethnicity, Gender, Orientation, Age...” Luis Urrea, Beth Nguyen and others discussed the various ways that writers co-opt the voices of the marginalized, when it is appropriate, and the complexities involved in “borrowing” someone’s identity.

Richard Bausch reading and discussing his short fiction about veterans (Vietnam and Iraq) and violence.

Percival Everett reading and discussing his new novel, *So Much Blue*.

Judy Graham reading and discussing her long poem, “Mental,” about the connections between mental illness, heredity, and homelessness.

Associated Writing Programs Latino caucus—discussed ways to bring more of Big Bend’s Latino students into our Creative Writing and Literature classes.

The sessions went non-stop from early morning until late evening, and in between I also spent a lot of time visiting the hundreds of tables in the Book Fair. Most relevant to Big Bend students was the time I spent time with a member of Wenatchee Valley College’s English Department, the journal *Terrain*, *The Bellingham Review*, Pacific Lutheran University’s low-res MFA program, and other regional/relevant institutions that I could share with our students.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #6:** Phi Theta Kappa (information)

**BACKGROUND:**

BBCC's Phi Theta Kappa Chapter officers and advisors Barbara Whitney, Dawnne Ernette, and Brinn Harberts will share Rho Zeta news.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #7:** AmeriCorps (for information)

### **BACKGROUND:**

Christina Chesnakov, BBCC AmeriCorps will provide a brief overview of the AmeriCorps program and targeted goals. She will introduce two of her mentors, Scott Walker and Thomas Jermyn, who were recently nominated for the Students Serving Washington Awards (SSWA) Presidents' Award. They will share their experience working with Christina and mentoring youth in local school districts.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #8:** Employee Recognition (for action/information)

### **BACKGROUND:**

The Faculty Association has nominated English Instructor John Carpenter for Emeritus Status.

Administrative Emeritus nominees include Associate VP Candy Lacher, and Director of Public Information Doug Sly.

Presidential Award for Meritorious Service awardees will be shared at the meeting.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Leas recommends approval of John Carpenter for Faculty Emeritus and Candy Lacher and Doug Sly for Administrator Emeritus.

May 16, 2016

Dr. Leas and the Board of Trustees,

The Big Bend Faculty would like to nominate John Carpenter for emeritus status. John is retiring this year and as such is eligible for this nomination. The Faculty Association met on May 6, and John's nomination was one topic on our agenda. More than 30 members of our faculty association in attendance unanimously voted to nominate John for emeritus status.

John Carpenter meets all of the criteria for emeritus status. John has served for 22 years as a faculty member in the English Department, tenured since September 15, 1997, and he exhibits a long-term record of professional excellence. During his tenure, he served for many years as the Humanities Division Chair, a leadership role at the college level. John has been an active faculty member within campus governance. He has served on many probationary faculty committees as well as many other faculty committees. Steve Close, said of John's service, "As a Division Chair, and as my Probational Faculty Chair, John was encouraging, inspiring, and fair-minded. He is one of the most conscientious instructors and leaders I have ever met." John has supported the Big Bend Faculty Association throughout his time at Big Bend; his input concerning faculty matters is always appreciated and well-reasoned.

John's associations with students in and out of the classroom should be commended. Ryann Leonard describes John: "He seeks to embody excellence in teaching and learning and is highly supportive of student success." Concerning professional development activities, John embraced technology for teaching, a change that was not comfortable for him at the time. John constantly reads current critical literary publications that discuss the literature he teaches within his classes.

Steve Close sums up John's exemplary contributions to Big Bend as follows,

"John has done more than anyone else on this campus to battle Melvillephobia and Shakespearitis, and his students have come away from his classes with a strong respect for literary traditions. . . . John has always inspired students to do their best. His students, regardless of their cultural backgrounds, have demonstrated their potential as writers and thinkers. He has always instilled his students with a sense of proficiency.

On behalf of the Big Bend Faculty Association, I encourage you to award emeritus status to John Carpenter; he is most deserving.

Kathleen Duvall

A handwritten signature in cursive script that reads "Kathleen Duvall". The signature is written in black ink and is positioned below the printed name.

Big Bend Faculty Association president



# Memorandum

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**To:** Terry Leas, President  
**From:** Kim Garza, VP for Human Resources & Labor  
**Date:** May 17, 2016  
**Subject:** Recommendations for Emeritus Status

The purpose of this letter is to share with you the two administrative nominees for emeritus status. Candy Lacher and Doug Sly will retire as of June 30, 2015. Collectively they have provided over 50 years of service to Big Bend Community College. Each has been nominated by a peer and a summary of the nomination follows.

## Candy Lacher

Candy has been employed by BBCC for 27 years. During her time at the college she held the positions of Director of Admissions and Registrar, Dean of Enrollment Services, Associate Dean of Enrollment Services, and Associate VP for Student Services. Candy Lacher has made a tangible difference to the success of students at Big Bend Community College. Her dedication to student success is evident in her thoughtful guidance of BBCC and state and federal initiatives, including her leadership of the first BBCC Achieving the Dream (AtD) initiative in 2006. During the recent years of budget cuts, Ms. Lacher took on significant additional duties that allowed support to students to remain relatively unscathed. One of those additional responsibilities was the ongoing leadership of the new Student Success Center, which includes employee supervision, tutoring and Supplemental Instruction, an AtD initiative. She regularly works long hours and on weekends and holidays to ensure that students and her staff are supported.

Candy is an advocate for equality and access to a college education. She firmly believes all students should have access to a quality education. Her advocacy at Big Bend led to identification of alternative sources of funding and support rather than raised tuition and fees. During her tenure at BBCC, the college became a Hispanic Serving Institution, with strong student success resources and increased student retention and completion.

She also leads and serves on statewide groups including the State Board for

Community and Technical College's Admissions and Registration Council, and The Washington Council's Intercollege Relations Commission which maintains the statewide articulation and transfer agreements. She is viewed as a leader in these groups.

Candy also earned a master's degree during her tenure at BBCC. She actively participates in professional development through state organizations, national conferences and networking with colleagues.

It is for these reasons she is recommended for emeritus status.

### **Doug Sly**

Doug has been employed by BBCC for 31 years. During his time at the college he held the positions of Public Information Officer, Journalism Instructor, Student Newspaper Advisor, and Executive Director of the BBCC Foundation. Doug was also a founding member of the Moses Lake Sister City organization, a strong supporter of the Japanese Agricultural Training Program, and the Legislative Liaison for the college president.

Doug's service as Public Information Officer is a recurring one, attesting to his skill in communication. He is always available to help provide the narration that accompanies the events that are the life of the college. He helps to provide a reminder of the audience to be addressed, with the appropriate amount of celebration or concern, as the event requires. His tributes, in both good times and in unfortunate events are always respectful of the public's need to know and the individual desire for solace.

Throughout his college service Doug has maintained contact with a vast group of community leaders across the vast college district. His many articles, brochures, and informal conversations have helped to raise the visibility and importance of the college, throughout the college district and across the state with employers, legislators, the State Community College System, and colleagues in both our baccalaureate and two-year colleges, both public and private.

Among Doug's finest hours was his time as the Executive Director of the BBCC Foundation. No one in that position has demonstrated the high level of care and maintenance of contact with the college's foundation donors that he provided. He, in collaboration with donors, assembled the remarkable and somewhat unusual framework of our Intervention Scholarship program, giving substance to the non-traditional mechanisms of student support desired by donors Pat and Susan Weinstein. To this date that program continues to grow and is truly unique in Washington colleges. The Foundation, under his leadership, gave birth to the Donor Bronze program that gives high and lasting visibility to significantly generous college foundation benefactors.

Doug's experience in the Moses Lake business community as the editor of the Columbia Basin Herald provided him with access to the history, the current avenues of information regarding both public and private activity, and our community leaders. His subsequent service as college Public Information Officer and Foundation Executive

Director, capitalized on this community experience, historical perspectives of community and college, and contact with community and state leaders. He experienced BBCC from the viewpoint of a community member and media opinion-former. This was most helpful in helping to shape the vision, the mission and the district services of the college.

It is for these reasons he is recommended for emeritus status.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #9:** Nursing Program Presentation (for information)

**BACKGROUND:**

Director of Nursing Katherine Christian will share an overview of the Nursing program from application to licensure, addressing our unique challenges and strengths in our current environment.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #10:** League for Innovation (information)

### **BACKGROUND:**

Simulation Technology Coordinator Andrea Elliot and Early Childhood Education Specialist and Curriculum Developer Jenny Nighswonger attended the League of Innovation Conference. Andrea will share how the conference was an outstanding professional experience for her and Jenny to learn about how community colleges across the United States are developing excellent graduates. There were two sessions in particular that Jenny found noteworthy: Integrity Challenges and New Faculty Training Academy.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #11:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

### **RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #12:** Regularly Scheduled Board Meeting Date (information)

**BACKGROUND:**

The next regular board meeting is scheduled for Friday, June 10 (Commencement day), at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/26/16

**ITEM #13:** Miscellaneous (information)

### **BACKGROUND:**

President Leas met with Moses Lake School District Superintendent Michelle Price Tuesday, May 10. They discussed the new Criminal Justice program that is a professional-technical program with elements that transfer and the Early Childhood Education program. They also discussed future meetings to discuss BBCC's assistance with the teacher-shortage challenges and a future joint Moses Lake School Board and BBCC Trustee meeting.

The BBCC Band Concert is scheduled on Tuesday, June 7, at 7:30 p.m. in Wallenstien Theater

Prepared by the President's Office.

### **RECOMMENDATION:**

None.