



Board of Trustees Regular Board Meeting

**June 10, 2016
3:00 p.m.**

**ATEC
Hardin Community Room**

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

Summer 2016 Campus Events

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

June	6	ASB Family Surf 'n Slide Night; Moses Lake Aquatic Park; 6:30 - 8:30 p.m.
	7	Spring Instruction Ends
	7	BBCC Band Concert; Wallenstien Theater, 7:30 p.m.
	7	ASB Free Pool; BBCC 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; 3:00 p.m.; Hardin Community Room
	11	Nurses' Pinning Ceremony; Wallenstien Theater, 1:30 p.m.
July	4	Campus Closed for Independence Day
	5	Summer Quarter Instruction Begins
August	11	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	12	Summer Quarter Instruction Ends



2015 TRiO Graduates

Big Bend Community College
BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18

Study Session Notice

Date: Friday, June 10, 2016, 1:30 p.m.

Topic: 2016 -17 Operating Budget

Location: ATEC Building, Hardin Community Rm
7662 Chanute St NE, Moses Lake

Notice is hereby given of a study session of the Big Bend Community College Board of Trustees. No formal action will be taken.

Information: Contact Doug Sly, Public Information Officer
(509.793.2003).



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Friday, June 10, 2016, 3:00 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
Pledge of Allegiance – Student, NaviCorps Coordinator, and Marine Corps Veteran Jared Lee. |
| I | 2. | Introductions – |
| I/A | 3. | Consent Agenda <ul style="list-style-type: none"> a. President’s Activity Update (1) b. Student Success (1) c. Assessment (1) d. Human Resources Report (1) e. Enrollment Report (1) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Blake Springer b. Classified Staff Representative – Robin Arriaga c. Faculty Association President – Kathleen Duvall d. VP Finance & Administration – Linda Schoonmaker e. VP Instruction/Student Services – Dr. Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| I | 5. | Exceptional Faculty Awards Presentation – VP Bob Mohrbacher
----- BREAK ----- |
| | | Executive Session |
| A | 6. | 2016-17 Operating Budget – VP Linda Schoonmaker |
| A | 7. | Excellence in Teaching & Learning AMP Report – Dean Parton |
| A | 8. | Student Code of Conduct – VP Bob Mohrbacher |
| I | 9. | Assessment of Board Activity – Trustees |
| I | 10. | Next Regularly Scheduled Board Meeting – Trustees |
| I | 11. | Miscellaneous – Chair Stephen McFadden, 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 – August 11, 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: 6/10/16

ITEM #3 CONSENT AGENDA (for information)

a. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 9, 2016, through May 27, 2016, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/09/16	Cellarbration! Donation	Preparation	BBCC	Rep Tom Dent
	Title V Director Terry Kinzel	Program Support	BBCC	
	Nursing Program Discussion	Program Support	BBCC	
	Aspen Institute Idea	Sharing	BBCC	
	Phi Theta Kappa Induction	Student Success	BBCC	
5/10/16	Guided Pathways Phone Conference	Grant	BBCC	
	Samaritan Healthcare Board Meeting	Community Engagement	BBCC	
	Moses Lake School District Superintendent Michelle Price	Education Support	BBCC	
	Employee Meeting	Support	BBCC	
5/11/16	Moses Lake Rotary	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
5/12-13/16	ACT Conference	System/Trustee Support	Bellevue	
5/16/16	Dean of IR Valerie Parton	Program Support	BBCC	
5/17/16	Cabinet Meeting	Collaboration	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
	NOA Director Pat Ford	Program Support	BBCC	
5/18/16	Grant County EDC Meeting	Community Engagement	BBCC	
	Moses Lake Rotary	Community Engagement	Moses Lake	
	BIM Mock Interviews	Excellence in Teaching & Learning	BBCC	
	Applicant Preview	Feedback	BBCC	
5/19/16	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	BBCC	
	Aerospace Presidents Sub-Committee	Program Support	BBCC	
	Applicant Preview	Feedback	BBCC	
	BIM Mock Interviews	Excellence in Teaching & Learning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/20/16	ARFF Burn Exhibit	Program Support	BBCC	
5/23/16	PIO Doug Sly	Collaboration	BBCC	
5/24/16	BAC Meeting Conference Call	WACTC Liaison	BBCC	
	Outstanding Classified Staff Employee	Planning	BBCC	
	North Central Workforce Development Council Luncheon	Community Engagement	Moses Lake	
	Social Justice Leadership Institute	Discussion	BBCC	
	STEM Internal Monitoring Team Meeting	Grant Requirement	BBCC	
	Applicant Preview	Feedback	BBCC	
5/25/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	NWAC Rules	Program Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Student Recognition Night	Student Success	BBCC	
	Tour for Grant Co EDC Executive Director Linda Martin	Community Engagement	BBCC	
5/26/16	Shared Governance Council	Collaboration Monitoring Report Feedback	BBCC	
	Bachelor's Degrees Strategic Planning Conference Call	System Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #3: CONSENT AGENDA (for information)

b. Student Success:

The Achieving the Dream (AtD) Data Team is developing the evaluation plan for assessing the effectiveness of the AtD strategies.

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

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

BBCC is currently administering four surveys.

- Spring Enrollment Survey (survey of current students)
- Former Arts & Science Student Survey
- Former Professional/Technical Student Survey
- Employer Survey

These surveys provide BBCC with insight into our trainings, programs, and services.

Prepared by Dean of IR Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #3: CONSENT AGENDA (for information)

d. Human Resources

BACKGROUND:

Recruitment & Selection:

Ruth Coffin accepted a promotion to the position of Registrar. Ruth will transition to her new position on July 1.

Philip Stout accepted the position of Aircraft Mechanic/Inspector. This is a full-time classified staff position. Philip will begin work at BBCC on June 6.

Laura Cromer has accepted the position of Nursing Instructor. Laura will begin her full-time work at the college in September 2016.

James Saucedo has accepted the position of Director of Facilities & Capital Projects. James will transition to his new position this month.

Screening committees are currently reviewing applications for the following positions:

- VP for Learning & Student Success
- Financial Aid Advisor
- Custodian 1
- Program Assistant – CBIS
- Director of Mechatronics

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #3: CONSENT AGENDA (for information)

e. Enrollment Report

BACKGROUND:

The 2015-16 FTE report as of May 26th is included for your information. We are currently 1.6% under our two year state-funded FTE target. In 2014-15 we ended up 3.1% below our state-funded target. This academic year we are currently 0.1% below our annual state-funded target.

As of the 10th day of spring quarter, state-funded FTE was 4% over spring 2015, headcount was up 6.7% from the 10th 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 11th, 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.

F.T.E. REPORT			
2014-2016 as of 5/26/16			
		QTRLY	ANNUAL
		<u>FTEs</u>	<u>FTEs</u>
1st year (14-15)			
SUMMER		314.0	104.7
FALL		1591.1	530.4
WINTER		1619.9	540.0
SPRING		1496.1	498.7
2nd year (15-16)			
SUMMER		360.8	120.3
FALL		1640.4	546.8
WINTER		1669.0	556.3
SPRING		1501.7	500.6
TOTAL		<u>10193.0</u>	<u>3397.7</u>
1st year annual FTE Target		5181	1727
2nd year annual FTE Target		5175	1725
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE			3397.7
Past year + current year allocation			3452.0
% of allocation target attained to date			98.4%
Add'l FTEs to meet minimum 96%		-251.2	-83.7
Add'l FTEs to meet target 100%		163	54.3
FTEs over funding level - 1st year		-159.9	-53.3
FTEs over funding level - 2nd year		-3.1	-1.0

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

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

BACKGROUND:

During the March 3 Board of Trustees meeting, the trustees approved Exceptional Faculty Awards. AMT Instructor Erik Borg will share about his attendance at the Aviation Maintenance Technician Education Council (ATEC) in Atlanta, GA.

Prepared by the President's Office.

RECOMMENDATION:

None.

TO: The Board of Trustees
FROM: Erik Borg, AMT Instructor
RE: Conference Report

I would like to thank the Board of Trustees for the Exceptional Faculty Award. With these funds I was able to attend the ATEC Aviation Technical Education Council 55th annual conference and exhibition in Atlanta Georgia.

ATEC is a conference where all the Aviation Maintenance Technician (AMT) schools gather once a year. The conference started on Saturday April 9th and ended on Tuesday April 12th. This conference was both enlightening and very educational.

Some of the seminars I attended were as follows

1. Avionics training by Delta Airlines.
2. Unmanned aircraft systems program development.
3. Success in the classroom.
4. Workforce development and workforce needs part 1 and part 2.
5. Regulation update by Kevin Morgan, Manager, General Aviation Branch, Federal Aviation Administration (FAA).

One of the highlights of the conference for me was to be able to sit down with Kevin Morgan from the FAA. I had a conversation with him regarding competency based training. The Board of Trustees should know that Dan Moore, AMT Instructor, has been pushing for competency based training on a national level for many years. At this time, we are the only competency based FAA approved school in the country. Mr. Morgan was very interested in how we ran our program and how he could incorporate this information on a national level.

Sincerely,

Erik Borg

AMT Instructor

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #6: 2016-17 State Operating Budget (for action)

BACKGROUND:

VP Linda Schoonmaker and Executive Director of the Business Office Charlene Rios will present the draft 2016-17 State Operating Budget.

Prepared by VP Schoonmaker and Executive Director of Business Office Charlene Rios.

RECOMMENDATION:

President Leas, VP Schoonmaker, and Executive Director Rios recommend the board approves the 2016-17 State Operating Budget as presented.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #7: Academic Master Plan (AMP) Report #2 (for action)
Excellence in Teaching & Learning

BACKGROUND:

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

Prepared by Dean Parton and Research Analyst Starr Bernhardt.

RECOMMENDATION:

President Leas and Dean Parton recommend acceptance of the 2016 Excellence in Teaching & Learning report.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #8: Student Code of Conduct (action)

BACKGROUND:

On February 22, 2016, BBCC filed a Pre-Notice Inquiry with the Washington State Register regarding its Student Conduct Code, which was published on April 22, 2016. At the Board of Trustees June 10, 2016, regular meeting, a public notice was provided of BBCC's intent to amend WAC 132R-04 of Title 132R WAC.

Chapter 132R-04 Standards of Conduct for Students

Changes reflect compliance with the Violence Against Women Act (VAWA), Campus SaVE Act, and Title IX guidance from the Office for Civil Rights, as well as changes in the law regarding bullying, harassment, discrimination, sexual violence, educational records and personal use of marijuana. The changes are consistent with the recommendations in the model student conduct code and model hearing procedures for Washington community and technical college and BBCC Board Policy 6115, Policy Prohibiting Discrimination, Sexual Harassment and Sexual Misconduct.

A draft was attached for board review. A Notice of Proposed Rule Making which included the notice of hearing was filed with and published by the Office of the Code Reviser in the Washington State Register for public review and comment on April 22, 2016.

The public hearing for permanent adoption of the rules was announced for the Board's June 10, 2016 meeting.

RECOMMENDATION

President Leas and Vice President Mohrbacher recommend that the Board of Trustees of Big Bend Community College adopt the amendment to WAC 132R-04, following public hearing.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/16

ITEM #9: 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: 6/10/16

ITEM #10: Regularly Scheduled Board Meeting Date (information)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, August 11, 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: 6/10/16

ITEM #11: Miscellaneous (information)

BACKGROUND:

- Representative Tom Dent conversation with Alaska Airlines.

Prepared by the President's Office.

RECOMMENDATION:

None.