



Board of Trustees Regular Board Meeting

**Friday, June 12, 2015
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Spring 2015 Campus Events

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

Spring 2015 Campus Events		
June	5	Campus Excellence Celebration Luncheon; 11:45 a.m.; Masto Conference Ctr
	8	Family Surf 'n Slide Night; 6:30-8:00 p.m.; Surf 'n Slide Water Park, Moses Lake
	10	GED Graduation; 7:00 p.m.; Wallenstien Theater
	11	Automotive BBQ; 11:30 a.m.; Automotive Building
	12	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		Commencement; 7:00 p.m.; Lions Field
	13	Nurses' Pinning; 11:00 a.m.; Wallenstien Theater
July	1	Summer Quarter Begins
	3	Campus Closed in Recognition of Independency Day
August	6	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	12	Summer Quarter Instruction Ends





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Friday, June 12, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Jon Lane
Chair

Stephen McFadden
Vice Chair

Anna Franz, J.D.

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be successful.

Mission

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

- | | | |
|--------|----|--|
| Action | | |
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – USMC Veteran John Carcamo |
| I | 2. | Introductions – ACT Awardees, MEChA Club, LDSSA Club |
| I/A | 3. | Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes May 21, 2015 (A) b. President's Activity Update (I) c. Student Success (I) d. Accreditation (I) e. Assessment (I) f. Capital Project Report (I) g. Safety & Security Update (I) h. Human Resources Report (I) i. Classified Staff Report (I) j. Enrollment Report (I) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Stormie Kidd b. Classified Staff Representative – Starr Bernhardt c. Faculty Association President – Rie Palkovic d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| A | 5. | Spending Authority – VP Gail Hamburg
<hr style="border-top: 1px dashed black;"/> ----- <i>BREAK</i> -----
<hr style="border-top: 1px dashed black;"/> Executive Session |
| A | 6. | Board Chair Election – President Leas |
| A | 7. | Assessment of Board Activity – Trustees |
| I | 8. | Next Regularly Scheduled Board Meeting – Trustees |
| I | 9. | Miscellaneous – Chair Jon Lane, President Leas
Adjournment |

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

NEXT MEETING REMINDER – August 7, 2015

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

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting May 21, 2015, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes of the regular board meeting May 21, 2015.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, May 21, 2015, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Board chair Jon Lane reminded everyone that the meeting is being recorded and streamed live on Mediasite.

2. Introductions

USMC Veteran Sergeant Steven Henry led the Pledge of Allegiance. He is currently in the helicopter program. While serving in active duty in Afghanistan, he was shot three different times and received three purple hearts. Mr. Henry most recently served as a Police officer in CA.

The Washington State Association of College Trustees (WSACT) Partner of the Year Awardee Samaritan Healthcare was represented by Chief Nursing Officer Kathryn Trumball. She stated it is an honor to be here, and she brought special staff her. Vicky Polhamus, BBCC class of 1996, is the current medical surgery director. Director Polhamus served as the first joint faculty person for BBCC and Samaritan Healthcare. Shelly Gay and Desiree Hamilton, both 2002 BBCC graduates, also accompanied Ms. Trumball. Kris Bonaudi Hendrickson, BBCC class of 2010, also accompanied Ms. Trumball. She stated BBCC provides great opportunities for community members to expand careers and serve their local communities. Ms. Polhamus reported 40% of the Samaritan Healthcare nursing staff graduated from BBCC. At least half of the nurses in patient care services are BBCC graduates. Samaritan Healthcare strives to inspire healthy communities. Board Chair Jon Lane thanked Ms. Trumball for representing Samaritan Healthcare today.

SSS TRiO Advisor Luis Alvarez introduced the SSS officers: Juan Torres, Morgan Harvey, Jason Estrada, Kiara Segura, Felix Perez, Kyle Peterson, and Aryan Dehbozorgi. The group shared about their activities throughout the year. They started with a goal of bringing the BBCC campus together and serving as TRiO ambassadors. Advisor Alvarez proudly announced that all of the TRiO graduates this year will attend the university of their choice with scholarships in the fall. He thanked ASB Advisor Kim Jackson for her support throughout the year. Trustee Jon Lane complimented TRiO officer Aryan Dehbozorgi's speech at Cellarbration!

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes April 9, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Update (I).

Motion 15-27 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion carried.

4. Remarks

- a. ASB President Stormie Kidd introduced the 2015-16 ASB President Blake Springer. Recent ASB activities included a Pandafest lunchfest with 293 attendees and a Tacofest with 190 attendees including JATP students. A band from Yakima entertained during the April Thrillin' Third Thursday, and 58 people attended the event. A hypnotist from the Chicago area will perform tonight at the last Thrillin' Third Thursday of the year. There was a great turnout for Movie Night at the Lee Theater in Ephrata with 187 attending. ASB's "In a Jam" peanut butter and jelly service project, brought in 60 pounds of donations for the Moses Lake Food Bank.
- Six new programmers for the 2015 fall quarter were recently hired. ASB's student recognition night is scheduled on Wednesday, May 27, at 7:00 p.m. in Wallenstien Theater.
- ASB's annual Surf 'n Slide night will be held Monday, June 8, followed by a comedian the next night at 7:00, followed by the Library Campout.
- ASB President Stormie Kidd and ASB Secretary Whitney Southam recently completed scoring 182 scholarship applications.
- The Nursing club members recently completed their NCLEX review.
- The Brazilian Jiu-Jitsu (BJJ) Club crossed language boundaries with a few Japanese Agricultural Trainees. Nobu, Hiro, and Takuzi visited the BJJ Club Tuesdays in April. They became club members and shared their combined 25 years of experience in Judo, Wrestling, and Mixed Martial Arts with club members and advisor, Jeremy Seda.
- During a field trip to the Quincy Brazilian Jiu-Jitsu gym, Coach Jeremy asked the Trainees, "What was the most fun thing you did so far in the US?" they all said, "Jiu-Jitsu." Takuzi then said, "I wished I had known about the club a month sooner, when I first arrived." Sharing mat time was very memorable for the all of the students. The club plans to reach out to JATP students in the future.
- In April, the Rho Zeta Chapter of Phi Theta Kappa conducted a week long C4 signing event. Some of the officers attended the Phi Theta Kappa International Conference in San Antonio, Texas and brought home two international awards. The club assisted with the BBCC Job & Career Fair. In May, the club held a car wash, assisted with BBCC Educate and Cellarbration!, inducted 36 new members, assisted in the local Special Olympics, participated in Relay for Life, and provided concessions for ASB's Third Thursday.
- Upcoming Rho Zeta events include the Book Buy-Back Bake Sale, serving as greys gowns at BBCC graduation, and hosting the Phi Theta Kappa Greater Northwest Summer Regional Conference and Boot Camp in July.

- b. Classified Staff Representative Starr Bernhardt shared about training opportunities. Disabilities Advisor Lorallyn Allen shared about disability etiquette and customer service. Director of Adult Education Tyler Wallace taught a session about organizational skills and received great reviews. During the Excellence Celebration Luncheon June 5, the STAR committee will recognize the three classified staff employees who have attended the most training. Staff are looking forward to attending the campus-wide training on behavioral styles and effective communication techniques. Lastly, Rep Starr announced that BBCC will have one nominee for the statewide award that is given at the STAACC conference in July. A team of five classified staff members will attend the conference.
- c. Faculty Association President Rie Palkovic reported faculty activities. BBCC Counselors participated in the 9th Annual Educate Latino Education Fair on May 8 with over 130 participants. Eight BBCC professional/technical programs and four universities were represented. The event featured workshop sessions regarding financial aid and admissions.

French/German Instructor Jennifer McCarthy and Philosophy Instructor Dr. Dennis Knepp celebrated Pentecost at Emmanuel Lutheran Church and spoke in foreign languages. Math Instructor Salah Abed attended a conference in Chelan, which featured 3-d printing for calculus. English Instructor Matt Sullivan attended the Write on the River Conference. He and English Instructor Steve Close also attended Get Lit in Spokane. Criminal Justice/Psychology Instructor Dr. Ryann Leonard took her corrections class to prison on a field trip. Developmental English Instructor David Hammond entered his work in the Write on the River Conference and earned first place in fiction. Art Instructor Rie Palkovic recently judged the art student show at CWU. She received feedback that some of the best CWU art students are BBCC transfer students.

- d. VP Gail Hamburg reported there has been a 37% decrease in crimes reported on campus. She credits Safety and Security Director Kyle Foreman and his team for this difference. Director Foreman introduced the security officer team Rudy Perales, Jim Meyers, Janet Leonard, Dennis Klocke, and Rafael Gomez.

Director Foreman stated campus safety is very important to many parents. They often stop at his office asking for safety information. BBCC's investment in safety impacts enrollment positively. The security officer team protects the entire campus, working nights and weekends keeping BBCC safe. Trustee Mike Villarreal commented that he appreciates meeting the security team today. The work they do is an important part of BBCC's success. Board Chair Jon Lane agreed and stated he appreciates the professionalism of Director Foreman and the team.

- e. Associate VP Candy Lacher provided VP Bob Mohrbacher's update. She introduced Jeremy Iverson who was promoted to the Director of Financial Aid. Student Success Center Coordinator Diana Villafana introduced newly hired Student Success Center Retention Specialist Laura Warnock. Director of Student Programs Kim Jackson introduced Joni Nagy, the new Volleyball Coach and ASB assistant.

Dean Kara Garrett reported that after two years of AVID membership, BBCC is not renewing membership this year. Dean Garrett stated the important pieces of AVID such as connection with school districts and professional development will continue.

Associate VP Candy Lacher announced that all BBCC sports teams had sophomore athletes, for a total of 18, on the NWAC All-Academic Team, which requires a 3.25 gpa.

Math Instructor and Phi Theta Kappa Advisor Barbara Whitney introduced Rho Zeta Officers. VP of Fellowship Jalen Garza shared Rho Zeta's award results. VP of Leadership David Swenson discussed and showed the college project involving an AED instruction video. He also thanked Director Kyle Foreman for helping with the video. VP of Service Isaac Garcia shared about the C4 completion event. The C4 completion effort encourages students to pledge to make and commit to their education goals. He invited trustees, faculty, and staff to sign the C4 banner in support of student success.

VP Isaac Garcia will graduate with honors and attend WSU in the fall. VP Jalen Garza will pursue a political science degree at UW. VP of Scholarship April Suarez will transfer to North Seattle College to continue her education. VP David Swenson will join the Nuclear Program in the Navy.

Board Chair Jon Lane complimented Advisor Barbara Whitney for her leadership and the entire officer team for their efforts. He also informed the group that trustee Anna Franz is a former Rho Zeta President.

Board Chair Jon Lane announced a 10-minute break to sign the C4 banner.

- f. VP Kim Garza announced that Joe Auvil will start June 1 to replace retiring Director of Purchasing Kathy Arita. The hiring of the IT specialists will be completed soon. She also reported that the Dean of WorkForce Education candidates are scheduled to be on campus next week. The Inclusion Team held their first bi-weekly meeting today, and it was very powerful with enthusiasm for change.
- g. Executive Director of the Foundation LeAnne Parton provided an update on the Foundation. Cellarbration! grossed \$108,000 which is an increase of 4% over last year. It was a great evening with much positive feedback. The wrap-up meeting will be held next week. Mark your calendars for Cellarbration! next year, May 21, 2016. Director Parton is also working on the JATP 50th anniversary celebration. She continues to meet with donors, and the scholarship committee is choosing recipients. The Foundation audit will begin next week. Trustee Stephen McFadden complimented Director Parton on Cellarbration! Board chair Jon Lane complimented the Cellarbration! speaker and decorations.

5. Excellence in Teaching and Learning

Dean Valerie Kirkwood introduced the Excellence in Teaching and Learning monitoring report. All campus contributes to this report noting best practices.

Student Success Center (SSC) Coordinator Diana Villafana shared the SSC Mission: *“The Student Success Center is committed to serving students by providing them with resources that will help them achieve their educational goals at BBCC.”* One way the SSC helps students is with peer tutoring. Coordinator Villafana introduced Supplemental Instruction (SI) Tutor Jeffrey Jensen. He attends the chemistry class and then tutors, using fun visual tools, the students in a group setting. Jeffrey is paid through state work-study funds. He is pursuing a Bachelor’s of Chemistry at CWU. Trustee Mike Villarreal stated local school districts are looking for future teachers like Jeffrey.

SSC SI is a great resource providing review of difficult material for the students and providing opportunity for growth for the SI Tutor. This program is the result of good collaboration between faculty and staff. Another SI Tutor, Christina Chesnakov, is also an intern for the Grant County Health District. She is working toward becoming a medical doctor. She related that SI tutoring has increased her empathy capacity and developed flexibility in her communication style. Christina said it is great to meet “students where they are and impart knowledge while eroding the barrier of fear.” There are ten peer tutors and six SI tutors.

Trustee Jon Lane reflected that the SSC and Coordinator Diana Villafana are doing a great job of transforming lives and helping students to help students. Trustee Villarreal asked Coordinator Villafana what, in her experience, students are missing, how can we push further? She responded that incorporating diversity and inclusion efforts on campus would provide students with the feeling of belonging.

Trustee Villarreal stated that he promoted the Educate Latino Education Fair and was disappointed that only two families attended from Othello. Trustee Stephen McFadden suggested taking the programs to the communities, rather than hosting on campus. Director of WorkForce Education Heidi Summers shared about the Working Families Success Network (WFSN), which is an Achieving the Dream grant-funded, campus-wide approach to serving low-income community college students and their families. Director Summers said she could deliver needed information to communities. Many students struggle with issues outside the classroom. This program provides an innovative approach to education, employment and advancement, and financial services and asset building. Bundled services provide more successful students. BBCC was chosen as one of four community colleges in the state, and one of only 16 in the nation for this program. BBCC receives \$80,000 annually until 2017.

Director Summers’ goal is to infuse the BBCC campus culture with career services training, SALT, and financial coaching. Recently trustee Juanita Richards suggested local financial institutions be involved in facilitating financial training. Another campus-wide effort is to provide every employee with the book *Blind Spot*, which discusses the equity agenda.

Dean Kara Garrett discussed professional technical faculty certification. Many professional technical faculty come to BBCC with experience in their field but not necessarily experience teaching students. Professional technical faculty members develop a plan of professional development focused on learning to help students and

including a self-assessment. Dean Garrett shared a sample plan. The dean and instructor may negotiate the plan. Professional technical faculty boot camp is offered one week every fall for new faculty. The Perkins grant funds some of the professional development activities.

Dean Kirkwood stated BBCC is rejoining the ATD initiative and continuing successful initiatives on campus. Diversity and inclusion efforts have also been initiated.

Motion 15-28 Trustee Stephen McFadden moved to accept the Excellence in Teaching and Learning Monitoring Report. Trustee Mike Villarreal seconded, and the motion carried.

6. Emeritus Status

Faculty Emeritus Status nominations were brought forward by the Faculty Association for instructors Pat Patterson, Marsha Nelson, and Gail Erickson. Faculty Association President Rie Palkovic stated all three nominees have given great service and are worthy of this honor.

Motion 15-29 Trustee Anna Franz moved to award Instructor Pat Patterson Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-30 Trustee Stephen McFadden moved to award Counselor Marsha Nelson Emeritus status. Trustee Juanita Richards seconded, and the motion carried.

Motion 15-31 Trustee Juanita Richards moved to award Instructor Gail Erickson Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Administrator Emeritus status nominations were presented for VP Gail Hamburg, Director Kathy Arita, and Administrator Mary Shannon. VP Kim Garza stated each very deserving nominee was nominated by her peers.

Motion 15-32 Trustee Mike Villarreal moved to award Director Kathy Arita Emeritus status. Trustee Juanita Richards seconded, and the motion carried.

Motion 15-33 Trustee Anna Franz moved to award VP Gail Hamburg Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-34 Trustee Juanita Richards moved to award Administrator Mary Shannon Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.

President Leas observed that decades of institutional memory are leaving the institution, and it will leave a void. These retirees will be missed.

Chair Jon Lane announced a short break and 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. He advised that the Executive Session will last 20 minutes. The meeting reconvened at 4:20 p.m. with no action taken.

7. Tenure Review Process

The trustees stated they received everything needed in the faculty portfolios. Trustee Juanita Richards suggested new board members meet with VP Kim Garza to learn about the tenure review process.

Trustee Anna Franz stated she would like to understand the tenure-review process used by other community colleges. Each collective bargaining agreement outlines the tenure process. BBCC uses a three-year process with multiple elements of evaluations including self-evaluation, student evaluations, and supervisor evaluations. Some college boards interview tenure reviewees. The timing and structure is outlined in the RCW.

8. Board Policies for Action

Motion 15-35 Trustee Juanita Richards moved to approve revisions to BP 1005 Emeritus Positions. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-36 Trustee Mike Villarreal moved to approve revisions to BP 6110 College Tuition and Fees Refund Policy. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-37 Trustee Anna Franz moved to approve new BP 8030 Surplus Property. Trustee Juanita Richards seconded, and the motion carried.

9. Board Chair Election

The board chair matrix was reviewed.

10. Assessment of Board Activity

Trustee Anna Franz reported that she attended the ACT Conference and Cellarbration!

Trustee Stephen McFadden reported that he attended the ACT Conference and Cellarbration! He congratulated Trustee Lane for being elected ACT President-Elect. Trustee McFadden said he has met with employers with high numbers of employees and elected leadership in Adams County and three times in the past week concerns were raised about BBCC programs for Othello residents. McCain Foods and Simplot would like to have BBCC programs offered in Othello. Mayor Logan would like to see professional technical programs offered to Othello High School students in alternative manner like CBTech.

President Leas stated BBCC can provide on-site training for employers. He suggested the deans and Beth Laszlo could meet with employers and officials. President Leas stated CBTech is intended to serve the surrounding areas, including Othello.

Trustee McFadden stated an industry council is being creating with the Port of Othello and the City of Othello. Dean Rasmussen stated he could meet with employers in Othello. He also said McCain Foods and Simplot have declined JSP grants in the past. SVC has participated in JSP training.

President Leas said officials from the Port of Quincy are interested in workforce development efforts in partnership with employers. Trustee McFadden stated this might be a good opportunity for a mobile learning center. BBCC has a partnership with WVC for a trailer.

Trustee Jon Lane said he attended Cellarbration! and the ACT Conference. He was elected the ACT President-Elect and he really enjoyed the session about generational differences. He is looking forward to his new role, which will be positive for BBCC.

Trustee Juanita Richards attended the ACT Conference and enjoyed the speaker. She enjoyed team building by spending time with her fellow trustees. She missed Cellarbration! due to an annual work event always held the same date.

Trustee Mike Villarreal reported that he attended the ACT Conference. He also participated in Senior Exit Interviews at the Warden High School with President Leas. They promoted BBCC as they visited with students. Trustee Villarreal had a great time hosting JATP students at his residence for two nights.

11. Next Regularly Scheduled Board Meeting

The next regularly scheduled meeting is June 12, 1:30 p.m.

12. Miscellaneous

The ACCT Governance Leadership Institute will be held in WA, DC in August. The ACCT Leadership Congress will be held in San Diego, CA in October.

President Leas is in contact with ACCT representative Colleen Allen searching on the national level for a policy governance trainer.

President Leas shared the 2014 annual report. PIO Doug Sly, Dean Kirkwood and their team produced a great report.

The meeting adjourned at 4:54 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 4, through May 29, 2015, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

5/04/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
5/05/15	Meet Community Member	BBCC Support	BBCC	
	Mayor's Prayer Breakfast	Community Engagement	BBCC	
	JATP 50 th Anniversary	Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	US Congressman Dan Newhouse Event	Legislative Contact	BBCC	
5/06/15	Interview VP Candidate	Personnel	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Phi Theta Kappa Induction Speaker	Student Success	BBCC	
5/07/15	Interview VP Candidate	Personnel	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	JATP MOA Discussion	Program Support	BBCC	
5/08/15	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	WACTC Legislative Discussion	System Support	Conference Call	
	Educate' Latino Education Fair	BBCC Support	BBCC	
5/11/15	Interview VP Candidate	Personnel	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
5/12/15	Review Board Agenda	Administration	BBCC	Trustee Jon Lane
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	Columbia Basin Herald	Community Engagement	BBCCV	

	Editorial Board			
	Rotary Foundation Board Meeting	Community Engagement	Moses Lake	
5/13/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	ATD Assessment Activity	BBCC Support	BBCC	
	Emeritus Status	Planning	BBCC	
	Rotary Foundation Scholarship Banquet	Student Success	BBCC	
	Foundation Contract	Collaboration	BBCC	
5/14-15	ACT Conference	System Support	Spokane	
5/18/15	WSU Tri-Cities Interim Vice Chancellor Dr. Hossain	Luncheon Partnership	Tri-Cities	
5/19/15	PTEC Discussion	Guidance	BBCC	
	Grant County EDC Luncheon	Community Engagement	BBCC	
	Interview Dean Candidate	Personnel	BBCC	
5/20/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
5/21/15	Professional Development	Planning	BBCC	
	Foundation Contract	Planning	BBCC	
	JATP Goodbye Picnic	Program Support	BBCC	
	Board Meeting	College Guidance	BBCC	
	Dinner with ASB Officers	Collaboration	BBCC	
5/26/15	STEM Director Andre Guzman	Program Support	BBCC	
	Dean Candidate Interview	Personnel	BBCC	

	Sodexo Expectation Meeting	College Support	BBCC	
	Heritage University BBQ	Partnership	BBCC	
	JATP Program	Program Support	BBCC	
5/27/15	Dean Candidate Interview	Personnel	BBCC	
	Cellarbration! Wrap Up	Event Support		
5/28-29	Host WACTC Meetings	System Support	BBCC	
5/28/15	BBCC Student Recognition Night	Student Success	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

As we reported at the last meeting, BBCC will send a team of six people to the 2015 Achieving the Dream Kickoff Institute. The Institute will take place June 23-25 in Cincinnati, Ohio. The Big Bend team will join teams from fourteen other colleges across the country, including colleges in New Jersey, North Carolina, California, New York, Georgia, and Tennessee.

In order to prepare for the Institute, Achieving the Dream asked BBCC to complete a Readiness Assessment. The Assessment was prepared by the Academic Master Plan Committee, Student Services Directors, and the AtD Institute Team. A copy of the Readiness Assessment is included here.

Prepared by VP Mohrbacher

RECOMMENDATION:

None.

Readiness Assessment

Principle 1. Committed Leadership		Extent of Implementation				
		Little or None 1	2	Average 3	4	A Lot 5
1.1a	CEO and leadership team actively support efforts to improve student learning and completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1b	CEO and other senior leaders have made an explicit policy commitment to achieve equity in student outcomes across racial/ethnic and income groups and communicated the policy to faculty, staff, students, and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1c	Institution communications emphasize a student success agenda, including news releases, the institution website, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2a	The board expects, and the CEO provides, regular reports on student outcomes and the impact of efforts to improve success rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2b	Senior leaders demonstrate willingness to support changes in policy, procedures, and resource allocation to improve student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2c	Faculty leaders actively support a broad-based student success agenda.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize your institution's strengths and weaknesses in COMMITTED LEADERSHIP

This Principle received the highest ratings from the feedback that was gathered. The Board of Trustees is very engaged with the college and in examining data to improve student success. We have explicit policy commitment to student success and an annual monitoring report process in which the Board and the campus receive three annual reports focusing on the goals of our Academic Master Plan. We need to work on communicating this information more broadly across campus and in the community. We need to promote more consistent faculty involvement in the student success agenda.

Principle 2. Use of Evidence to Improve Policies, Programs, and Services		Extent of Implementation				
		Little or None 1	2	Average 3	4	A Lot 5
2.1a	IT capacity is adequate to meet the demand for data and institutional research.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1b	Policies and procedures are in place to ensure integrity of data collected.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1c	IR staff capacity is adequate to meet demand for data and research.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1d	IR staff effectively educates and assists college personnel in the use of data and research to improve programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2a	Institution routinely collects, analyzes, and reports longitudinal data on cohorts of students to chart student progression and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2b	Institution routinely disaggregates student cohort data by age, race, gender, income, and other factors to identify gaps in achievement among student groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2c	Institution regularly conducts surveys and focus groups with students, faculty, and staff to identify weaknesses in programs and services and opportunities for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3a	Institution routinely engages personnel from across the campus community to review data on student achievement and to help develop and refine strategies for addressing priority problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3b	Institution routinely evaluates the effectiveness of efforts to improve student success and uses the results to improve policy and practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize your institution’s strengths and weaknesses in USE OF EVIDENCE

Big Bend has regular data reporting and analysis processes. BBCC was previously a member of AtD and has continued to use and to refine the processes that we implemented between 2006 and 2011. We have a knowledgeable and dedicated IR staff. However, compliance reporting and data reporting for numerous grants have put increasing workload pressure on IR. Currently, our IT department is facing some challenges around staffing and network capacity. A plan is in place, but it will take some time to implement.

Principle 3. Broad Engagement		Extent of Implementation				
		Little or None 1	2	Average 3	4	A Lot 5
3.1a	Faculty meets regularly to examine course and program outcomes and develop strategies for addressing achievement gaps and improving student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1b	Faculty routinely assesses academic programs and teaching strategies from the perspective of current research on effective practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1c	Part-time or adjunct faculty is actively engaged in institutional efforts to improve student success.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1d	Student services staff routinely assesses student success strategies from the perspective of current research on effective practice.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1e	There is alignment and extensive collaboration on efforts to improve student success between academic/instructional affairs and student services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2a	Institution secures active student participation in efforts to improve student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2b	Institution secures input from external stakeholders to identify causes of achievement gaps and inform the development of strategies for improving student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize your institution's strengths and weaknesses in BROAD ENGAGEMENT

This category received the lowest ratings overall. We have greatly improved faculty participation in the assessment process; all departments have annual assessment plans and reports, and those department reports are rolled up into a college report annually. We need better strategies to engage adjunct faculty; some departments have integrated adjunct faculty more than others have. And while faculty review their assessment data annually, this seldom involves review of current research.

Principle 4. Systemic Institutional Improvement		Extent of Implementation				
		Little or None 1	2	Average 3	4	A Lot 5
4.1a	Institution has established a strategic planning process that uses data to set goals for student success and measure progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1b	Plans for a given year are driven by a limited set of strategic priorities that have a focus on student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1c	Institution regularly evaluates its academic programs and student services to determine how well they promote student success and how they can be improved.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1d	Decisions about budget allocations are based on evidence of program effectiveness and linked to plans to increase rates of student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1e	Institution uses external grant funds strategically to support systemic efforts to improve outcomes for students broadly, not just for isolated projects that benefit small numbers of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1f	Institution actively works to scale up and sustain pilot programs or practices that prove effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1g	The student success agenda is integrated with ongoing accreditation activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2a	Institution has a standing committee or committees responsible for guiding and monitoring efforts to improve student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2b	Major meetings, organizational units, and work groups regularly focus on student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3a	The institution offers to faculty and staff professional development that reinforces efforts to improve student success and to close achievement gaps.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3b	Induction and orientation activities for new faculty and staff foster a commitment to student success.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3c	Institution provides training to faculty and staff on using data and research to improve programs and services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize your institution’s strengths and weaknesses in SYSTEMIC INSTITUTIONAL IMPROVEMENT

Big Bend has a clear commitment to student success. We received a commendation from our accrediting body (NWCCU) for that visible commitment. We have been highly successful in winning grant support for our student success initiatives; however, it is sometimes a struggle to sustain all of our grant funded initiatives in an era of shrinking state support. We have begun development of budget processes that can more closely tie budgeting to student success goals, but we have further work to do there. We need more ongoing training on the use of data and evidence in decision making, so that more people across campus can participate in those processes.

Principle 5. Equity		Extent of Implementation				
		Little or None 1	2	Average 3	4	A Lot 5
5.1a	The institution has a climate of respect for inclusiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1b	The institution consistently demonstrates a commitment to equity for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1c	The institution’s staffing reflects the demographic composition of its service area’s population (community or region).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1d	The institution routinely creates opportunities for all students, especially those who have traditionally faced the most significant barriers to achievement, to voice opinions about their college experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2a	Faculty members proactively create a learning environment that promotes the success of all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2b	Multicultural perspectives are integrated throughout the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2c	Adjunct and full-time faculty, staff (including front-line and student support services), and administrators have experience or knowledge of how to work with students from diverse backgrounds and are sensitive to the unique needs of culturally diverse students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize your institution’s strengths and weaknesses in EQUITY

Big Bend Community College is a Hispanic Serving Institution (HSI), and we have made great progress in improving retention and completion for our Hispanic students. However, we still see a completion gap between Hispanic students and the overall student body. We are working to diversify our staffing and have made some progress, but our staff is still less diverse than our student body. And while there is an institutional commitment to diversity, we need to develop a more sophisticated multicultural competency across the institution.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM 3: CONSENT AGENDA (for information)

d. Accreditation Update

Accreditation:

The annual report to the Northwest Commission on Colleges and Universities (NWCCU) will be submitted on June 8, 2015. In the annual report, the colleges report the following:

- Institutional Contact Information
- Institutional Demographics
- New Degree/Certificate Programs
- Terminated Programs
- Contractual Relationships
- Substantive Changes
- Domestic Off-Campus Locations
- Distance Education
- International Sites

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

Dual enrollment (Running Start or College in the High School) is playing an increasingly significant role in BBCC's enrollment. The tables and chart that follow demonstrate the rise over that last five years.

District High School Students Attending BBCC in Fall					
District High School	2010	2011	2012	2013	2014
Almira-Coulee Hartline	3	1	2	5	10
Col Basin Secondary	7	5	6	11	11
Ephrata	117	100	91	131	168
Lake Roosevelt	4	5	2	1	1
Lind Jr./Sr. High	3	3	1	6	2
Moses Lake	249	266	243	290	326
Moses Lake Christian Academy	6	3	5	6	4
Odessa	1	2	4	1	1
Othello	33	30	29	25	28
Quincy	51	54	49	44	62
Ritzville	2			1	2
Royal City	48	39	35	27	31
Soap Lake	23	14	15	19	17
Wahluke	10	10	8	6	12
Warden	29	25	31	32	46
Washtucna	2	2	1		
Wilson Creek	8	5	6	5	6
Grand Total	596	564	528	610	727

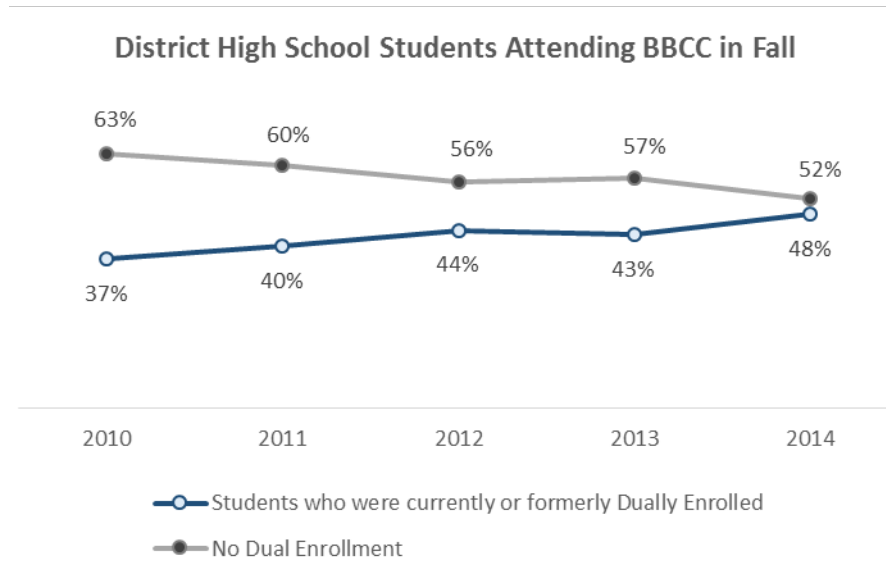
Fall 2010 students who have graduated or will graduate between 2009 - 2014

Fall 2011 students who have graduated or will graduate between 2010 - 2014

Fall 2012 students who have graduated or will graduate between 2011 - 2015

Fall 2013 students who have graduated or will graduate between 2012 - 2016

Fall 2014 students who have graduated or will graduate between 2013 - 2017



District High School Students Attending BBCC - Fall 2014*						
	Current Running Start	Current College in the HS	Former Running Start	Former College in the HS	No Dual Enrollment	Grand Total
Almira-Coulee Hartline	5				5	10
Col Basin Secondary			2		9	11
Ephrata	50	8	14	5	91	168
Lake Roosevelt					1	1
Lind Jr./Sr. High					2	2
Moses Lake	165		25	1	135	326
Moses Lake Christian Academy					4	4
Odessa					1	1
Othello	7		2		19	28
Quincy	21				41	62
Ritzville					2	2
Royal City	15				16	31
Soap Lake	4		5		8	17
Wahluke	0				12	12
Warden	19		1		26	46
Wilson Creek	2				4	6
Grand Total	288	8	49	6	376	727

*Students who have graduated or will graduate between 2013 - 2017

District High School Students Attending BBCC - Fall 2013*						
	Current Running Start	Current College in the HS	Former Running Start	Former College in the HS	No Dual Enrollment	Grand Total
Almira-Coulee Hartline	2				3	5
Col Basin Secondary	4		1	0	6	11
Ephrata	37		11	14	69	131
Lake Roosevelt					1	1
Lind Jr./Sr. High					6	6
Moses Lake	126		17	1	146	290
Moses Lake Christian Academy					6	6
Odessa					1	1
Othello	4		3		18	25
Quincy	12				32	44
Ritzville					1	1
Royal City	10		1		16	27
Soap Lake	5		2		12	19
Wahluke					6	6
Warden	7		1	1	23	32
Wilson Creek	2		1		2	5
Grand Total	209		37	16	348	610

* Students who have graduated or will graduate between 2012 - 2016

District High School Students Attending BBCC - Fall 2012*						
	Current Running Start	Current College in the HS	Former Running Start	Former College in the HS	No Dual Enrollment	Grand Total
Almira-Coulee Hartline			1		1	2
Col Basin Secondary	2				4	6
Ephrata	23	26	4	3	35	91
Lake Roosevelt					2	2
Lind Jr./Sr. High					1	1
Moses Lake	97		22	3	121	243
Moses Lake Christian Academy					5	5
Odessa					4	4
Othello	4		1		24	29
Quincy	15		5		29	49
Ritzville						
Royal City	14				21	35
Soap Lake	3				12	15
Wahluke					8	8
Warden	4		4	1	22	31
Washtucna					1	1
Wilson Creek	2				4	6
Grand Total	164	26	37	7	294	528

* Students who have graduated or will graduate between 2011 - 2015

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Simulation Lab:

Advertisement for a contractor for the Simulation Lab project has been issued. A bid opening is scheduled for June 3, at 11:00 a.m. Two contractors attended the non-mandatory pre-bid walk through on May 20.

5/21/15

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

4/09/15

Simulation Lab:

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

3/5/15:

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

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

1/15/15:

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

12/09/14:

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

10/30/14: The Facility Master Planning Committee has been reviewing survey results and program needs. The group is looking at an Allied Health/Fitness Center Building for our next capital proposal. We met with Allied Health faculty and staff to discuss department needs and future plans.

We also met with the Athletic Director, Student Activities Director, Associate Vice President of Student Services and some students to investigate the interest and need for a Fitness Center. Both meetings generated positive ideas and showed a need to move forward with this proposal. We are now finalizing the Facility Master Plan, and it should be completed by December.

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

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

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

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

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

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

Prepared by VP Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

Campus Alert System updates:

In response to the After Action Review of the April 15 Active Shooter Drill on campus, several gaps were identified in the ability to notify BBCC students, employees and visitors about emergencies. The following resources have been committed or deployed.

- Alert Beacon has been installed in Building 3200. Alert Beacons are Ethernet-connected devices which, when activated by the Campus Alert System, display the emergency message on a small LCD screen. LED lights flash and an alert tone sounds. There are future plans for installing these at other locations.
- LCD monitors – Three 60” LED flatscreen monitors have been purchased and will be installed in public areas. Phase one includes the south entrance to Building 1400, and the interior of the dining commons. These monitors will be connected to the BBCC computer network and will display emergency messages generated by the Campus Alert System. When not in emergency use, the monitors are capable of displaying other BBCC information (events, etc.). Future locations will be included.
- Alertus Desktop – In an emergency, the emergency message generated by the Campus Alert System will take over all BBCC network-connected computer monitors. This will ensure people logged on and working at any BBCC-connected computer station will receive the emergency message.

Security camera update:

There are currently 25 high-definition security surveillance cameras in use on the BBCC campus. The cameras are strategically located to view public doorways, public areas, parking lots and areas where there have been conduct or security issues.

An additional 24 cameras are currently being installed at additional locations. It is clear from reviewing our incident statistics that security cameras have:

- Acted as a deterrent to crime (removing opportunity for criminals);
- Helped solve crimes by providing law enforcement with recorded footage;
- Helped locate missing, endangered or at-risk persons on campus; and
- Provided clear evidence of student misconduct.

There will be some future cameras which will have to be wireless. This is due to the desired mounting locations and access to Ethernet at those locations.

Fire alarms update:

Several procedural and mechanically shortcomings have been identified through the monthly fire drills conducted on campus.

One gap was an inadequate amount of fire alarm horn/strobes in Building 1400, whereas employees and students in the south, west and second floor areas of the building could not hear the fire alarm horns. Additional horn/strobes are now being installed in the south, west and second floor areas.

Hazardous materials/hazardous waste update:

- There are currently 1,203 hazardous chemicals in the BBCC inventory.
- BBCC uses an online hazardous chemical management system called MSDSOnline to maintain compliance with applicable laws.
- Methods to reduce risk to the college include limiting amounts of same or similar chemicals in inventory; limiting the types of chemicals; limiting the quantities of chemicals; using less hazardous alternative products; and disposing chemical waste regularly in order to reduce the amount kept on site.
- Efforts are underway to establish hazardous waste satellite accumulation areas in several buildings across campus. These areas will receive containment equipment in compliance with Washington State law.
- Satellite accumulation areas are areas designated to collect small amounts of hazardous waste (up to 55 gallons of any waste stream), which is then regularly removed to a hazardous waste storage area onsite in preparation for being removed from campus.
- BBCC's waste streams include used oil (not contaminated), waste oil (contaminated), spent antifreeze, used brake fluid, used hydraulic fluid, used solvents, and used batteries (universal waste).

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources Update

BACKGROUND:

Recruitment & Selection:

Linda Schoonmaker accepted the position of VP of Finance & Administration. Linda replaces Gail Hamburg who will retire at the end of June. Linda comes to BBCC from Clover Park Technical College. She will begin work for BBCC on July 1.

Donnie Brown, Kenneth McKinley, and Brandy Searcy started work at BBCC on June 1. Donnie and Brandy will work in the BBT Department as IT Specialist 1s and Kenneth will work in the same position under the STEM Grant.

Joe Auvil accepted the position of Purchasing Director. This position replaces Kathy Arita, who will retire in July. Joe's first day of work at BBCC was June 1.

Interviews for the Dean of Workforce Education position were completed on May 27. The committee's summary and candidate files have been submitted to the President for review and a final decision.

Interviews for the Math Instructor position were held on May 28, June 2, and 4.

Interviews for the Music Instructor position are scheduled for June 9, 10, and 11.

Interviews for the Developmental English Instructor position have been scheduled for June 16 and 17.

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

- Flight Instructor
- Nursing Instructor
- Counselor

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for action)

i. Classified Staff Report

BACKGROUND:

The STAR Committee awarded small prizes to the three classified employees who attended the most STAR Committee-sponsored training sessions from July 1, 2014, to the present date at the all-campus annual celebration luncheon on June 5. During the past fiscal year, 11 STAR-sponsored training sessions were offered. Esther Valdez (Registration) and Cheryl Brichtle (SSS-TRiO) each attended 10 sessions and Jonie Walker (Financial Aid) attended nine. Each person received a gift certificate to the BBCC Bookstore. Additionally, all classified staff who attended STAR-sponsored training sessions during the past fiscal year received a candy bar in appreciation of their participation.

The June 18 STAR-sponsored training, **Online Security & Safety / Computer Technology**, has been postponed to October in lieu of the all-campus training on behavioral styles and effective communication techniques (provided by Nash Consulting), to be held on-campus on June 23. Two sessions will be held to accommodate different work schedules.

The 2015 annual STTACC conference, *Thinking Outside the Box*, will be held July 29-30 at Walla Walla Community College. This conference provides classified staff from across the state with professional and personal development opportunities and the opportunity to network with other classified staff members. In addition, attendees will hear from keynote speakers Rick and Allyn Griffin and have the opportunity to tour the WWCC Enology and Viticulture facilities and sample wine *or* receive a golf lesson from PGA Pro Mike Rostollen. BBCC hopes to send a team of five or six classified staff members to this conference.

Prepared by Starr Bernhardt and Robin Arriaga.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The 2014-15 FTE report as of June 1st is included for your information. We are currently 0.2% under our two year state-funded FTE target. In 2013-14 we ended up 2.9% over our state-funded target. This academic year we are currently 3.3% below our target.

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

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

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of April 30	\$ 4,433,587	\$ 4,561,057
As a % of annual budget	100.8%	107%
Left to collect to meet budget target	\$ 0	\$ 0

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

RECOMMENDATION:

None

F.T.E. REPORT

5/11/2015

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (13-14)		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
2nd year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1483.3	494.4
TOTAL	<u>10204.9</u>	<u>3401.6</u>
1st year annual FTE Target	5049	1683
2nd year annual FTE Target	5181	1727
 SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3401.6
Past year + current year allocation		3410.0
% of allocation target attained to date		99.8%
Add'l FTEs to meet minimum 96%	-384.1	-128.0
Add'l FTEs to meet target 100%	25.1	8.4
FTEs over funding level - 1st year	147.6	49.2
FTEs over funding level - 2nd year	-172.7	-57.6

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #5: Spending Authority through August 6, 2015 (for action)

BACKGROUND:

The initial operating budget allocation for Fiscal Year 2015-16 has not been received from the State Board for Community and Technical Colleges. Therefore, the Board is asked to approve spending authority of \$15,325,305 which is our 2014-15 general fund state (GFS) allocation for fiscal year (FY) 2015 plus projected tuition and local fund collections for FY 2015. Carryover and excess enrollment revenues (10.8% of the FY2015 budget) cannot be calculated prior to the closing of the books on fiscal year 2015. The 2015–16 budget will be ready for study and approval no later than August 6, 2015.

Prepared by VP Hamburg.

RECOMMENDATION:

President Leas & VP Hamburg recommend the Board approve spending authority of \$15,325,305 through August 6, 2015.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #6: Board Chair Elections (for action)

BACKGROUND:

This item was included in the May 21 board packet for consideration.

Per Policy Governance 1000.3 Governance Process 8 By Laws

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

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

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

The board may choose to follow the board matrix below effective July 1. The first meeting of the 2015-16 fiscal year is currently scheduled on August 6, 2015.

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #7: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/12/15

ITEM #8: Regularly Scheduled Board Meeting Date (for information)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, August 6, 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: 6/12/15

ITEM #9: Miscellaneous (for information)

BACKGROUND:

Dr. Leas will discuss policy governance model training.

Prepared by the President's office.

RECOMMENDATION:

None.