

Big Bend Community College

Board of Trustees Regular Board Meeting



**Friday June 14, 2013
3:00 p.m.**

ATEC
Hardin Community Room

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

Summer 2013 Campus Events

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

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

June	14	BBCC Commencement, Lion's Field, 7:00 p.m.
	17-20	Lady Vikings Basketball Camp, DeVries Activity Center
July	1	Summer Quarter Begins
	4	Independence Day Holiday
	8-11	Lady Vikings Basketball Camp, DeVries Activity Center





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Friday June 14, 2013, 3:00 p.m.
ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely
Chair

Jon Lane
Vice Chair

Anna Franz

Stephen McFadden

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 – Chair Mike Blakely |
| I | 2. Introductions – |
| I/A | 3. Consent Agenda
a. Regular Meeting Minutes May 23, 2013 (A)
b. President’s Activity Update (I)
c. Student Success (I)
Student Achievement Initiative
Academic Master Plan
d. Capital Project Report (I)
e. Safety & Security Update (I)
f. Human Resources Report (I)
g. Enrollment Report (I) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
a. Faculty Association President – Mike O’Konek, |
| A | 5. 2013-14 Operating Budget
----- BREAK -----
Executive Session |
| A | 6. BBCC Core Themes – VP Mohrbacher |
| A | 7. ACCT Nominations – Board |
| I/A | 8. Assessment of Board Activity – Board |
| I/A | 9. Regularly Scheduled Board Meeting – Board |
| I | 10. Miscellaneous – President Leas |
| A | 11. 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 – Regular Meeting August 8, 1:30 p.m.

.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: 6/14/13

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Meeting Minutes May 23, 2013

BACKGROUND:

The minutes of the Regular Meeting Minutes May 23, 2013, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, May 23, 2013, 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: Mike Blakely
Anna Franz
Stephen McFadden
Mike Villarreal

Board Chair Mike Blakely introduced Navy Petty Officer First Class Ryan Pfundheller. Officer Pfundheller led the pledge of allegiance. He has been in the Navy for 17 ½ years. He is the local recruiter.

2. Introductions

Phi Theta Kappa Advisory Barbara Whitney accompanied her officers to the meeting. Jessie Sumerau, Vice President of Leadership, shared the Rho Zeta mission statement: The purpose of the Rho Zeta chapter of Phi Theta Kappa at Big Bend Community College shall be the promotion of Scholarship, the development of Leadership and Service, and the cultivation of Fellowship among qualified students of this college. Eva Zamora, President, reported she attended the regional and international conferences. During the regional conference at Tacoma Community College, Rho Zeta member Nate Ulmer earned first place in the DiBraun Visual Arts. Rho Zeta also earned a 5-Star Award and third place in Honors in Action topic 6 hallmark. Advisor Barbara Whitney was recognized as Continuing Distinguished Chapter Advisor (first place).

Rosa Santillan, outgoing co-President and former Vice President of Service, shared that Rho Zeta won the bid to host the 2013 summer regional conference August 3 - 4, 2013. They have also served BBCC by assisting with campus activities, including New Student Orientation, Star Night, and a silent auction.

VP Bob Mohrbacher commended Advisor Barbara Whitney for doing a great job advising the chapter for 17 years. Trustee Mike Blakely asked about the qualifications to join the chapter. To be inducted into the Rho Zeta Chapter, students must have 12 or more graded credits at BBCC with a cumulative grade point average of 3.4.

Students Supporting Students (SSS) Club Advisor Luis Alvarez accompanied his officers to the meeting. SSS President Edgar Chen shared that their goal is to help students with their college experience and assist with applications, advising about classes, book loans, and laptop check outs.

They also take students on tours of 4-year colleges and attend conferences. The club holds fundraisers for scholarships for club members. SSS Treasurer Mario Guzman also shared about TRiO. He attended the Students of Color Conference in Yakima, and he learned about differences in students' religions and backgrounds, being a leader, and understanding how to be successful in college. Secretary Louisa Barajas, shared that Club members have raised \$3,000 to date with fundraisers. Being involved in this diverse club has resulted in growth and improved communication skills.

ASB Advisor Kim Jackson accompanied the 2013-14 officers to the meeting. They introduced themselves: President Mitchell Darlington, Secretary Bryce Perez, Programming Director Shanelle Hemmert, Vice President Trevor Johnson, Public Relations Officer McCall Miller, and Treasurer Bobby Jackson.

3. **Consent Agenda**

a) Approval of Regular Board meeting minutes of April 4, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Quarterly Budget Update (I); k. Legislative Update (I).

Chair Mike Blakely shared that any item could be pulled off the consent agenda for discussion if necessary.

Motion 13-10 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion passed.

Motion 13-11 Trustee Anna Franz moved to approve the minutes of the April 4, 2013, board meeting. Trustee Stephen McFadden seconded, and the motion passed.

- a. ASB VP Shanelle Hemmert shared the ASB activities report. ASB has stayed busy with lots of activities this spring quarter. They sponsored a magician and a comedian the end of last month and the beginning of May, and a Taco Lunchfest, with entertainment provided by a group originally from the Andes Mountains. ASB sponsored their first Miniature Golf Night at the Moses Lake Mini Golf Course and one student, Brock Lybbert, scored a 39, which was 4 under par.

The ASB Spring Fling Awards and BBQ will be held Wednesday, May 29 beginning at 4:00 p.m. The cost will be \$5 and a band, interactive games, a big chair photo booth, balloon artist, kettle korn, cotton candy and sno cones will be included. The next night ASB will sponsor a black light dance from 9-midnight in the conference center.

ASB will finish the quarter with a family night at the Surf 'n Slide on June 10, free pool and library campout with pizza and soda the following day and night. They will also sell chilled bottles of water at graduation as a fundraiser.

The Nursing Club will hold fundraisers over the summer, including working in the Space Burger booth at the Grant County Fair, a garage sale and a car wash. Phi Theta Kappa will hold their quarterly Book Buy Back Bake Sale on June 12-13.

The Chemistry Club recently toured the B-Reactor at Hanford. This was the first commercial scale nuclear reactor ever built. Club Advisor John Peterson said the whole trip was very educational, from scientific and historical perspectives.

- b. Classified Staff Representative Kathy Aldrich provided the report. Classified staff participated in the following training opportunities: Jessica Aloysius participated in two BARS webinars, the first on April 9 regarding Revenue and the other regarding Expenditures was held on April 23. April 1, Debbie Simpson and Howard Temple attended the Security Awareness Training held here on campus. Rita Jordan participated in an Awards Training at BBCC on April 22 and 24. Last, but not least, 67 out of 75 classified staff members attended the Walking the Talk - Personal Accountability and the QBQ! (Question Behind the Question) presentation by Kristin Lindeen in the Masto Conference Center April 30.

The Annual Classified Staff Awards will be presented at the Commencement Luncheon this year on Friday, June 14, from 1:00 – 3:00. Kathy encouraged all classified staff to attend the luncheon and support those receiving their awards. She also reminded everyone that the nominations are still open for the Outstanding Classified Employee Award. This award recognizes classified employees who have made outstanding contributions to one or more of Big Bend's five values: Student Success, Excellence in Teaching & Learning, Inclusion, Community Engagement, and Integrity and Stewardship. Nomination forms can be found on BBCC's Website on the HR page of the Portal. The deadline for submitting nominations to Tana Richins is 2:00 pm on Friday, May 31, either by campus mail or email at tanar@bigbend.edu. Anyone at BBCC can submit a nomination for a classified staff member.

- c. Faculty Association President Mike O'Konek shared Faculty activities. Chemistry Instructor John Peterson accompanied the Chemistry Club on a tour to the B-Reactor at Hanford May 18.

Aviation Maintenance Technology (AMT) Instructor Dan Moore reported that the AMT department received a \$164,000 grant from Air Washington for advanced composite training. This will fund equipment for this new program to begin this fall.

Business Information Management (BIM) Instructor Daneen Berry-Guerin organized community professionals to conduct mock interviews with 15 BIM students.

The interviews were held at Horizon Credit Union and were videotaped for critiquing by the class. The interviewers also provided written feedback to benefit the students.

Art Instructor Rie Palkovic accompanied art students to an art exhibition at the Seattle Art Museum. They enjoyed paintings by Rembrandt, Gainsborough and Van Dyck and the museum's permanent collection.

Aviation Chief Pilot John Swedburg hosted 27 students and parents from Eastern Washington for the 2nd Annual Aerospace Scholars Capstone event funded by the Museum of Flight in Seattle. Classes were taught by six BBCC students.

Criminal Justice and Psychology Instructor Ryann Leonard took her class to Coyote Ridge Prison today. They previously visited the Grant County Jail.

Instructor Ryann Leonard also coordinated the Seventh Annual Community Partnership Against Substance Abuse event on the BBCC campus. The event included a mock crash with emergency responders and speakers. Many students participated and attended the event along with community members. Partnerships between the college and community agencies have been created through this event.

Wednesday the entire seventh grade class from Warden visited the technical professional programs. They spent 25 minutes in each program as speakers presented information. This is the fourth professional technical program visit during the month for students from grades 8-12.

Many faculty members participated in the Educate' Latino Fair May 10.

- d. VP Gail Hamburg reported the kickoff meeting for the lighting project is scheduled on May 30. This project should be completed mid-September. VP Hamburg reported that she recently applied for a second energy grant from the Department of Commerce for a complete upgrade of the HVAC system for the 1600 building. A recent energy audit revealed 95% of the 24 heat pumps for the 1600 building need to be replaced. Total cost of the upgrade is \$1,937,000 and the grant award request is for \$1,528,000. As an institution, we are allowed a maximum of \$2 million in grant funding. The award notifications will be shared mid-June.

VP Hamburg presented a summary of student fees and explained that testing and lab fees increased for the past four years. The fees are regulated and can only increase by the growth factor. The growth factor for the next fiscal year is 4.65%. After the Deans and Vice President Mohrbacher determine if the fees should be increased, draft changes are made and then submitted to President Leas for approval. The approved changes are reflected in Administrative Process 6113.

Cost recovery is another way to increase fees for volatile programs, i.e., fuel costs. Aviation has variable fees that depend on the cost of aviation fuel and the size of the plane. The cost recovery fees do not generate surplus revenues.

- e. VP Bob Mohrbacher shared news that the aviation program received a \$164,000 grant supporting a composites lab for the Aviation Maintenance Technology program.

VP Mohrbacher responded to Trustee McFadden's request during the Board meeting of April 4 regarding the steady three-year decline in enrollment for winter quarters. VP Mohrbacher indicated that enrollment is cyclical; when the economy is running smoothly, enrollment goes down and when the economy is stalled, enrollment goes up. He also said that even though the headcount had dropped by 100, the FTE count was steady. This means BBCC has more full-time students than in the past; other colleges are not seeing this trend. VP Mohrbacher said he believes student success and retention efforts are helping students transition to full-time status. Full-time students are more likely to complete their educational goals. Last spring BBCC had the second highest graduating class ever; those students did not come back in the fall. There was also a drop in basic skills students due to grants ending and budgets being cut. Enrollment is increasing again, and BBCC is at 103% of target enrollment.

- f. VP Kim Garza reported news from human resources. She said one of the applicants for the Chemistry Instructor position had verbally accepted the position. Valerie Wade accepted the Developmental ABE Instructor position. The interviews for the open English Instructor position were completed yesterday. It has been a busy spring quarter for committees and faculty.

Negotiations with the Faculty Association have started, and both groups exchanged a list of topics of interest. Faculty Association President Mike O'Konek said they are working outside negotiations on the non-fraternization policy, mostly clarifying definitions in the policy.

VP Garza also shared that the outstanding employee award nominations were e-mailed to employees. The awards will be presented at the Campus Excellence Celebration Luncheon June 14.

- g. Executive Director of the Foundation LeAnne Parton reported the Foundation's fundraising event Cellarbration! sold out and grossed \$85,000. She will report the net amount at the next meeting. The Foundation is busy making scholarship awards for students in the fall and planning for the BBCC Foundation Dollar Da\$h September 28.

5. **Program Monitoring Report**

Dean Valerie Kirkwood introduced the Academic Master Plan Program Monitoring Report. Each area of the college has gone through a program audit. This report includes the library, athletic programs and information from the 2012 Community College Survey of Student Engagement (CCSSE) and the National Community College Benchmarking Project (NCCBP) student engagement report. NCCBP shows how we are doing compared to the 270 participating colleges across the nation.

Dean Tim Fuhrman said the “new” library, opened 2005, hosts 180,000 visitors annually. While other community college libraries report their visitor counts are dropping, BBCC’s count is holding steady. The library was designed by the library staff and provides access to modern technology, including computer labs and 25 new computers this year. The BBCC library is open more hours than many other community college libraries with the same student population size.

Dean Fuhrman commended the program assistant in the Library, Kathy Aldrich. She researches and buys used books online and conserves BBCC resources. The new online teaching software is working very well. Based on instructor feedback, new methods will be used to teach students how to use library resources. Students will choose a topic and then learn how to find a book, magazine resource, etc. Long-time reference librarian Lance Wyman is retiring this year. His position description may be revised to include some technology outreach skills, like online chatting services. Smart phone applications for library resources may be available soon. Dean Fuhrman is looking at new ways to connect with faculty to ensure the library has the resources their students require.

The total number of visits to the English lab in 2011-2012 was 9,289 with 5,220 one-on-one sessions. Data show students who use the English lab are more successful in pre-college and college-level English cases than students who do not use the lab. Dean Fuhrman stated replacing the 2005 lab computers is important.

Trustee Mike Blakely asked about ATEC visitor data. VP Gail Hamburg will bring that information to the next meeting.

Data Analyst Starr Bernhardt discussed the Community College Survey of Student Engagement (CCSSE) responses. This survey is completed by current students in class. Benchmark scores come from conceptually related questions being combined. Students’ responses are disaggregated by student group to see if any groups are lagging. The survey revealed that male students in general are less prepared for class, and white males were the group least likely to utilize tutoring and academic advising services. Hispanic males are the group least likely to connect with faculty and staff.

Engaged students are more successful. Ms. Bernhardt shared some of the activities BBCC is doing to increase student engagement. The peer-to-peer mentoring program in the Title V Student Success Center is a good example. They host casual events, like game night, to attract students. Mentors from Edmonds Community College, Columbia Basin College joined BBCC mentors for training at BBCC. They developed an acronym: **M**ore **E**ducation **N**urtured **T**hrough **O**ur **R**elationships, MENTOR.

Ms. Bernhardt ended her presentation by sharing that the Spring Enrollment Survey is currently underway with more than 350 students' responding. The results will help BBCC understand if interventions are working and if trends in student engagement are changing.

VP Bob Mohrbacher shared National Community College Benchmarking Project (NCCBP) information. Dr. Bonaudi registered BBCC for this effort just before retiring. BBCC submits student success data, and the NCCBP shares comparison information with 270 national colleges.

The NCCBP defines success as a rank at or above the 85th percentile. BBCC's service district ranked low in median household income and very high in unemployment and first-generation student population. In spite of these challenging characteristics, BBCC student success ranked in the upper percentiles in many measures. BBCC's students' employment rate coming out of programs is highest in the state. Of the distance learning classes, the hybrid class has a better success rate. BBCC's high rankings include distance learning success at 89 percentile, student completion and transfer in 3-years full-time, first-time 91 percentile; student completion and transfer in 3-years part-time, first-time 95 percentile; developmental math success rate 92 percentile, developmental English success rate 100 percentile, composition I enrollee success rate 83 percentile, composition II enrollee success rate 98 percentile, algebra enrollment success rate 90% and speech enrollee success rate 90 percentile.

Areas of improvement indicated by the results include instruction by full-time faculty, students completing with a 2.0 grade or better and fall-to-fall persistence rate. BBCC's student-faculty interaction is ranked at 58 percentile. This comparative data helps put the BBCC results in perspective.

VP Mohrbacher reported BBCC is currently rewriting the mission statement and core themes. Some of this data will be the indicators used in the measurements.

Trustee Mike Blakely asked about sharing data with our local high schools to illustrate entering students' preparation level. VP Mohrbacher responded that pieces of the report could be shared but not the entire report due to proprietary concerns.

Trustee Mike Villarreal asked about comparing BBCC to colleges that look like BBCC, i.e., Columbia Basin College. VP Mohrbacher explained that only Bellevue College and Spokane Community Colleges are in the NCCBP. Student Achievement Initiative data from the SBCTC shows some comparison, but it is more focused on resources and facilities data. IPEDS data includes small rural schools data.

- 3.g. Executive Director of the Foundation LeAnne Parton shared news from the Foundation. She thanked the Trustees for full board participation at Cellarbration!. The Foundation grossed \$85,000, and they should know the net soon. Director Parton reported she just attended the JATP closing ceremonies. The students have departed for their host farms all over the United States.

Scholarship awards are being made. The Foundation will participate in an upcoming audit. Director Parton is also working on improvements to the Opportunity Center.

At 2:50, Board Chair Mike Blakely announced a 10-minute break, which will be followed by a 20-minute executive session. The executive session is 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.

The meeting reconvened at 3:19 p.m. with no action taken.

Motion 13-12 Trustee Anna Franz moved to accept the AMP Programs Report as presented. Trustee Mike Villarreal seconded, and the motion passed.

6. **Exceptional Faculty Awards (EFA)**

VP Mohrbacher shared that five members of the math faculty applied for EFA collaboratively to develop an open-source, pre-calculus text book. The result of this effort will save students money.

Motion 13-13 Trustee Stephen McFadden moved to grant the Exceptional Faculty Awards to Instructors Tyler Wallace, Sonja Farag, Barbara Whitney, Salah Abed and Stephen Lane as presented. Trustee Mike Villarreal seconded, and the motion passed.

7. **Mission, Vision, Values**

VP Mohrbacher shared the proposed, collaboratively-developed mission, vision and values statements.

Mission

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

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

The mission statement should be measurable and the vision statement should be aspirational. Committees of community members and employees have participated in the re-write effort. After the mission, vision and values are approved, the core themes will be rewritten and then the board will discuss how their Ends Statements fit into the process. The Academic Master Plan will also be rewritten reflecting the changes.

Trustee McFadden asked if the employees were comfortable with the revisions. VP Mohrbacher responded that it was an inclusive and participatory process. Employees and community members provided feedback in meetings and via e-mail. President Leas commended VP Mohrbacher and the small committee that fine-tuned the wording.

Motion 13-14

Trustee Anna Franz moved to accept the mission, vision and values statements as presented. Trustee Stephen McFadden seconded, and the motion passed.

8. Emeritus Awards

President Leas recommended bestowing Emeritus status on Librarian Lance Wyman and Nursing Instructor Marsha Asay as nominated by the Faculty Association. Faculty Association President Mike O'Konek reported both nominees have made great contributions to BBCC students, and both are deserving of Emeritus status.

Motion 13-15

Trustee Stephen McFadden moved to award Emeritus status to Librarian Lance Wyman and Nursing Instructor Marsha Asay. Trustee Anna Franz seconded, and the motion passed.

9. President's Evaluation Process

Board Chair Mike Blakely stated the President's evaluation process is ongoing and the trustees are satisfied with the process.

10. Board Chair Elections

Chair Mike Blakely referred to the chart on page 52 of the board packet, which details the previously approved board chair rotation. Trustee Stephen McFadden stated as one of the three newest board members, he appreciates the experience of the current Chair, Mike Blakely, and Vice-Chair, Jon Lane. He agrees with upholding the current rotation and keeping them in the Chair and Vice Chair positions. Trustee Anna Franz agreed that as long as Trustee Blakely is willing to serve, she supports his remaining the Chair through June 2014. Trustee Mike Blakely stated he is pleased to remain as chair through the end of his term in 2014.

11. Association of Community College Trustees Nominations

Chair Blakely announced that the board provided a presentation proposal to the ACCT for the Fall meeting in Seattle on Presidential Search Process. ACCT also performs presidential searches, so they may choose not to include BBCC's presentation. If the proposal is accepted, Trustee Blakely would like to invite former Trustee Mike Wren and VP Emeritus Holly Moos to assist with the presentation at the ACCT conference.

Trustee Blakely stated he would like to recognize outstanding BBCC staff by nominating them for ACCT awards. Trustee McFadden agreed with seeking recognition for BBCC employees. The trustees discussed a process for completing the nominations. BBCC employees know each other and can detail achievements for the nominations. The President will work with staff to generate nominations for all categories. During the June 14 board meeting, the trustees will make the final decision and hope to submit one nomination for each area: Trustee Leadership, Equity, and Faculty Member. Trustee Blakely also stated he wants to nominate former Trustee Mike Wren for the Trustee Leadership award for his stewardship during the presidential search.

12. Assess Board Activities

Trustee Mike Villarreal reported that he attended Cellarbration! and had the opportunity to visit with a former student. He also attended the Othello High School Scholarship Night and experienced a sense of pride as part of the BBCC family. Trustee Villarreal also attended the STEM Center grand opening and talked with community members and employees. He has shared with his community members about the resources in the STEM center. Trustee Villarreal is working with the school district to provide some space for ABE classes this fall.

Trustee Anna Franz reported she enjoyed attending the Student Success Center, STEM Center grand openings, Cellarbration!, and visiting with community members.

Trustee Stephen McFadden reported Cellarbration! was fun and a good investment opportunity. He attended a 2015-17 capital projects workshop at Yakima Valley Community College April 19 with President Leas, VP Hamburg, the architects and the Director of M&O, Todd Davis. He learned about the awarding process and the elements of a good capital project request. The BBCC campus assessment will be completed in July. The spring 2014 capital project competition will include about 19 requests from which 8-9 will be awarded. BBCC sent the largest team to the workshop, and we have a good case for a strong request. Trustee Mike Blakely suggested the trustees talk with legislators and use students to make the request stronger.

Trustee Mike Blakely reported that he participated in the Legislative Action Committee. He also completed the ACCT proposal request, and Trustee Jon Lane provided a letter of support. Trustee Blakely served on the TACTC Awards Committee, and he assisted with selection for the TACTC awards. He was also delegated to contact Seattle Times editor and publisher, Frank Blethen, to notify him that he won the TACTC Partnership Award. Trustee Blakely attended the TACTC Conference and met with Mr. Blethen. He also attended the Student Success Center and STEM grand openings.

Trustee Blakely also sought donations for Cellarbration! from Cenex and previous donors. He also contacted the Navy to request a representative attend the board meeting, and he arranged the executive session for the board meeting. Trustee Blakely met with legislative aide Kyle Lynch, and he attend the Quincy Leadership meeting. He also helped judge students' senior presentations at the Quincy High School and he attended the State FFA Convention and met with state CTE lobbyist.

14. Miscellaneous

President Leas invited Kim Ostrowski, CWU Moses Lake Site Director, to share information about CWU's dual admission program. Director Ostrowski stated one of CWU's goals is to streamline students' transition from community colleges to 4-year institutions. CWU has a presence in eight community colleges. Once students are enrolled in dual admission, they are considered students of both schools. The \$50 application fee and the \$100 confirmation fee are waived for students who apply for dual admission; they also qualify for priority registration. Admission eligibility is completion of 60 credits or less, which provides CWU the opportunity to guide students to appropriate classes that will transition into their 4-year program. Transfer Academic Program Plan (TAPP) sheets are double-sided with CWU and BBCC information to guide students through both schools. BBCC counseling staff use the TAPP sheets, and Director Ostrowski is distributing the sheets to BBCC faculty too.

BBCC's Title V program partners with 4-year colleges like CWU and Heritage to provide transfer fairs for students.

As a result there has been a growth in attendance. BBCC has the highest number of matriculated students to CWU among its eight partner two-year colleges.

Trustee Mike Blakely asked about 4-year colleges giving credit to students taking classes in the high school. VP Mohrbacher stated BBCC has an agreement like that with the Ephrata High School. EWU recently started serving high school students this way also. High school instructors have to meet the requirements per the RCW. This offers the advantage of Running Start without students traveling off the high school campus.

President Leas shared some information from Athletic Director Preston Wilks regarding local recruits for BBCC athletic programs. Viking Athletic teams are always on the look out for local talent from the Columbia Basin. However, due to the low number of high school students from our college's service district, the number of college-level athletes is relatively low. We are not able to meet all our needs from the local area. It might seem the next logical area to recruit from is from the bigger cities in Eastern WA, like Spokane, Wenatchee, and the Tri-Cities. However, since we have opponent colleges in those cities, if our athletic scholarship for tuition is similar to our opponents, the student athlete from those towns would have to really want to come here to forgo the estimated savings of \$5,000 that it would cost the athlete to pay for housing and food here in Moses Lake when they could stay at home for "free."

It is logical to pursue athletes from other small rural towns in Eastern Washington where the student athlete is going to pay for housing and food no matter what school they choose to attend. An untapped market for BBCC recruiting efforts is in Idaho. There are only two community colleges in Idaho that have inter-collegiate sports and yet there are dozens of college-level talent students. The Idaho recruits are going to have to pay the housing and food costs no matter which school they attend. For many of our teams, Idaho is the "growth market" in a similar manner that China is for most American companies wanting to expand their markets.

The volleyball team has eight recruits so far. Three of the recruits are at least 6' tall. One of the 6' recruits is from Dillon, Montana, and Coach Baker was able to convince her to turn down a full-tuition scholarship from Western Montana (an NAIA Division 1 school) to come play for BBCC because the recruit's father spent some time living in Moses Lake back in the mid-80's.

The softball team has ten recruits. Three of the recruits are from California. These are players that Coach Moffitt had on his recruiting list when he was recruiting for Northwest Christian University in Eugene, Oregon. Because of his prior contact with the players, he was able to convince them to play for him at BBCC. He submitted his last Letter of Intent on Tuesday of this week and when she signs, he will have his team set for next year.

The baseball team has six recruits so far. Coach Doumit is anticipating signing several players during the early part of the summer as legion summer leagues kick into action.

The Women's basketball team signed five recruits. Two of the recruits were named to the Idaho All-State basketball teams. One of those All-State recruits, was named Player of the Area by the local Twin Falls, Idaho newspaper and TV outlets. She chose BBCC over the College of Idaho and Eastern Oregon University because she felt our program was a better fit for her. They have also signed an Washington All-State honoree from Hunters, Washington.

The Men's Basketball team has seven recruits so far. One recruit is 6'10", was recruited by Western Washington University, and comes from Cascade Christian High School out of Puyallup, Washington. His uncle played for Coach Poth in the early 90's. Another top signee is a 6'7" shooting guard out of San Diego, California. Additionally, Coach Poth has signed an all-state performer from Kellogg, Idaho, and an all-state quarterback out of Blackfoot, Idaho, who has chosen to play basketball in college instead of football. Another important aspect of recruiting for the men is that the East Region MVP player from last year, Brenden Westendorf decided to return and play his sophomore season for Coach Poth and turned down a couple of NCAA DI offers, in an effort to attract more offers after another stellar year. Brendan's dad played for Coach Poth in the early 90's.

Athletes are required to be full-time students and that helps with our FTEs.

President Leas attended the TACTC Conference. The keynote speaker was a former astronaut, and he gave a very interesting presentation. President Leas also learned about other trustees' meetings. Some community college board meetings get overtaken by public testimony. During the meeting, suggestions regarding accepting public testimony were shared. The public sign-in sheet should have a time limit noted and also a statement that information will be heard by a decision may not be made at the same meeting. President Leas was pleased to find that BBCC has already incorporated those suggestions. Meetings can be adjourned if necessary to regain order.

13. Next meeting

The next regularly scheduled board is scheduled on Friday, June 14 at 3:00 p.m. This is also the day of commencement. The agenda will be kept to a minimum and will include either the 2013-14 draft budget or a spending authority request based on the 2012-13 budget if the legislature has not decided on the state budget.

Automotive Instructor Mike O'Konek invited the trustees to attend the automotive BBQ potluck Thursday, June 13.

The meeting adjourned at 4:30 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 11, 2013 through May 31, 2013.

Prepared by the President's Office.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/13/13	Met 4 Instructor Candidates	Welcome & Assessment	BBCC	
	NWAAC Bylaws Proposed Changes International Student-Athletes	Planning	BBCC	
5/14/13	Department of Labor AIR WA Grant Review	Grant Support	Spokane Community College	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Grant Co EDC Strategic Plan	Sharing	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
5/15/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
5/15-17/13	TACTC Conference	System Support	Anacortes	Trustees Jon Lane & Mike Blakely
5/20/13	CWU Kim Ostrowski	Sharing	BBCC	
	Grant Co EDC Strategic Plan	Review	BBCC	
	Campus Tour MN Visitors	Welcome & Promotion	BBCC	
5/21/13	Grant Co EDC Strategic Plan Consultant Jeanne Johnston	Q&A, Support	BBCC	
	Fresh Air Challenge Discussion	Campus Health	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	Retiree Lunch	Employee Success & Assessment	Moses Lake	
	Property Tour	Planning	Moses Lake	Trustee Mike Blakely
5/22/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Met 2 Instructor Candidates	Welcome & Assessment	BBCC	
	Executive Council Mtg	Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/23/13	Education Advisory Board	Opportunity	BBCC	
	JATP Farewell Picnic	Student, Program Support	Moses Lake	
	Board Trustees Meeting	College Guidance	BBCC	
	Legislator Communication Strategy	Planning	BBCC	
5/28/13	Conference Call	Planning	BBCC	
	Personnel	Guidance & Assessment	BBCC	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Aerospace Grant	Guidance	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	North Central Workforce Development Council	Community Collaboration	BBCC	
5/29/13	Meeting with VPs	Information Sharing & Coordination	BBCC	
	Mohrbacher, Garza, Hamburg	Planning	BBCC	
	WA Aerospace Partnership Conference Call	Welcome & Assessment	BBCC	
	Met Instructor Candidate	Collaboration & Planning	BBCC	
	Compact Campus Grant	Student Success	BBCC	
	Met with All WA Academic Team Member	System Support	Columbia Basin College	
5/30-31/13	WACTC Meetings			

Big Bend Community College

Date: 6/14/13

ITEM #3: CONSENT AGENDA (for information)

c. Student Success Initiatives Update

TRiO Program Success

Despite being adversely affected by federal budget cuts (aka, the sequester), our two TRiO programs—Student Support Services and Upward Bound—continue to help students succeed.

Student Support Services (SSS) provides academic support, progress monitoring, success workshops, as well as academic and career advising. SSS currently serves more than 190 Big Bend students. Of that total, more than **80 students** will graduate this month. This is one of the largest graduating cohorts in recent memory for SSS.

Upward Bound works with high school students from disadvantaged backgrounds in order to help them transition to college. The program provides tutoring, college and career planning, college admissions assistance, financial aid and scholarship application assistance, as well as an annual summer program to develop academic skills and provide educational and cultural activities. This year, Upward Bound is working with 24 graduating seniors. One third of those students will attend BBCC next year, and others will attend various colleges, as listed below:

College Plans for Upward Bound Grads

- Big Bend 33%
- UW 17%
- EWU 17%
- WSU 13%
- CBC 4%
- Seattle CC 4%
- Military 4%
- GED 4%

Prepared by VP Mohrbacher

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #3: CONSENT AGENDA (for information)

d. Capital Project Update

BACKGROUND:

Lighting Project: A crew from Apollo Solutions Group will be here June 8, 2013 to walk through campus and look at the exterior lighting project as well as buildings that will have new lighting installed. They will also be looking at proposed sites to set up 2 or 3 containers for storage of all products and equipment. Now that the contract has been signed with the Department of Commerce, Apollo will proceed to procure all products for the project. They should be on campus with the containers and all products by July 11. Once the area is staged, they will begin work on the interior lighting retrofits. The project is scheduled to be completed by mid-September.

Old Developments/Background:

Lighting Project:

5/23/13: BBCC was awarded a Department of Commerce Energy Efficiency Grant in March for \$472,032. The total project costs are \$947,335 which will be funded by the grant, PUD incentives of \$63,462, a COP for \$211,841 and \$200,000 of local money. This funding will improve internal lighting in buildings 1600, 3100, 3300, 3400, 3500, 3600, 4000, and 4200. We will install new energy-efficient fixtures with T8 lamps and electronic ballasts to replace the 8-foot, T12 lamps and their fixtures that are currently in place in some of the buildings. We will also install new energy-efficient lamps and ballast, compact fluorescent bulbs, and LED exit signs. Occupancy sensors will also be placed where necessary in order to shut off the lights when no one is present in the classrooms and offices. This funding will also improve external campus lighting systems. The existing external lighting systems around campus employ several different technologies. Most of these utilize old inefficient technology. Another concern was that some parts of campus are under lit and could pose a security and safety risk. We will install new energy efficient exterior pole lights, exterior walkway lights, and wall paks along the exterior of the buildings. Safety, security, and energy efficiency will be improved. The project should be starting within two weeks.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #3: CONSENT AGENDA (for information)

e. Safety & Security Update

BACKGROUND:

Director Foreman attended the quarterly state Safety Security and Emergency Management (SSEM) Council Meeting May 30-31 at Columbia Basin College. Director Foreman is the lead for the council's Security Operations Committee.

March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.

The existing Clery Act list of crimes which must be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury or acts of intimidation or property damage
- All liquor, drug or weapons law violations resulting in student discipline,
- All liquor, drug or weapons law violations resulting in arrest.

New reporting requirements with VAWA include the list above and all incidents of:

- Domestic violence,
- Dating violence, and
- Stalking.

Keep in mind these apply to all incidents which happen on campus to any student, staff member, employee, faculty or visitor. BBCC will continue to follow the rules for both VAWA and Clery and report as required by law.

Prepared by Director of Safety & Security Kyle Foreman

RECOMMENDATIONS:

None



MONTHLY REPORT MAY 2013

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	840
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	3
SAFETY INCIDENTS INVESTIGATED	1
TIMELY WARNINGS ISSUED (as per Clery Act)	0

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

	Jan. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May 2013
Arrests and Violations					
Liquor Law Arrests	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0
Criminal Offenses					
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Stalking	0	0	0	0	0
Domestic violence	0	0	0	0	0
Dating violence	0	0	0	0	0
Arson	0	0	0	0	0
Criminal Offenses					
Bicycle Theft	0	0	0	0	0
Vandalism (Non-hate-crime)	0	0	1	1	0
Property Damage (Non vandalism)	0	0	0	2	0
Vehicle Prowl	1	0	0	0	0
Theft of Computer	1	1	0	0	0
Malicious Mischief	0	0	0	0	0
Trespassing	0	0	0	0	0
Theft of fuel	0	0	0	0	1
Theft of other type electronic device	0	0	0	0	0
Theft of personal equipment	0	0	0	0	0
Threats (Interpersonal)	1	0	0	0	0
Theft of medication/drugs	0	0	0	0	0
Harassment/Domestic Violence/Stalking	0	0	0	0	0
Theft of Metal	1	0	0	0	0
Theft of purse/wallet/similar possessions	0	0	0	1	0
Sex Offenses					
Forcible	0	0	0	0	0
Non-Forcible	0	0	0	0	0
Hate Crimes					
Any Incident	0	0	0	0	0
Vehicle Collisions					
Non-injury	1	1	0	0	1
Injury	0	0	0	0	0
Other Type Incident					
Overdose w/o intent to harm self	0	0	0	0	1
Overdose as a suicide attempt/gesture	0	0	0	0	0

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

Recruitment & Selection:

Lindsay Groce has accepted the position of Chemistry Instructor.

Valerie Wade has accepted the position of Dev. Ed./ABE Instructor.

Cara Stoddard has accepted the position of English Instructor.

James Ayers has accepted the position of Industrial Electrical Maintenance Instructor.

Interviews for the position of Reference Librarian are scheduled for June 12.

Interviews for the position of Computer Science Instructor are scheduled for June 13.

This is a full-time, one-year, non-tenure track, grant-funded position.

Training:

May 7 and 17, Lunch & Learn sessions were held on the topics of Budgets and FMS Query. Twenty-nine employees attended the sessions.

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

- Raffaella Dowey – WA State TRiO Conference on April 19 at Seattle
- Char Rios – Finance SME ctcLink on April 5, 12, 19, 26 via Teleconference; Higher One Webinar on CIP on April 25 via Webinar; SME Foundation on April 29 via Webinar; BAR on May 2-3 at Walla Walla; ctcLink Foundation Session Meeting on May 6-9, 13, 15 via WebEx; Finance SME ctcLink on May 10, 17, 31 via Teleconference
- Kim Garza – HRMC Meeting on May 2-3 at BBCC; HR Roundtable on May 20 at WSU
- Jenny Nighswonger – FASD Training on May 20 at Moses Lake
- Todd Davis – Energy/Facilities Connections Conference on May 7-9 at Leavenworth
- Heidi Summers – Workforce Education Council on May 2-3 at Walla Walla
- Mary Shannon – Canvas LMS for Faculty Training on April 22-May 13 via Online
- Susan Workman – QuestBridge Training on May 18 at Stanford University
- Anita DeLeon – OSPI-Summer Food Program Review on May 22 via Conference Call; Council for Opportunity in Education (COE)-Negotiating the 2013-2014 Budget in Light of Sequestration on May 24 via Webinar
- Candy Lacher – ctcLink Trainings on May 6 Campus Community, May 7 Prospect Management, May 8 Recruiting and Admissions, May 9 Student Records, May 13 Academic Advisement, May 15 Student Financials via Online
- Custodio Valencia – Council for Opportunity in Education Legislation/Regulations Seminar for TRiO Directors on April 28-30 at Seattle

Prepared by Kim Garza, Vice President of Human Resources & Labor.

RECOMMENDATIONS:

None

PERSONNEL REPORT APRIL 2, 2013 - JUNE 4, 2013

EMPLOYEE SEPARATIONS 4/2/13 - 6/4/13			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
5/9/2013	Jerry Wright	Industrial Electrical Maintenance Instructor	Death of employee
5/15/2013	Ana Bolivar	Program Coordinator-WorkFirst	Resigned-relocating due to marriage
5/31/2013	Kelsy Bendtsen	Early Childhood Education Assistance Program (ECEAP) Coordinator & Family Advocate	Resigned-accepted another position
NEW HIRES/PROMOTIONS/TRANSFERS 4/2/13 - 6/4/13			
START DATE	NAME	POSITION	REPLACING
5/6/2013	Jaxon Riley	Coordinator for the Center for Business & Industry Services	New Position
9/16/2013	Lindsay Groce	Chemistry Instructor	New Position
9/16/2013	Cara Stoddard	English Instructor	New Position
9/16/2013	Valerie Wade	Developmental Education/Basic Skills Instructor	New Position
9/16/2013	James Ayers	Industrial Electrical Maintenance Instructor	Jerry Wright
SEARCHES IN PROCESS			
POSITION	STATUS	REPLACING	
Nursing Instructor-non-tenure track	Open Until Filled	Jan Elliston (Jan is now in tenure-track position)	
Reference Librarian	Interviews scheduled for June 12	Lance Wyman	
Coordinator of Student Recruitment & Outreach	Interviews scheduled for June 3	Ericka Morales	
Computer Science Instructor	Interviews Scheduled for June 13	New Position	
SPRING PART-TIME FACULTY: 104			
SPRING PART-TIME HOURLY: 80			
6/4/2013			

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The 2012-13 FTE report as of June 4th is included for your information. We are currently 3.6% over our two-year state-funded FTE target.

The tuition amount budgeted for 2012-2013 is \$4,008,514. As of April 30, 2013, we have collected \$5,925,517 or 147.8% of the budgeted amount. As of April 30, 2012, we had collected \$4,195,454 or 116.3%.

TUITION COLLECTION REPORT

As of April 30, 2013 and April, 2012

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,514	\$ 3,608,514
Total Collections as of March 31	\$ 5,925,517	\$ 4,195,454
As a % of annual budget	147.8%	116.3%
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

6/4/2013

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (11-12)		
SUMMER	332.3	110.8
FALL	1688.9	563.0
WINTER	1758.1	586.0
SPRING	1568.1	522.7
2nd year (12-13)		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1504.9	501.6
TOTAL	<u>10503.3</u>	<u>3501.1</u>
1st year annual FTE Target	5082	1694
2nd year annual FTE Target	5061	1687
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3501.1
Past year + current year allocation		3381.0
% of allocation target attained to date		103.6%
Add'l FTEs to meet minimum 96%	-766.0	-255.3
Add'l FTEs to meet target 100%	-360.3	-120.1
FTEs over funding level - 1st year	265.4	88.5
FTEs over funding level - 2nd year	94.9	31.6

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #5: Spending Authority through August 22, 2013 (for action)

BACKGROUND:

The initial operating budget allocation for Fiscal Year 2013-14 has not been received from the State Board for Community and Technical Colleges. Therefore, the Board is asked to approve spending authority of \$14,057,990 which is our 2012-13 general fund state (GFS) allocation for fiscal year (FY) 2013 plus projected tuition and local fund collections for FY 2013. Carryover and excess enrollment revenues (10.8% of the FY2013 budget) cannot be calculated prior to the closing of the books on fiscal year 2013. The 2013–14 budget will be ready for study and approval no later than August 22, 2013.

Prepared by VP Hamburg.

RECOMMENDATION:

President Leas & VP Hamburg recommend the Board approve spending authority of \$14,057,990 through August 22, 2013.

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #6: Core Themes 2013 (for action)

BACKGROUND:

As a result of our accreditation visit from the Northwest Commission on Colleges and Universities (NWCCU) in October, 2012, the evaluators recommended that BBCC more closely align its core theme outcomes and indicators with the mission of the college, as stated below:

The Evaluators recommend that the college ensure the alignment between the mission statement and the core themes – that the core themes “individually manifest” and “collectively encompass” the college mission statement (1.B.1), that the core theme objectives and verifiable indicators be sufficient to evaluate the accomplishment of core themes (1.B.2), and that the evaluation of programs and services be holistically informed by indicator data for each core theme objective (3.B.3, 4.A.4).

BBCC has now completed a revision of its mission statement; the next step in this process has been to draft new core theme outcomes and indicators that directly tie to the mission. These core themes, once approved, will be reported to NWCCU in August as part of our next Standard One report.

During the 2013-14 academic year, BBCC will rewrite its Academic Master Plan (AMP). That plan will incorporate the core theme outcomes and indicators. It is likely that as we work on integrating these core themes outcomes into the AMP that some changes will be made to these core theme outcomes and indicators; however, we need to adopt revised core theme outcomes and indicators now, in order to report on our progress to NWCCU in August.

Prepared by VP of Instruction & Student Services Bob Mohrbacher.

RECOMMENDATION:

President Leas and VP Mohrbacher recommend approval of the core themes.



CORE THEMES: Outcomes, Objectives & Indicators, 2013 DRAFT

<p>Student Success Outcome: Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.</p>	
<p>Objectives</p> <p>1.1 BBCC provides access to programs and services that meet the needs of our service district.</p> <p>1.2 Use of services correlates with success, retention and completion.</p> <p>1.3 Students are prepared to graduate and to transfer or seek employment.</p>	<p>Indicators</p> <p>1.1a Inventory of programs, modalities, and services. 1.1b Service area & student demographic data. 1.1c Class-fill rates & class cancellation data. 1.1d Feedback from advisory committees.</p> <p><i>Rationale: Analysis of current and potential student population is matched to enrollment data and feedback from advisory committees to inform program planning and strategic enrollment management.</i></p> <p>1.2a Course success rates. 1.2b Use of services. 1.3c Use of technology & resources.</p> <p><i>Rationale: Use of specific services by students (i.e. tutoring, supplemental instruction, new student orientation, etc.) is correlated to course success, retention, or completion in order to determine effectiveness of services.</i></p> <p>1.3a Student Achievement Initiative (SAI) data. 1.3b Retention & graduation rates. 1.3c Transfer rates & transfer success rates (MRTE). 1.3d Employment & certification rates.</p> <p><i>Rationale: These data sets track students moving through educational pathways in order to determine how many successfully complete goals or transition to next steps.</i></p>

Excellence in Teaching and Learning

Big Bend Community College supports innovation, variety, and creativity; maintains high academic standards; and supports professional development for continued growth.

Objectives

2.1 BBCC implements innovation and creativity in programs and services.

2.2 BBCC helps students attain high academic standards.

2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes.

Indicators

2.1a Program audit of best practices/new practices.
2.1b Correlation of practices to success, retention or completion.

Rationale: Program audits allow the college to track new initiatives or strategies; correlation allows the college to tie these initiatives or strategies to student outcomes.

2.2a External certification rates.
2.2b CCSSE data on academic challenge.
2.2c NCCBP data on success rates.
2.2d MRTE data on transfer success.

Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports that higher perception of academic challenge by students increases student persistence. CCSSE and NCCBP data allow the college to assess student perceptions of academic rigor; external certification rates and MRTE data on transfer success allows the college to compare student achievement to external standards.

2.3a Full-time faculty ratio.
2.3b Student/faculty ratio.
2.3c Budgets & attendance for professional development.

Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports a higher percentage of full-time faculty and lower student/faculty ratios increase student persistence. Professional development helps to engage faculty and promote continuous improvement.

Community Engagement

Big Bend Community College supports economic development, nurtures community partnerships, and acts as a responsible steward of common resources.

Objectives

3.1 BBCC works with community partners to support economic development.

3.2 BBCC works with K-12 and university partners to provide educational opportunities.

3.3 BBCC practices responsible use of resources, including fiscal and natural resources.

Indicators

3.1a Inventory of active partnerships.

3.1b Report on economic impact.

Rationale: Community partners have direct knowledge of economic and employment needs in the service district. Economic impact of college efforts can be quantified in terms of grant monies obtained, employment of graduates, and investment in new programs and services.

3.3a Inventory of current dual credit programs.

3.3b Inventory of current outreach & pathway programs.

3.3c Analysis of partnership opportunities.

Rationale: In the rural communities within the BBCC service district, access to postsecondary education is often limited; partnerships between the college and K-12 and university partners can increase opportunities and make better educational pathways.

3.3a Budget process is tied to strategic goals.

3.3b Sustainable practices are increasing.

Rationale: As a public institution, BBCC has a responsibility to use public resources efficiently and responsibly. Tying budgeting to strategic goals and sustainable practices allows a measure of accountability in the use of resources.

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #7: Association of Community College Trustees Nominations
(information/action)

BACKGROUND:

During the board meeting of May 23, the trustees requested that President Leas work with staff to submit nominations in each of the following categories: Trustee Leadership, Equity, Chief Executive Officer, Faculty Member, Professional Board Staff Member.

The ACCT confers awards annually to community college trustees, faculty and staff in the areas of trustee leadership, equity, chief executive office, faculty member and professional board staff member. The 2013 awards will be presented at the ACCT Conference in Seattle October 2013.

Regional Awards nominations may be made by a two-year postsecondary institution board, a state board for community colleges, a board of a state trustee association, or a university board of regents that controls the two-year postsecondary institutions in that state. All boards submitting nominations must be ACCT members.

Procedure for Submitting Nominations

In order for a nomination to be considered, all of the following items must be included. The total length must not exceed six pages. (Submission deadline June 21)

1. A cover letter from the board outlining board support.
2. Answer the questions under the "Criteria" section in the order listed. A response covering each question is required.
3. A nominee's resume of no more than two pages may accompany the official nomination (not required); however, a resume will be considered part of the six-page total.
4. A narrative statement not to exceed 150 words that explains the nominee's qualifications and is suitable for use in ACCT publicity materials. This is not included in the six page nomination packet, but it is required for a nomination to be considered.

Prepared by the President's Office.

RECOMMENDATION:

The trustees will review the nominations and select candidates for submission to the ACCT.

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #8: 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 definitively measure what is accomplished throughout the year for its next self-evaluation review.

During the August 23 Board Retreat, a *Trustees Activity Report* Template was reviewed. A blank of the report is included in the Board packet for the Trustees to complete and connect their activities with their goals.

Prepared by the President's Office.

RECOMMENDATION:

None.



2012-13

INNOVATION/PARTNERSHIPS — The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.

(Champion Trustee Mike Wren)

ACCESS — The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.

(Champion Trustee Anna Franz)

STUDENT ACHIEVEMENT — The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.

(Champion Trustee Mike Blakely)

COLLEGE CLIMATE — The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

(Champion Trustee Jon Lane)

RESOURCES — The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.

(Champion Trustee Stephen McFadden)

Trustee Activities Report

Trustee Name: _____

Board Meeting

Date: _____

Number of Student Contacts: _____

Legislative

Contacts: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

Community

Activities: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

College

Activities: _____

Innovation/Partnerships Access Student
Achievement

College Climate Resources

SBCTC TACTC

Activities: _____

Innovation/Partnerships Access Student Achievement
 College Climate Resources

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #9: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next board meeting is scheduled on August 8, 2013 at 1:30 p.m. The board will keep this meeting for a one-day retreat if a date in July is not available.

Prepared by the President's Office.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/14/13

ITEM #10: Miscellaneous (for information)

BACKGROUND:

6/14/13 Commencement Day Schedule
1:00-3:00 Campus Excellence Celebration Luncheon
3:00-4:30 Board Meeting
4:30-6:00 Dinner
6:30 Commencement Walk Line up
7:00 Commencement (Lion's Field)

Summer Retreat plans are underway.

Prepared by the President's office.

RECOMMENDATION:

None