



Board of Trustees Regular Board Meeting

**June 8, 2017
1:30 p.m.**

ATEC
Hardin Community Room

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

Summer 2017 Campus Events

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

Summer 2017 Campus Events		
June	8	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	9	Celebration Luncheon; 12:00 p.m.; Masto Conference Center
	13	Spring Quarter Instruction Ends
	14	HS21/GED Graduation; 7:00 p.m.; Wallenstien Theater
	16	BBC Commencement; 7:00 p.m.; Moses Lake Lions Field;
	17	Nurses' Pinning; 11:00 a.m.; Wallenstien Theater
July	3	Summer Quarter Begins
August	10	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	11	Summer Quarter Instruction Ends
Sept	4	Campus Closed for Labor Day
	18	Fall Quarter Instruction Begins



Viking Graduation 2016



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, June 8, 2017, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Anna Franz, J.D.
Chair

Miguel Villarreal, Ed.D.
Vice Chair

Jon Lane

Stephen McFadden

Juanita Richards

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.

- | | | | | |
|-----|--|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| A | | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran | |
| I | | 2. | Introductions – | |
| I/A | | 3. | Consent Agenda | |
| | | a. | Meeting Minutes April 28, 2017 | (A) |
| | | b. | President’s Activity Update | (I) |
| | | c. | Accreditation | (I) |
| | | d. | Assessment | (I) |
| | | e. | Student Success | (I) |
| | | f. | Finance & Administration Report | (I) |
| | | g. | Safety & Security Update | (I) |
| | | h. | Human Resources Report | (I) |
| | | i. | Classified Staff Report | (I) |
| | | j. | Enrollment Report | (I) |
| | | k. | Public Correspondence | (I) |
| I | | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) | |
| | | a. | ASB President – Matt Alvarado | |
| | | b. | Classified Staff Representative – Barbara Collins | |
| | | c. | Faculty Association President – Kathleen Duvall | |
| | | d. | VP Finance & Administration – Linda Schoonmaker | |
| | | e. | VP Learning & Student Success – Dr. Bryce Humpherys | |
| | | f. | VP Human Resources & Labor – Kim Garza | |
| | | g. | Executive Director BBCC Foundation – LeAnne Parton | |
| A | | 5. | Excellence in Teaching and Learning Monitoring Report – Dean of IR Valerie Parton | |
| | | | -----BREAK (if needed)----- | |
| | | | Executive Session | |
| A | | 6. | Spending Authority – VP Linda Schoonmaker | |
| A | | 7. | Student Code of Conduct – VP Bryce Humpherys | |
| A | | 8. | Employee Recognition – President Leas | |
| I/A | | 9. | Board Chair Matrix – Board Chair Anna Franz | |
| I/A | | 10. | President’s Evaluation Process – Trustees | |
| I | | 11. | Assessment of Board Activity – Trustees | |
| A | | 12. | Next Regularly Scheduled Board Meeting – Trustees | |
| I | | 13. | Miscellaneous – Chair Anna Franz, President Leas | |
| | | | Adjournment | |

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

NEXT MEETING REMINDER – June 16, 2017, August 10, 2017

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: 6/8/17

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting April 28, 2017, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting April 28, 2017, 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: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Mike Villarreal

2. Introductions

Director of Big Bend Technology Rick Sparks led the pledge of allegiance. He served in the Army 1978-81 and was based in California. Director Sparks worked on aviation electronics and Cobra Attack Helicopters.

Phi Theta Kappa Advisor Barbara Whitney and Chapter President Savannah Scriven shared Rho Zeta news. They just returned from the International Conference "Catalyst" in Nashville, TN. They earned recognition as a 5-Star Chapter, regional officer Melinda Dourte earned an Outstanding Regional Officer Award, and Advisor Barbara Whitney earned a Continued Excellence Award. At the regional level, Savannah Scriven is serving as a Regional Vice President, and Advisor Brinn Harberts earned the Advisor Paragon Award. Rho Zeta placed second for the "Honors in Action" theme.

Rho Zeta President Savannah Scriven provided an overview of activities for the academic year. She said the chapter participated in the Relay for Life event, hosted a summer conference and a District III fall conference. They also completed an Honors in Action Project, a College Project, and several fundraising activities.

Co-Chairs for the Committee for Equity, Inclusion, and Diversity (CEID) Tom Willingham and Monica Medrano shared about their newly formed committee. CEID is formerly the Multi-Cultural Development Team. CEID is an advisory group to college leadership, and they will assess and educate the campus on issues related to social justice, equity, and inclusion.

Board Chair Anna Franz announced that agenda item five would be moved to the next item.

5. Exceptional Faculty Award

Nursing Instructor Jennifer Brooks thanked the board for the Exceptional Faculty Award (EFA). The EFA funding allowed her to attend the Spring American Wound Conference. She learned about innovative research and wound-healing materials.

She also met other nurses in the field. Instructor Brooks met with manufacturers and brought home free wound material samples to share with students in the lab.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 13, 2017 (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e) Student Success Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (A); j) Enrollment Report (I); i) Quarterly Budget Report.

Motion 17-23

Trustee Jon Lane move to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion carried.

4. Remarks

- a. ASB President Matt Alvarado shared that ASB held a Porkfest lunchfest with 220 attending and most recently a Pandafest, with 235 in attendance. The ASB-sponsored Flashlight Easter Egg Hunt was held April 6, and JATP students joined to total 136 participants.

Both ASB and club members attended a leadership training last Friday, with the presenter Dave Kelly covering the following topics: "Making the Most of your 24/7: Using Time to Your Advantage," and "Playing Well With Others: Dealing With Conflict and Drama."

Monday, ASB held interviews for the 2017-2018 Executive Officers. The positions were filled as follows:

President – Marisol Lozano

Vice President – open (no one applied, will be reposted)

Programming Director – Reid Jackson

Secretary – Cydney Schaapman

Public Relations – Sonia Osorio

Treasurer – Francisco Marmolejo.

The ASB-sponsored Movie Night was held in Ephrata last night, and the JATP students also participated.

BBCC Clubs have been busy. M.E.Ch.A. sponsored a successful Caesar Chavez Blood Drive earlier this month. A group of clubs (Nursing, Brazilian Jiu Jitsu, Lindy Hoppers and Phi Theta Kappa) sponsored a Silent Auction fundraiser last week. Phi Theta Kappa recently returned from their International Conference held in Nashville.

- b. STAR Committee Representative Barbi Johnson reported Classified Staff activities. Classified Staff took 107 hours of training in March. The STAR

committee will support the Cellarbration! for Education Auction with a large ceramic pot with plants. The annual STAACC conference will be held at Skagit Valley College in August, usually 6-10 BBCC staff attend.

- c. Faculty Association President Kathleen Duvall reported that Early Education Development Specialist Jenny Nighswonger has held three completion events. There was also a Family Literacy activity at the Moses Lake Library in which 24 students and 75 families participated, and Ephrata optometrist Dr. Sisson held free screenings. Instructor Jeremy Seda reported a successful beginning to his Brazilian Jiu Jitsu (PEH 137). Physics Instructor Dr. Jim Hamm is hosting an astronomy event May 2 for students and JATP students. Simulation Technology Coordinator Andrea Elliott recently hosted a SUN Conference on campus. English Instructor Matt Sullivan reported that WA State Poet Laureate Todd Marshal visited his class. Instructor Sullivan's book *Midnight at the Bright Ideas Bookstore* will be released mid-June. He was chosen as the Barnes & Noble "Discover Pick," A June "Indie Next Pick" and A June "Goodreads Debut Author of the Month." He will read from his book at the Moses Lake MAC June 13. English Instructor Dawnne Ernette reported that there are several entries to the writing contest for student recognition. Glenn Schwaiger, artist and Associate Professor from New Mexico State University, will be on campus May 22 to share about ceramics and travel.
- d. VP Linda Schoonmaker reported that BBCC staff attended three ctcLink sessions to standardize processes. The 2015-16 financial statements have been completed and sent to the auditors. She also shared the idea of locating soccer fields west of the Fine Arts Building.

The PTEC or Workforce Education Center (WEC) building has almost doubled in square footage, including the separate building for AMT. The state is funding 76,000 square feet, and the additional 76,000 square feet will be funded locally. Agriculture Program Coordinator Landra Kosa submitted a grant request to the Lauzier Foundation today for \$1.5 million to fund additional square footage for agriculture programs to be fully included in the building.

- e. VP Bryce Humpherys reported that the NWCCU Ad Hoc Accreditation visit last week went very well. Results are detailed in the consent agenda. Evaluator Dr. Chad Hickox met with faculty, administration, and staff. His exit remarks were very complimentary. He indicated BBCC has realistic plan with a tight timeline. When the plan is fully implemented, it will be a great model tying assessment and planning processes together. The Assessment committee continues to meet and prepare for Faculty In-Service to move the work plan forward. Dr. Hickox expressed envy at the quality of our faculty and work they are accomplishing.

Dr. Humpherys is an NWCCU accreditation evaluator, and he just returned from assessing another institution with similar recommendations. His visit reaffirmed the great work that BBCC is accomplishing.

Dr. Humpherys reviewed the transfer student report shared at the meeting. The advising efforts will help create advising maps for students to transfer to programs at universities.

Dr. Humpherys discussed the recent changes in athletics. AD Preston Wilks resigned after doing a great job. There were three vacant head coach positions and moving forward quickly to appoint a new AD was important. This is the time when coaches are actively recruiting to fill their team rosters for athletic programs. This change in leadership is also an opportunity to consider other changes in the program. In 2011, the legislature said college athletics cannot be funded by state money. BBCC needs to pursue a new sustainable funding model. Basketball Coach Mark Poth retired from coaching earlier this year and was willing to accept an interim AD position, which will be reconsidered next year. Instructor Poth has deep institutional knowledge and a successful BBCC coaching career.

Trustee Mike Villarreal commented that he appreciated the email to the campus explaining the AD changes.

Trustee Stephen McFadden expressed concern for the athletic department budget. AD Poth is taking a business model approach. VP Schoonmaker is researching the athletics budget to determine the funding need. ASB has been the funding source. Students pay ASB funds, and the budget fluctuates with enrollment. ASB may not be able to support sports travel, an additional source of funding needs to be found.

- f. VP Kim Garza reported that Robin Arriaga was selected to present at a statewide ctcLink meeting. She did a great job representing BBCC. Human Resources is making progress during this hiring season. Anne Ghinazzi will join STEM this summer as the STEM Advising Specialist. The Ag Econ Instructor will be hired soon. There was a small pool for the Dean of Transitional Students as some of the candidates accepted other jobs. The position will be reposted.
- g. Executive Director of the Foundation LeAnne Parton reported there are only 13 seats left for the May 20 Cellarbration! for Education. Raffle tickets for the Harley Davidson motorcycle are being sold, and the drawing will be conducted at Cellarbration!

The 2017-18 Scholarship recipients have been chosen, and they will be notified next week.

Ag Program Coordinator Landra Kosa did an amazing job putting together the application for a \$1.5-million Lauzier grant for the Ag portion of the PTEC building.

The Foundation just purchased new financial and donor software. Conversion to the new system will begin soon.

The Foundation submitted a zone change from “Public” to “Light Industrial” to the County for land that was donated; the zone change seeks to improve the property’s marketability.

The Trustee’s account has \$41,196.65 as of December 31, 2016. A 4% payout, like the other scholarships, would be \$1,650 for the 2017-18 academic year.

Director Parton will be in Olympia next week for the State Foundation Director’s meeting. Foundation member Gary Chandler is setting up meetings with legislators to garner support.

Foundation member Paul Hirai is generating donations for the Food Pantry; we will need a bigger room. He delivered 100+ loaves of bread yesterday and six to eight boxes of food today, including fresh fruit and vegetables.

6. Assess Board Activities

Trustee Stephen McFadden attended the event on campus with Governor Inslee. He is also actively involved in Central WA Sector Partnership Meetings.

Trustee Mike Villarreal served at the Warden High School on senior interviews along with Dr. Leas. He also attended the JATP ceremony and will host JATP students at his home the next two weekends.

Trustee Jon Lane attended the legislative conference calls on Friday mornings with the SBCTC. He also attended the BBCC Foundation board meeting. He complimented Director Parton and the Foundation for being a valuable asset to BBCC. Trustee Lane has participated on Spring ACT conference planning phone conference calls. He also expressed appreciation for his nomination and award for the AACC Outstanding Alumni Award at the AACC Conference in New Orleans.

Trustee Juanita Richards attended the event on campus with Governor Inslee. She also attended the Refresh Leadership Simulcast at BBCC and served on the ACT Awards Committee.

Trustee Anna Franz reported that she attended the JATP welcoming ceremony and talked with ACT Director Kim Tanaka.

7. Next Board Meeting

The next board meeting is scheduled on June 8, 2017 at 1:30 p.m.

8. Miscellaneous

President Leas reminded the trustees about the ACT Conference hosted by BBCC May 25-26. He also announced that former ASB Officer and BBCC graduate Jacob Barth will be the commencement speaker.

Dr. Leas shared that Kevin Brockbank from Community Colleges of Spokane will be sending a dissertation survey by email to full-time faculty members and to trustees about essential leadership competencies for community college presidents. He will survey all trustees and faculty in the seven community colleges in eastern Washington.

Dr. Leas shared the draft mock-up of the case for the Workforce Ed Center created by the Director of Communications Matt Killebrew.

Lastly, Dr. Leas said Melinda will be contacting Trustees McFadden and Richards to schedule meetings to update the board evaluation this summer.

Columbia Basin Herald reported Cheryl Schweizer asked Trustee Villarreal about his term as trustee. He stated that he will be submitting a letter of resignation to the Governor after graduation as he is moving out of the service district.

The meeting adjourned at 2:47 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from April 17, 2017, to May 20, 2017, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

4/17/17	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Pre-visit Discussion	BBCC	
	Employee Evaluation Review	Support	BBCC	
	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Post-visit Discussion	BBCC	
	Mitsubishi STEM Event Meeting	Planning	BBCC	
4/18/17	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Post-visit Discussion	BBCC	
	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Penn Summit on Fostering Racially Responsive Campus Climates	Professional Development	BBCC	
	Aviation Program	Discussion	BBCC	
	Samaritan Hospital Regional Governance Education	Community Engagement	Moses Lake	
4/19/17	Grant Co 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 IR Valerie Parton	Program Support	BBCC	
	Review Board Agenda	Guidance	Phone	Chair Anna Franz
4/20/17	Samaritan Hospital Strategy & Finance Committee	Community Engagement	Moses Lake	
	Employee Evaluation Review (2)	Support	BBCC	
	Meet Ag/Econ Candidate	Feedback	BBCC	

	Director of Title V Terry Kinzel	Program Support	BBCC	
	PAHP Internal Monitoring Team Meeting	Program Support, Information Sharing	BBCC	
	Foundation Board Meeting & Dinner	Support	BBCC	
4/21/17	Meet Ag/Econ Candidate (2)	Feedback	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Exit Lunch	Feedback	Moses Lake	
4/22-25/17	AACC Conference	Trustee Recognition Professional Development	New Orleans, LA	
4/26/17	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	ACT Spring Conference	Planning	Phone	
4/27/17	Warden High School Senior Portfolio Reviews	Community Engagement	Warden	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Employee Evaluation Review	Support	BBCC	
4/28/17	Discuss Scholarship Opportunity	Employee Support	BBCC	
	CDL Wrap Discussion	Program Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
5/1/17	Safety & Security Training	Professional Development	BBCC	
	Lunch with Donor	Foundation Support	BBCC	
	Personnel Recommendation	Employee Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Biology Instructor Candidate	Feedback	BBCC	

5/2/17	AV/Screen Set Up	Discussion	BBCC	
	PAHP Grant Review	Discussion	BBCC	
	WSSN Evaluators	Discussion	BBCC	
	Blindspot Session II	Professional Development	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Ramona Munsell Grant Writer	Grant Support	Conference Call	
	Biology Instructor Candidate	Feedback	BBCC	
5/4-5/17	WACTC Meetings	System Support	Olympia	
5/7-10/17	ATD ASU GSV Summit	Professional Development Networking	Salt Lake City, UT	Funded by ATD
5/11/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	English Instructor Candidate (2)	Feedback	BBCC	
	Growing Local People	Community Engagement	Port of Moses Lake	
	Michelle Price Farewell	Celebration, Networking	Moses Lake	
5/12/17	HR Discussion	Employee Support	BBCC	
	Chemistry Instructor Candidate (2)	Feedback	BBCC	
	Lunch with Potential Trustee	BBCC		
5/15/17	STEM Event Rehearsal	Partnership	BBCC	
	Nursing Donation	Discussion	BBCC	
	ABE/ESL Instructor Candidate	Feedback	BBCC	
5/16/17	Mediation	Resource Management	Spokane	
	Phi Theta Kappa Induction	Student Success	BBCC	
5/17/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	TRiO SSS Discussion	Hiring Discussion	BBCC	

	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
	WA State Auditors Entrance Meeting	Information Sharing	BBCC	
5/18/17	Samaritan Hospital Strategy & Finance Committee	Community Engagement	BBCC	
	ARFF Training Welcome	Climate	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Goodbye Potluck	Employee Support	BBCC	
	Aerospace Presidents' Conference Call	Information Sharing	BBCC	
5/19/17	Shared Governance Council	Information Sharing	BBCC	
	Employee Meeting	Personnel	BBCC	
5/20/17	Cellarbration! for Education	Fund raising	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

As required by the Northwest Commission on Colleges and Universities (NWCCU or the Commission), Dr. Chad Hickox, Associate Dean of Academics at Helena College of the University of Montana, conducted an Ad hoc visit with BBCC on April 17-18, 2017. This visit focused solely on BBCC's assessment of student learning work. Dr. Hickox indicated that he saw evidence of the development of a systematic approach to student learning outcomes, stating that BBCC had a tight, but realistic, timeline for implementing its assessment activities. He also indicated that, if the college maintains the activities and timeline presented in the Ad hoc report, BBCC should be able to resolve the recommendation during the next comprehensive accreditation evaluation in 2020.

BBCC has received Dr. Hickox's draft report to the Commission and has reviewed it for factual errors. The report reviewed the process of the Ad hoc visit and reiterated what Dr. Hickox shared during the exit interview of the Ad hoc visit on April 18, 2017. Dr. Hickox indicates in his report that our plan of implementation is good; however, success in resolving the Commission's recommendation will be dependent on timely (immediate) and effective action and sustained effort and resource-commitment to the tasks listed in the implementation plan. Starting the work as soon as possible and sticking to a tight timeline will be critical. Once any factual errors are corrected, if necessary, Dr. Hickox will submit his final report to the Commission.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for information)

d. Assessment Update

The Assessment Committee presented updates and provided training to faculty at spring in-service on May 5, 2017. Committee members presented information on previous work completed, the current implementation plan, the new online assessment form, and the new Assessment Handbook. Training focused on how to write a good learning outcome and “close the loop” by using results of outcomes assessment to implement changes to improve student success. Following the training, workforce education faculty worked on revising program outcomes to reflect student learning outcomes. Transfer faculty reviewed their Master Course Outlines (MCOs), focused on writing good course learning outcomes, connected General Education/Related Instruction Outcomes to their courses and listed these on their MCOs. The college is on track with the assessment implementation plan articulated in the ad hoc monitoring report.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for information)

e. Student Success Update

Advising updates were provided to faculty at spring in-service on May 5, 2017, by members of the various advising workgroups. The following college-wide definition of advising was adopted: *Advising is a teaching and learning experience that provides students with resources and timely accurate information to develop and attain their educational goals.* We will use this definition to guide the development of advisor training materials and provide scope and direction for college advising efforts.

We will be collecting student feedback on programs, services, student engagement, and campus climate this quarter through our annual Spring Enrollment Survey. This year, we solicited feedback on the survey questions from the Committee on Equity, Inclusion, and Diversity (CEID) and the Data Team to revise questions, so survey feedback would yield more useful and meaningful data. Additionally, ASB officers and various students representing the transfer, workforce education, and ABE/ESL areas provided input on how to improve the readability of questions, so they would be easily understood by all students. The online survey opened to all students, including ABE and ESL students, on May 22 and closed on June 5.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/2017

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Big Bend officials have met with other WAVE colleges in the first three common process development workshops (student admissions, new hire, and grants). The purpose is to develop standard processes across CTC's and ease the implementation when bringing colleges into ctcLink. Next steps; testing the common processes within the Peoplesoft pillars. Remediation may have difficulties as the fiscal year comes closer to an end since people resources will be unavailable due to fiscal year close for 2016-17.

Financial Statements: State auditors were on campus for two weeks in May doing their field work for the 2015-16 financial audit. We can expect an exit conference and the audit report within the next couple of months. Our next audit for 2016-17 will begin this fall and will put us on cycle to meet the new NWCCU accreditation requirements for completion of the audit within 9 months after the fiscal period closing.

Cost Study for Soccer Fields: We signed a contract with AHBL (an engineering firm) to do a feasibility study on the front lot bordering Randolph by the GTA bus waiting area for an estimate of cost and potential scope of work for creating soccer fields. The report is to be completed before June 30.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): Design development is basically complete, and we are entering the construction document phase. Goal is be ready to go out to bid for a contractor by February 2018. Still working towards possibility of natural gas for the building.

UAS Classroom remodel Bldg 4100: The remodel work on the two classrooms is scheduled to be complete before June 30th.

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony: The contract has been signed with Centennial Construction. The contractor is planning to brace the existing half wall around the east side and replace the pipe railings with the glass railing. The schedule in the contract is to start work by June 22nd and complete the work by August 18th. The timing is most dependent on the railing delivery itself and not the installation.

History:

Professional Technical Education Center (New Building):

4/28/2017: Wrapping up the design development phase and preparing to enter the construction documents phase. Still working towards possibility of natural gas for the building.

3/13/2017: Continuing with design development of the two buildings—PTEC and AMT building and the initial lab configurations/equipment. Still working towards possibility of natural gas for the building.

01/26/2017: Continuing with design development, value engineering, which LEED points to attain, and the possibility of natural gas for the building.

12/12/2016: Continuing with design development and value engineering.

10/27/2016: Value Engineering is completed. This provides us with options for the design that may potentially provide more efficiency or expanded use.

8/11/2016: the Design contract was signed July 19, and we are scheduled to meet each week until the end of September to attempt to accelerate the design and construction-document time period in order to meet a summer 2017 construction window for ground work. Without an accepted accelerated process, it may be late spring of 2018 before we could break ground.

5/26/2016: Predesign was approved by OFM on April 27th. DES is currently working on the contract for the Design portion of the project.

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

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

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

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony:

10/27/2016: This project is still on the schedule for summer of 2017.

8/11/2016: The glass-panel-railing system was selected, and the lead time was identified as 4 to 6 weeks. Unfortunately, the calendar starts to get tricky now with various sports programs beginning their seasons and requiring access to the facility. This work will be scheduled for summer of 2017. There is no immediate danger/risk to students, staff, or the public in utilizing the surrounding access to other spaces.

5/26/2016: The contractor has been back out to take some core samples from both the wall and the balcony floor to determine 'makeup' to ensure that we fasten the railing appropriately. The actual design of the glass panel railing system is still being reviewed.

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

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

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

UAS Classroom remodel Bldg 4100:

4/28/2017: Two classroom spaces will be remodeled on the south side of building 4100 to accommodate the needs of the Unmanned Aircrafts Systems program.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

CAMPUS SAFETY REPORT – APRIL 2017

MILES DRIVEN ON PATROL: 1,077 (mostly evenings, nights and weekends)

HOURS IN VEHICLE: 198.7 (mostly evenings, nights and weekends)

Report Number	Report Date	Report Incident Types	Location
Total Records: 6			
17-BC-037	04/05/17	STUDENT CONDUCT VIOLATION	BLDG 1800
17-BC-039	04/09/17	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 1400
17-BC-040	04/09/17	OTHER TYPE INCIDENT (NOT CATEGORIZED) : HOSTILE PERSON - NO ASSAULT OR CRIME	BLDG 3000 : INTERIOR
17-BC-041	04/10/17	MOTOR VEHICLE COLLISION - NON INJ	BLDG 4600 : PARKING
17-BC-044	04/25/17	NON-CLERY CRIMINAL OFFENSES : [90D] DRIVING UNDER THE INFLUENCE	BLDG 3400
17-BC-044	04/25/17	STUDENT CONDUCT VIOLATION	BLDG 3400

NEW! Campus Safety Operational Awareness: Our Report Exec data management system collects all of our operational statistics, so we can analyze what work is done and to help us with decision-making. I’ve received a couple of questions about Campus Safety daily operations and am happy I can provide answers with data. This will help give our employees a better understanding of what Campus Safety does.

Factoid: From Jan. 1 through Apr. 30 2017, Campus Safety has jump started 15 cars on campus all during the weekday shift. Each jump start uses 15 minutes of task time, totaling 3.75 hours. (Thank you to a student – and jumpstart recipient – for the question). *Task time includes: Receive and enter incoming call; secure office; travel time; jumpstart vehicle; log report disposition; return to office.*

Report Date	Event Types	Location
VEHICLE JUMP STARTS = TOTAL 15		
01/02/17	VEHICLE JUMP START	BLDG 7700 : PARKING
01/04/17	VEHICLE JUMP START	BLDG 1400 : PARKING
01/18/17	VEHICLE JUMP START	BLDG 1600 : PARKING
01/18/17	VEHICLE JUMP START	BLDG 1400 : PARKING
01/25/17	VEHICLE JUMP START	BLDG 7700 : PARKING
02/13/17	VEHICLE JUMP START	BLDG 1400 : PARKING
02/20/17	VEHICLE JUMP START	BLDG 1400 : PARKING
02/20/17	VEHICLE JUMP START	BLDG 1400 : PARKING
02/22/17	VEHICLE JUMP START	BLDG 2000 : PARKING
02/26/17	VEHICLE JUMP START	BLDG 1600 : PARKING
03/08/17	VEHICLE JUMP START	BLDG 1800

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources

BACKGROUND:

Recruitment & Selection:

Terry Pyle accepted the Ag/Econ Instructor position. This is a new, full-time, tenure-track position. Terry will begin his full-time work at BBCC in September 2017.

Mariah Whitney accepted the Biology Instructor position. This is a new, full-time, tenure-track position. Mariah will begin her full-time work at BBCC in September 2017.

Sarah Bauer accepted the Chemistry Instructor position. This is a full-time, tenure track position replacing John Peterson, who will retire in June. Sarah will begin her full-time work at BBCC in September 2017.

Zach Olson accepted the Developmental English Instructor position. This is a full-time, tenure-track position replacing Dave Hammond, who will retire in June. Zach will begin his full-time work at BBCC in September 2017.

Interviews for the ABE/ESL Instructor position were completed on May 17. This is a full-time, tenure-track position replacing Valerie Wade, who will retire in June. A letter summarizing the strengths and weaknesses of each finalist was sent to the President for his review and final selection.

Interviews for the following positions have been scheduled.

Dean of Arts & Sciences	May 22, 23, 24
Math Instructor	May 31 & June 1
Dean of Transitional Studies	June 5, 6, 13.

The following searches are currently open:

- Medical Assistant Program Coordinator
- Professional Studies Lab Coordinator
- STEM Instructional Technology Coordinator

Training:

Training below was completed online or in a group setting at BBCC. Participants include Admin/Exempt, Faculty, and Classified Staff.

Blind Spot Series: Understanding Diversity: Strategies to Connect with Students-April 14 & April 21, 2017- 32 employees (16 Exempt, 4 Faculty, 2 Associate Faculty, 9 Classified, 1 Hourly)

PENN Summit: Radically Responsive Leadership in Higher Education-April 18, 2017- 21 employees (14 Exempt, 2 Faculty, 5 Classified)

PENN Summit: Developing Racial Literacy in Student Affairs-April 19, 2017- 17 employees (13 Exempt, 2 Faculty, 2 Classified)

PENN Summit: Reducing Racism in College Classrooms-April 20, 2017- 14 employees (10 Exempt, 3 Faculty, 1 Classified)

STAR Training- Monitoring Reports-April 25, 2017- 32 employees (3 Exempt, 1 Faculty, 28 Classified)

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

Lora Allen-

DSSC/WAPED Council and Professional Development Conference on April 11-14 in Leavenworth

WSSSC Conference—Equity, Diversity & Inclusion on April 26-28 in Tacoma

Jody Bortz-

Kotter Change Theory (Our Iceberg is Melting) on April 18 at Clover Park Technical College

WSSN Sustainability and Scaling on April 19 at Clover Park Technical College

Ruth Coffin-

WSSSC Conference—Equity, Diversity & Inclusion on April 26-28 in Tacoma

Mike De Hoog-

NACUA Webinar: Hello Muddah, Hello Faddah! Hello Lawyah? Managing Camp Risks and Liability on April 18 at BBCC

Anita DeLeon-

Summer Food Program Webinar Training on April 4 at BBCC

Social Media Boot Camp on April 20 in Othello

Angela Garza-

SBCTC – Capital Budget Development on 4/7 at BBCC

SBCTC – PeopleSoft Fundamentals via SBCTC Canvas online on 4/17 at BBCC

Kim Garza-

Public Records Act 101 on April 4 in Spokane

Dawn Geiger-

Express Leadership Training on April 12 at BBCC

Margie Lane-

WSSSC Conference–Equity, Diversity & Inclusion on April 26-28 in Tacoma

Terry Leas-

AACC Conference- Retention is Everybody's Business: Organizing College-Wide Retention Conferences, How Everyone Can Share Your College Story to Increase Engagement and Awareness, How Daring to Take Risks and Do Things Differently Has Transformed a Campus Community on April 24-25 in New Orleans

Jenny Nighswonger-

Professional Development Training at ESD 105 on 4/13 in Yakima

Char Rios-

Grants Management Workshop WebEx on April 4 at BBCC

NACUA Webinar: Hello Muddah, Hello Faddah! Hello Lawyah? Managing Camp Risks and Liability on April 18 at BBCC

Common Process Development Grant Management Workshop on April 19-21 at SBCTC

Linda Schoonmaker-

DES Client Workshop on April 18 in Tacoma

Data Governors Data Quality Workshop on 4/21 in Olympia

Tax Issues and Challenges Surrounding Innovative Fundraising Webinar on 4/25 at BBCC

Jeremy Seda-

America's Student Leadership Trainer on April 21 at BBCC

Tyler Wallace-

ABE Budget and T&E Webinar on April 6 at BBCC

OER Resources for Career, Technical, and Adult Education Online on April 27 at BBCC

CASAS Cadre Training Online on April 17-28

Deena Westerman-

NACUA Webinar: Hello Muddah, Hello Faddah! Hello Lawyah? Managing Camp Risks and Liability on April 18 at BBCC

Tom Willingham-

Becoming a More Culturally Responsive Campus – Webinar on April 6 at BBCC

Online Course Revolution – Focus on STEM Courses on April 27 at BBCC

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

Current Membership as of May 2017

Robin Arriaga, Ex Officio Barb Collins, Co-chair Lead Barbi Johnson, Co-chair Assistant Cassandra Fry, Interim Secretary/Treasure Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Lisa Johnson Tisa Timofeyev Alicia Wallace
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2016-2017 TRAININGS

Employees participated in STAR Committee hosted events or other trainings for professional or personal development through online webinars, statewide conferences or completed college credits. A Total of 229 hours is logged for classified staff training for April 1 to May 9, 2017. Unreported training for January to March is also included in this report.

On April 25, the STAR Committee hosted a training on Monitoring Reports. The decision to host this workshop was a follow-up of discussions concerning the low percentage of campus staff participating in the Monitoring Report process at the fall BOT retreat. Our BBCC team from Institutional Research facilitated this training. They shared how the value of participating in this process, and how responses contribute to mission fulfillment analysis and drive change at BBCC. Administrators and faculty were also invited; 35 campus staff attended. The STAR Committee will monitor classified staff response in the Monitoring Report process to see if the training increases classified staff participation.

Training summary follows and a complete report is attached.

STAR Committee Trainings	Date(s)	Participants	Location
Monitoring Reports Workshop	4-25-17	35	1800 Building

Other Training Reported	Date(s)	Participants	Location
Unreported Training	Jan-Mar	1	Campus Webinars
Blindspot - Session I	04-14	3	BBCC Campus
Blindspot - Session II	05-02	4	BBCC Campus
Blindspot - Session III	05-09	1	BBCC Campus
Fostering Racial Responses – Session I	04-18	4	BBCC Campus
Fostering Racial Responses – Session II	04-19	2	BBCC Campus
Fostering Racial Responses – Session III	04-20	4	BBCC Campus

Other Training Reported, Continued	Date(s)	Participants	Location
SDA Summer Food Program	4-04	1	Moses Lake
2017 Door Hardware Training	04-05 to 4-06	2	Spokane
Commercial Wiring for Trainees	04-08	2	Othello
State HR Meeting on IT Job Description	04-10	1	Teleconference
Conflict Management in the Workplace	04-10	1	Campus Webinar
Express Leadership	04-12	1	BBCC Campus
Lucidchart w/Rick Sparks	04-13	1	BBCC Campus
ctcLink Best Practices and Overview	4-18	1	BBCC Canvas
Social Media Boot Camp	04-20	1	Othello Hospital
Principles of Accessible Design	04-25	1	Campus Webinar
WA State Student Services Conference	04-26 to 4-27	2	Tacoma
Best Practices New Hire Common Process	04-26 to 4-27	1	Olympia
DJI Drone Workflows for Earthwork	04-27	1	Webinar
General Aviation Security	04-28	1	Webinar

COMMUNITY SERVICE PROJECT:

The STAR Committee welcomes new ideas for future planning. They are currently reviewing their list of community service projects. The Committee will continue collaborating with the Grant/Adams Foster Family program this summer and collect needed items. The STAR Committee will send a campus email soon.

OTHER:

The STAR Committee and other classified staff donated a ceramic flowerpot for the Big Bend Foundation's auction. The proceeds will help with student scholarships.

Skagit Valley College is hosting the annual STTACC Conference on August 9-10. The STTACC board has reviewed the program schedule with the conference planning committee. At this time, a team of six classified staff is interested in attending the 2017 conference. The STTACC Board is taking applications now for 2017-18 leadership roles. The voting will take place at the conference.

Prepared by Barbara Collins

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

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

BACKGROUND:

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

Prepared by Dean Parton and Research Analyst Starr Bernhardt.

RECOMMENDATION:

President Leas, VP Bryce Humpherys and Dean Valerie Parton recommend acceptance of the 2017 Excellence in Teaching & Learning report.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/2017

ITEM #6: Spending Authority (for action)

BACKGROUND:

The Washington State Legislature is in the process of completing the 2017-19 Operating appropriation act. Until this is completed, the initial operating budget allocations for Fiscal Year 2017-18 from the State Board for Community and Technical Colleges cannot be produced and distributed to the various college districts. Therefore, the Board is requested to approve spending authority to expend operating funds on and after July 1, 2017, at a level not to exceed the same level as approved by the Board of Trustees for 2016-17. If the Legislature does not complete the Operating appropriation act on or before July 1, 2017, then local funds only will be expended at the same level of the 2016-17 approved operating budget. This spending authority is to be in effect until action is taken by the Board of Trustees authorizing the 2017-18 operating budget.

Prepared by VP Schoonmaker.

RECOMMENDATION:

President Leas & VP Schoonmaker recommend the Board approve spending authority at the 2016-17 levels until the legislature completes the 2017-19 operating appropriation act and the Board of Trustees authorizes the 2017-18 operating budget.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #7: Student Code of Conduct (Action)

BACKGROUND:

During the January 26, 2017, board meeting, the board approved revisions to the student code of conduct. That decision was in response to guidance from the court, which was issued in *Arishi v. WSU*, where the court found that WSU's conduct code insufficiently provided for due process for the participants. In particular, the court found that full adjudicative hearings should be conducted in more disciplinary cases so the students involved in those proceedings would have access to more robust due process provisions. As a result of the *Arishi* case, colleges within the state were strongly encouraged to review and amend their conduct codes as needed to come into compliance with the guidance from the court. Based on that guidance, and in consideration of our then current student code of conduct, the college engaged the emergency rule process to afford Big Bend the opportunity to make the appropriate adjustments to bring student disciplinary procedure, particularly as related to sexual misconduct, into compliance. The revised student code of conduct was filed with the code reviser's office.

More extensive revisions to the student code of conduct are needed. Big Bend's administration, led by Dean of Student Services Dr. Dawna Haynes and with support from AAG Catherine Kardong, are working through those updates. Rather than engaging two separate processes to amend the code of conduct, and to leverage the time and energy required to support code revision of this magnitude, the college requests the opportunity to extend the current deadline and complete a comprehensive revision.

Prepared by the President's Office.

RECOMMENDATION:

President Leas, Dr. Humpherys, and Dr. Haynes recommend that the board approve the additional filing of the changes to the student code.

Chapter 132R-04 WAC STUDENT CONDUCT CODE

WAC Sections

132R-04-010	Statement of student rights.
132R-04-015	Definitions.
132R-04-017	Statement of jurisdiction.
132R-04-019	Right to demand identification.
132R-04-040	Freedom of expression.
132R-04-042	Freedom of access to higher education.
132R-04-047	Freedom of association and organization.
132R-04-056	Standards.
132R-04-057	Student code of conduct violations.
132R-04-063	Disciplinary sanctions.
132R-04-064	Summary suspension.
132R-04-067	Appeal from disciplinary action.
132R-04-100	Authority.
132R-04-112	Initiation of disciplinary action.
132R-04-115	Brief adjudicative proceedings.
132R-04-117	Student disciplinary committee.
132R-04-130	Student disciplinary committee process.
132R-04-140	Student disciplinary committee—Initial order.
132R-04-150	Appeal from student disciplinary committee initial order.
132R-04-160	Brief adjudication proceedings—Review of an initial order.
132R-04-165	Brief adjudication proceedings—Agency record.
132R-04-170	Criminal prosecution.
132R-04-180	Effective date.
132R-04-190	Prior rules.
132R-04-200	Severability.

132R-04-067

Appeal from disciplinary action.

- (1) The respondent may appeal the results of a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty days of service of the discipline order. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's order shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent and the conduct review officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student disciplinary committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) ~~In the event of a conflict between this Student Conduct Code and the Administrative Procedure Act, chapter 34.05 RCW, this Student Conduct Code will govern. governs committee proceedings and controls in the event of any conflict with these rules.~~

(6) The college hereby adopts the Model rules of procedure, chapter 10-08 WAC, by reference. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(7) Imposition of discipline for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(8) The student disciplinary committee shall hear the following cases as fully adjudicatory proceedings ~~appeals from~~:

(a) Appeals from Ssuspensions in excess of ten instructional days

;

(b) Appeals from Ddismissals; ~~and~~

(c) Discipline cases referred to the committee by the student conduct officer; ~~and-~~

(d) Cases in which students request to have their discipline case heard by the committee.

(9) Student conduct appeals involving the following disciplinary actions shall be heard as brief adjudicative proceedings:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Reprimands; and any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-067, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-067, filed 7/14/03, effective 8/14/03.]

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132R-04-130

Student disciplinary committee process.

The student conduct administrative panel will conduct full adjudicative proceedings in accordance with the provisions of this Standards of Conduct for Students Code, the Administrative Procedure Act (chapter 34.05 RCW), and the model rules of procedure (chapter 10-08 WAC) including a hearing, determination of findings, conclusions, and sanctions. To the extent there is a conflict between the conduct code and the model rules, this Student Conduct Code shall control.

(1) Student disciplinary committee process.

(a) The committee chair shall serve all parties with written notice of the hearing not less than seven business days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. ~~To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.~~ The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.

(b) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.

(c) Upon request filed at least five days before the hearing by either party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases. Failure to participate in good faith

in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, unless the party can show good cause for such failure.

(d) The committee chair may provide to the committee members in advance of the hearing copies of (i) the conduct officer's notification of imposition of discipline (or referral to the committee) and (ii) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(e) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(f) The vice president of instruction and student services (or designee) shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.

(g) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate; any improper "ex parte" communication shall be placed on the record, as further provided in RCW [34.05.455](#).

(h) ~~Each~~ ~~Both~~ parties ~~iesy~~ may be accompanied at the hearing by a non-attorney assistant of ~~his or her~~ their choice. ~~A~~ ~~r~~ Respondents may elect to be represented by an attorney at ~~his or her~~ their own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

(i) In circumstances involving more than one accused student, the student conduct officer may permit joint or separate hearings.

(2) Student disciplinary committee hearings - Presentation of evidence.

(a) Upon the failure of any party to attend or participate in a hearing, the committee may either (i) proceed with the hearing and issuance of its order or (ii) serve an order of default in accordance with RCW [34.05.440](#). If an accused student, with notice, does not appear before a student conduct administrative panel hearing, the information in support of the complaint is presented and considered in the absence of the accused student.

(b) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings should be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(c) The chair shall cause the hearing to be recorded by a method that ~~he or she~~ the chair selects, in accordance with RCW [34.05.449](#). Panel deliberations are not recorded. That recording, or a copy, is property of the college, but shall be made available to the respondent upon written request. The chair shall assure maintenance of the record of the proceeding that is required by RCW [34.05.476](#), which shall also be available upon request for inspection and copying by the respondent. Other recording shall also be permitted, in accordance with WAC [10-08-190](#).

(d) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee, and make rulings on the admissibility of evidence, motions, objections, and on challenges to the impartiality of board members, unless a hearing examiner is appointed as provided below. These rulings shall be made on the record. The Washington rules of evidence shall serve as guidelines for those rulings on the admissibility of evidence. Questions related to the order of the proceedings are also determined by the student conduct administrative panel chair.

(e) The ~~v~~Vice ~~p~~President of ~~instruction-Learning~~ and ~~s~~Student ~~services~~Success or a designee (unless represented by an assistant attorney general) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.

(f) All testimony shall be given under oath or affirmation. The panel chair determines which records, exhibits, and written statements may be accepted as information for consideration by the panel. These rulings shall be made on the record. Evidence shall be admitted or excluded in accordance with RCW [34.05.452](#).

(g) The President of the College or designee, the Chair of the Student Conduct Administrative Panel, the administrators assigned to the Student Conduct Administrative Panel, Deans, and/or the student conduct officer have the authority to issue subpoenas.

(h) The accused student and the student conduct officer may arrange for witnesses to present pertinent information to the student conduct administrative panel. The accused students are responsible for informing their witnesses of the time and place of the hearing.

(i) The panel chair may accommodate concerns for the personal safety, well-being or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audio tape, written statement, or other means. In making such accommodations, the rights of the other parties must not be prejudiced and must have the opportunity to participate effectively in, to hear, and, if technically economically feasible, to see the entire proceeding while it is taking place.

(j) At the conclusion of the hearing, the panel shall permit the parties to make closing arguments in whatever form it wishes to receive them. The panel may also permit each party to propose findings, conclusions, and/or an order for its consideration.

(3) Supplemental sexual misconduct procedures. Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the student conduct officer's disciplinary order.

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

(4) Supplemental definitions. For purposes of student conduct code proceedings involving sexual misconduct, the following definitions apply:

(a) The "complainant" is the alleged victim of sexual misconduct. Complainant also refers to the college when the college files the complaint.

(b) "Sexual misconduct" is a sexual or gender-based violation of the student conduct code including, but not limited to:

(i) Sexual activity for which clear and voluntary consent has not been given in advance;

(ii) Sexual activity with someone who is incapable of giving valid consent because of being, for example, ~~she or he is~~ underage, sleeping, or otherwise incapacitated due to alcohol or drugs;

(iii) Sexual harassment;

(iv) Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual- or gender-based stalking;

(v) Nonphysical conduct such as sexual- or gender-based digital media stalking, sexual- or gender-based online harassment, sexual- or gender-based cyberbullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.

(5) **Supplemental complaint process.** The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

(a) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

(b) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

(c) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

(d) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(e) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of ~~his or her~~their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

(f) Hearings involving sexual misconduct allegations shall be closed to the public, unless accused student and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, accused student and their respective

attorney representatives may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct administrative panel.

(g) The complainant has the right to appeal an order of the student conduct administrative panel consistent with WAC 132R-04-150. In the event of an appeal by the accused student or complainant, the chief student conduct officer shall provide a copy of the appeal to the non-appealing party. The complainant and accused student have the right to be accompanied by an advisor of their choosing during the appeal process at their own expense, but will be deemed to have waived that right unless they file a written notice of the attorney's identity and participation within four business days before the hearing with the chief student conduct officer.

[Statutory Authority: RCW [28B.50.140](#). WSR 16-15-011, § 132R-04-130, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-130, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-130, filed 12/5/69.]

...

132R-04-150

Appeal from student disciplinary committee initial order.

(1) Appeal from student disciplinary committee initial order.

(a) A respondent who is aggrieved by the findings or conclusions issued by the student disciplinary committee may appeal the committee's initial order to the president by filing a notice of appeal with the president's office within twenty days of service of the committee's initial order.

(b) The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial order and must contain argument regarding why the appeal should be granted. The president's review on appeal shall be limited to a review of those issues and arguments raised in the notice of appeal. Review shall be restricted to the record created below.

(c) The president shall provide a written order to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final.

(d) The president may ~~at his or her~~ exercise discretion ~~to~~, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(e) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

(2) Supplemental appeal rights for sexual misconduct cases.

(a) In addition to the appeal rights provided to the respondent above, a complainant may also appeal ~~the~~ the following actions by the student conduct officer ~~may be appealed by the complainant~~:

(i) The dismissal of a sexual misconduct complaint; or

(ii) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(b) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty days of service of the notice of the discipline decision provided for in WAC [132R-04-140](#). The notice of appeal may include a written

statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

(c) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal, and provide the complainant an opportunity to intervene as a party to the appeal.

(d) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

(e) Respondents and complainants shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Complainants may choose to be represented at the hearing by an attorney at ~~his or her~~their own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

(f) During the proceedings, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the chair, who will act as an intermediary and pose questions on the parties' behalf.

(g) Hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.

(h) The student conduct committee will serve complainant a written notice indicating that an initial order has issued on the same date that the initial order is served on respondent. This notice shall inform the complainant whether the sexual misconduct allegations were found to have merit and describe any sanctions and/or conditions imposed upon the respondent for complainant's protection. The notice shall also provide directions on how the complainant can appeal the decision to the president.

(i) Complainant may appeal the student conduct committee's initial order to the president subject to the same procedures and deadlines applicable to other parties.

(j) The president will serve complainant a written notice indicating that the appeal has been resolved on the same date that the final order is served upon the respondent. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

[Statutory Authority: RCW [28B.50.140](#). WSR 16-15-011, § 132R-04-150, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-150, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-150, filed 12/5/69.]

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

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

BACKGROUND:

The Faculty Association has nominated English Faculty David Hammond, Math Faculty Stephen Lane, and Chemistry Faculty John Peterson for Emeritus Status.

Administrative Emeritus nominees include Director of Title V Grants Terry Kinzel and Dean of Arts & Sciences Kara Garrett.

Presidential Award for Meritorious Service awardees include Program Specialist Rita Jordan.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends approval of David Hammond, Stephen Lane, and John Peterson for Faculty Emeritus and Terry Kinzel and Kara Garrett for Administrator Emeritus.

May 16, 2017

Dr. Leas and the Board of Trustees,

The Big Bend Faculty would like to nominate David Hammond for emeritus status. David is retiring this year and as such is eligible for this nomination. The Faculty Association met on May 5, and David's nomination was one topic on our agenda. More than 20 members of our faculty association in attendance voted to nominate David for emeritus status with no dissenting votes cast.

David Hammond meets all of the criteria for emeritus status. David has served for 14 years as a faculty member in the Developmental English Department, tenured since September 11, 2006, with additional service as an associate faculty member; he exhibits a long-term record of professional excellence. During his tenure, David served as the Developmental Studies Division Chair. David has been an active faculty member within campus governance. He has served on many probationary faculty committees as well as many other faculty committees. David has supported the Big Bend Faculty Association throughout his time at Big Bend participating in faculty discussions regarding current issues.

Jaime Garza speaks of David's unflagging commitment to his students: "I wholeheartedly believe David educates and provides opportunities for our students to be life-long learners. Through teaching English, he is able to instill confidence, acceptance, and grit to his students. . . He's been instrumental in captaining the developmental English courses. It is apparent that students are his #1 priority, and he works to ensure that students are successful not only academically but emotionally as well." David is very welcoming and approachable, possessing the ability to build a strong rapport with his students. David was nominated for an Outstanding Faculty Award in 2015.

During his tenure at Big Bend, David developed our first CSS, College Success Skills, courses. These courses have spread across our campus to help students to be better prepared for their college experience. So effective in promoting college readiness, currently all student placing in both pre-college level math and pre-college level English are required to take a CSS course. Further, these CSS courses have generated discipline specific college success courses in the Allied Health and Engineering disciplines.

As part of his CSS course, David was open to bringing in counseling staff into his classes, connecting the students to Big Bend counselors, a great advantage to this student group. David is well read and is consistently looking for new ways to assist Big Bend students and faculty as well. He generated discussion about the reading ability of many of our students and has provided resources to help other faculty to work with their own students with reading challenges.

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

Kathleen Duvall

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

Big Bend Faculty Association president

May 16, 2017

Dr. Leas and the Board of Trustees,

The Big Bend Faculty would like to nominate Stephen Lane for emeritus status. Stephen is retiring this year and as such is eligible for this nomination. The Faculty Association met on May 5, and Stephen's nomination was one topic on our agenda. More than 20 members of our faculty association in attendance voted to nominate Stephen for emeritus status with no dissenting votes cast.

Stephen Lane meets all of the criteria for emeritus status. Stephen has served for nearly 30 years as a faculty member in the Math Department, tenured since September 17, 1990; he exhibits a long-term record of professional excellence. During his tenure, Stephen served many times as the Math Science Division Chair. Stephen has been an active faculty member within campus governance. He has served on many probationary faculty committees as well as many other faculty committees. Stephen has supported the Big Bend Faculty Association throughout his time at Big Bend; he served as president of the faculty association more than once, and served as a faculty negotiator during multiple negotiation cycles.

Stephen's associations with students in and out of the classroom should be commended. John Peterson describes Stephen: "Stephen Lane has provided exemplary math instruction to BBCC students for the duration of his employment. He has campaigned to maintain rigor and excellence in the math program for his entire career. . . Throughout his career Stephen has demonstrated unflinching commitment to student success. He has provided excellence in teaching. Many students have been inspired by his instruction." Students have nominated Stephen for an Outstanding Faculty Award this year.

As part of my professional development, I have taken several classes from Stephen, specifically MATH&142, MATH&151, MATH&152, MATH 220, and currently MATH&163. Stephen's delivery of even the most abstract concepts is clean, concise, and clear. He comes to class extremely well prepared and leads his students with approachable humor that balances the ever-present rigor and high expectations. He provides take-home assignments that allow his students to work through difficult problems extending their learning as they work together to solve them.

Speaking to Stephen's professional development, Stephen this year has adopted Panopto, OneNote, and an online calculator app, to deliver and record his lectures. Different colored pens highlight different parts of his problems. His recordings are math and art combined, extending his classes to students such as I who must miss class due to other commitments as well as providing a resource to other faculty members who wish to learn from him. Stephen consistently attends the annual WAMATYC Conference each year to stay current in his field; he regularly make presentations at these conferences, and he will receive a Lifetime Faculty Achievement Award at WAMATYC this weekend. Further, while employed at Big Bend, Stephen earned a graduate degree in philosophy and teaches philosophy classes as an overload each quarter.

John Peterson sums up Stephen's tenure at Big Bend: "Stephen is an institution at Big Bend. Other faculty sit in on his lectures to learn from the master. If ever, anybody, deserved Emeritus status, it is Stephen." I completely second that statement.

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

Kathleen Duvall



Big Bend Faculty Association president

May 16, 2017

Dr. Leas and the Board of Trustees,

The Big Bend Faculty would like to nominate John Peterson for emeritus status. John is retiring this year and as such is eligible for this nomination. The Faculty Association met on May 5, and John's nomination was one topic on our agenda. More than 20 members of our faculty association in attendance voted to nominate John for emeritus status with no dissenting votes cast.

John Peterson meets all of the criteria for emeritus status. John has served for 15 years as a faculty member in the Chemistry Department, tenured since September 12, 2005, and he exhibits a long-term record of professional excellence. During his tenure, he served multiple times as the Math Science Division Chair, a leadership role at the college level. John has been an active faculty member within campus governance. He has served on many probationary faculty committees as well as many other faculty committees, including his current role as chairman of the Faculty Excellence Award Committee. He willingly serves on screening committees and is a valued faculty voice in that capacity. Lindsay Groce describes his service, "John is an excellent colleague. He has acted as a mentor to both me and our part-time associate faculty member, Sarah Bauer. He is calm, patient, encouraging, and creates an environment in both the department and the college at large of high standards and a willingness to serve."

John's associations with students in and out of the classroom should be commended. Lindsay Groce describes John: "He goes above and beyond in working with his students and exemplifies the College's goal of excellence in teaching and learning." John was nominated for an Outstanding Faculty Award in 2016. Concerning professional development activities, John consistently attends the Washington College Chemistry Teachers Association each year to stay current in his field. He extends his influence out to the community, volunteering as a judge at school science fairs, often performing intriguing chemistry demonstrations that engages students of all ages in attendance. Libby Sullivan describes John, "He represents Big Bend within the community in a great way. He is approachable and willing to be the 'science guy' from Big Bend." John teaches classes through CBIS for Moses Lake Industries, creating another partnership with local industry. Some MLI employees have gone on to enroll in classes at Big Bend furthering their education.

As a member of the Math Science Division, I have worked closely with John during his tenure at Big Bend Community College. Whenever I have needed guidance or simply another viewpoint concerning a situation with a student or another Big Bend employee, John has been a trusted advisor that often sees the bigger picture when I am drowning in the details of an issue. He is continually a voice of patience and reason, and through my associations with John and his example, I am a better faculty member, a better faculty leader, and a better person in general. John has supported the Big Bend Faculty Association throughout his time at Big Bend; his input concerning faculty matters is always appreciated and well-reasoned.

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

Kathleen Duvall



Big Bend Faculty Association president



Memorandum

To: Terry Leas, President
From: Kim Garza, VP for Human Resources & Labor
Date: May 22, 2017
Subject: Recommendations for Emeritus Status

The purpose of this letter is to share with you the two administrative nominees for emeritus status. Terry Kinzel retired on May 1 and Kara Garrett will retire as of June 30, 2017. Collectively they have provided over 48 years of service to Big Bend Community College. Each has been nominated by a peer and a summary of the nomination follows.

Terry Kinzel

Terry has been employed by BBCC for 18 years. During her time at the college she held the positions of Director of Title V Grants, Families that Work Coordinator/Director, and Director of Family Literacy & WorkFirst Foundation Services. Terry has made a tangible difference to the success of students at Big Bend Community College. She is compassionate when it comes to the Mission, Vision, and Values of the college. Student success is always included in her goal, especially for under-served populations.

Before coming to Big Bend Community College and working in the WorkFirst program, Terry began her work career at Head Start. She saw gaps and barriers, and the need to provide family literacy in our service district communities, especially for Latino families. Terry worked to improve the lives of families throughout her career. In her role with WorkFirst, she developed the BBCC Families that Work program, serving families in poverty seeking their way to success. When FTW funding was reduced, she sought out other available funding, then wrote, and submitted a Migrant Education Even Start (MEES) grant with the US Department of Education and a Washington State Family Literacy grant. BBCC received award for both grants to fund the MEES project and serve over 1,000 parents and children. The 10-year project provided adult and child literacy instruction, parenting instruction, and computer literacy for migrant Latino families.

Terry continued to seek opportunities to improve the college. She was a director of the

Title V cooperative grant that collaborated with Heritage University. While working with the cooperative grant, she continued to see gaps and barriers for students. She believed that with proper funding these issues could be improved. She again completed the research and wrote four Title V grants and two Title III STEM grants. Total amount of these six grants was over \$22 million.

Terry is not one to sit still. She works tirelessly researching funding sources, networking, and finding better ways to provide opportunities that will support the college and communities we serve. She helped bring childcare to the BBCC campus, researching funding, securing approvals, and even help with the facility design. She was instrumental in the partnership with Washington Campus Compact and our AmeriCorps/VISTA volunteers at Big Bend Community College. First with the Reading Corps, then College Access, Retention Project, College Access and Peer Mentors, and Vista for our Community Knowledge Centers.

Because of the project successes, Terry has many opportunities to present at local, state, and national meetings and conferences. Her presentations include success stories, statistics, and best practices she shares with others who also serve communities with high Latino populations. She received recognition at the 2013 League for Innovation conference for her work to expand academic attainment and increase opportunities for all students at BBCC. She received the 2015 TACTC Equity Award in recognition of exemplary commitment to develop, administer, and deliver educational programs and services for our college and community. The Title V team presented at the 2016 National STEM Innovations conference in Philadelphia.

While working with the WorkFirst grant Terry continued her own education and earned a Bachelor's degree from Woodring College at Western Washington University. While directing the MEES grant she completed her education receiving a Master's in Education from Heritage University in 2008. Her colleagues respect Terry. Frequently you can find her providing recommendations or encouragement to others who need help strengthening a grant application for a special project.

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

Kara Garrett

Kara has been employed by BBCC for 30 years. During her time at the college she held the positions of Instructor, English as a Second Language, ESL Coordinator & Instructor, Director of Adult Basic Skills & Workforce Training, Associate Dean of Education, Health, & Language Skills, Dean of Education, Health & Language Skills, Interim Dean of Arts & Sciences, and Dean of Arts & Sciences. Kara developed and implemented many programs that promoted student success and provided access to educational opportunities.

As a Basic Skills Director, BBCC was an IBEST pilot site, which has come to be a nationally recognized best practice for helping students gain workforce programs skills

while improving their English language skills. She developed and implemented Early Childhood Education and Assistance Program with Family Services of Grant County.

Kara worked with the local high schools to ease students' transitions from high school to college. In the last three years, there has been a 66 percent increase in Running Start attendance. Many high school students have benefitted from College in the High School partnerships that allowed them to take college courses taught in their schools.

Kara has led the development of BBCC annual schedule, which allows students to plan their annual schedules based on when classes are offered. More evening and some weekend classes are being offered to allow working students with opportunities to get an education.

When Kara absorbed the arts and sciences divisions and faculty she continued to serve as Dean for divisions and faculty in other areas of the campus - including Nursing, Early Childhood, Childcare, etc.

Kara was instrumental in increasing and improving the day-to-day working relationships of instructional and student services staff members. Kara has been an effective advocate for faculty issues while always keeping student needs in mind.

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



Approved
05/31/2017
Teresa

Memorandum

To: Terry Leas, President
From: Barbara Collins, STAR Committee, Co-chair Lead
Date: May 24, 2017
Subject: Recommendation for Presidential Award for Meritorious Service

The purpose of this letter is to share with you the classified staff nominee for the Presidential Award for Meritorious Service. Rita Jordan, Program Specialist 2, retired in 2017. Rita Jordan received two nominations from her colleagues at Big Bend Community College. The STAR Committee has reviewed and scored her nomination and a summary of our decision follows.

Rita Jordan

Rita's years of dedication and work ethic supports her recognition. Rita was employed with Wenatchee Valley College prior to being hired at Big Bend Community College in March 1999. She worked in the BBCC Financial Aid/Counseling offices as a Fiscal Specialist 1 and in February 2008, she became a Program Specialist 2. Her primary role until retirement in January 2017 was as the liaison and coordinator for our U.S. veterans whom were returning to higher education in order to use their military benefits.

Her pursuit of program perfection resulted in direct support for our students. Rita's work ethic resulted in superior customer service working through a variety of processes for student funding. This allowed students a freedom to focus on their academic success. She regularly attended veteran related training to ensure program compliance and integrity and helped with the BBCC student's veteran club.

During her service in the Financial Aid office, BBCC never had a finding on any VA audits. These audits were always passed with favorable results, and she was praised by State Auditors for her excellent record keeping and detail to information.

She was also cross-trained and could assist team members whenever needed. Her ability to review files, answer VA questions, and complete day-to-day projects in a timely manner is to be commended. Her expertise had a significant impact for students. As a leader, her ability to provide internal training to other staff was highly valued as the college continues to serve our veteran students into the future.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #9: Board Chair Elections (for information)

BACKGROUND:

This item is included for consideration this meeting and will be included for action effective July 1, 2017.

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.

(see next page)

The board may choose to follow the board matrix below effective the first meeting of the 2017-18 fiscal year, which is currently scheduled on August 10, 2017.

Original

Trustee	16/17	17/18	18/19	19/20	20/21
Richards		VC	C		
Lane			VC	C	
McFadden				VC	C
Franz	C				VC
Villarreal	VC	C			

Changes to reflect Mike Villarreal's departure

Trustee	16/17	17/18	18/19	19/20	20/21
Richards		C			
Lane		VC	C		
McFadden			VC	C	
Franz	C			VC	C
Vacant	VC				VC

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/2017

ITEM #10: President's Evaluation Process (for action)

BACKGROUND:

The following excerpt is from the president's evaluation process conversation during the September 30, 2016 board retreat.

Board Chair Anna Franz stated the president's evaluation process is important especially in the case, unlike now, of contentious issues or a president not meeting expectations. She described the evaluation tool she drafted, which includes Ends Statements and evaluative information.

VP Kim Garza explained that odd-numbered years, Survey Monkey surveys are shared campus wide for employees to provide feedback on the leadership team, deans, vice presidents and the president. In 2015, trustees indicated the information from the survey on the president was not helpful. The trustees were interested in stakeholder focus groups; however, focus groups are resource intensive. Trustee Stephen McFadden developed a stakeholder list for Adams County.

Dr. Leas stated it is a challenge for the trustees to distinguish between the president's accomplishments and the performance of the college staff. The Ends Statements ratings articulate the college performance, which implies the president is performing at an acceptable level. It is important to respect core tenants of policy governance and still give the president valuable feedback. The trustees said Dr. Leas is transforming the college through visionary leadership.

VP Garza stated the draft form is fine and may be helpful for the trustees to organize their thoughts. If the trustees want to send a Survey Monkey survey or hold a stakeholder focus group, it is important to select stakeholders that work closely enough with the president to have informed feedback.

The trustees stated they do not want the date of the retreat to drive the monitoring reports. VP Garza reminded the trustees that the president's contract is effective July through June. If the evaluation is completed after the last report, it won't be completed before the new contract begins. The trustees discussed performing the president's evaluation separate from hearing the monitoring report feedback and performance of the board self-evaluation, which would allow more time to work through the width and breadth of the data and survey responses during the strategic summit. The monitoring reports from the previous year could be used for the president's evaluation. The president has a two-year rolling contract; he is not working without a contract.

The president's evaluation was completed during the October 27, 2016, board meeting.

RECOMMENDATION:

None.

E-1 Mission

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

	Exceeds Expectations	Meets Expectations	Needs Improvement
Creates an organizational culture that is needed to carry out the mission, vision, and organizational goals and objectives.			
Works to empower those within the college to achieve goals and objectives and develop their potential, and support them in their efforts to accomplish agreed-upon changes.			
Effectively articulates and communicates the vision and goals for the district.			

Achievements
Areas of Improvement
Other Comments

E-2 Student Success

BBCC provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Promotes student learning and student-centered operations as fundamental to the college mission.			
Provides leadership in formally and informally assessing the community to determine educational needs.			

Achievements
Areas of Improvement
Other Comments

E-3 Excellence in Teaching and Learning

BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Promotes professional development activities and promotional opportunities for faculty, staff, and administrators.			
Provides leadership in the development of innovative curriculums to meet changing community needs.			
Facilitates the design, organization, and development of an institutional strategic plan designed to achieve the college's mission.			
Promotes awareness of new, innovative practices and programs.			
Encourages suggestions for improvement and demonstrates a willingness to take risks in attempting new and innovative practices and programs.			

Achievements
Areas of Improvement
Other Comments

E-4 Community Engagement

BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Keeps the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board [EL-9]			
Maintains an effective relationship with the media in order to make the public aware of the college, its programs, and activities.			
Maintains an effective relationship with local public school systems and other higher education institutions to promote coordination and cooperation.			
Maintains an effective relationship with local businesses, economic development councils, and chambers of commerce to promote effective program development and growth within the college			
Maintains an active advocacy role in promoting the needs of the college and its mission.			
Is active in community activities and organizations to gain visibility for the college and become aware of and sensitive to community needs.			

Achievements
Areas of Improvement
Other Comments

E-5 Integrity and Stewardship

BBCC acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Maintains high standards of ethics, honesty, and integrity in all personal and professional matters and acts in accordance with the Governance Process Policies [EL-1] [EL-5]			
Avoids exposing the college to unnecessary risk or inadequately maintained assets [EL-6]			
Provides leadership for the development of a sound budget that is based on informed projections of revenues and expenditures [EL-7] [EL-8]			
Provides leadership for and support appropriate strategies for attracting funds to the college.			
Encourages and promotes comprehensive and long-range planning processes and the implementation of plans.			

Achievements
Areas of Improvement
Other Comments

E-6 Inclusion and Climate

BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Encourages respect for all constituencies and gives fair consideration to the issues impacting each group. [EL-2] [EL-3] [EL-4]			
Provides leadership for developing and executing sound personnel procedures and practices [EL-4]			
Supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			

Achievements
Areas of Improvement
Other Comments

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #12: Next Regular Meeting (information/Action)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, June 16, 2017. The board may consider cancelling this meeting.

The next board meeting is scheduled on Thursday, August 10, 2017.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the date of its next meeting.

BIG BEND COMMUNITY COLLEGE

Date: 6/8/17

ITEM #13: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Anna Franz may discuss miscellaneous topics.

Upcoming trustee events:

- Friday, June 9, 12:00 p.m., Celebration Luncheon (all campus) Masto Conference Center
- Wednesday, June 14, 7:00 p.m., HS21/GED Graduation, Wallenstien Theater (Trustees please arrive at 6:45 for processional and RSVP to Melinda)
- Friday, June 16, 5:00 p.m., Board Dinner
- Friday, June 16, 7:00 p.m., Graduation, Lions Football Field, Moses Lake
- Saturday, June 17, 11:00 a.m., Nurses' Pinning, Wallenstien Theater

Prepared by the President's Office.

RECOMMENDATION:

None.