



Board of Trustees Regular Board Meeting

**August 10, 2017
1:30 p.m.**

**ATEC
Masto Conference Center Rooms A & B**

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

Excerpt from October 27, 2016, Board Meeting Minutes
Board Self-Evaluation Statement

The Board resolved to continue work in the coming year on reviewing and strengthening the evaluation processes established for the President, College, and Board to ensure that the duties of the Board are being fulfilled and that communication between the offices of the Board and the President is open and effective. The Board also determined to continue to strengthen communication with and support of the Foundation's efforts to support the College.

Ends Statements

E-1 Mission

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

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.

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.

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

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.

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.

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

(Mission, Vision, and Values approved by the Board of Trustees 5/23/13)

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, August 10, 2017, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Juanita Richards
 Chair

Jon Lane
 Vice Chair

Anna Franz, J.D

Stephen McFadden

Vacant

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 – New Employees | |
| I/A | 3. | Consent Agenda | |
| | a. | Meeting Minutes June 8, 2017 | (A) |
| | b. | President’s Activity Update | (I) |
| | c. | Accreditation & Assessment | (I) |
| | d. | Student Success | (I) |
| | e. | Finance & Administration Report | (I) |
| | f. | Safety & Security Update | (I) |
| | g. | Human Resources Report | (I) |
| | h. | Classified Staff Report | (I) |
| | i. | Enrollment Report | (I) |
| | j. | 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 – Marisol Lozano | |
| | b. | Classified Staff Representative – Barbara Collins | |
| | c. | Faculty Association President – Salah Abed | |
| | 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. | 2017-18 Operating Budget – VP Linda Schoonmaker
-----BREAK (if needed)----- | E-5 |
| | | Executive Session | |
| I | 6. | Exceptional Faculty Award Report – Instructor Pam Hare | |
| A | 7. | Board Policy for Accessible Technology – Webmaster Jeremy Seda | E-3 |
| A | 8. | Public Record Revisions – VP Kim Garza | E-5 |
| I | 9. | Firearms and Weapons WAC – VP Linda Schoonmaker | E-6 |
| I | 10. | Student Code of Conduct WAC – VP Bryce Humpherys | |
| A | 11. | President’s Salary – VP Kim Garza | E-1 |
| A | 12. | Board’s Self- Evaluation Process – Chair Juanita Richards | E-1 |
| A | 13. | Assessment of Board Activity – Trustees | E-1 |
| I/A | 14. | Next Regularly Scheduled Board Meeting – Trustees | E-1 |
| I | 15. | Miscellaneous – Chair Juanita Richards, 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 – October 5, 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.

Fall 2017 Campus Events

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

Fall 2017 Campus Events		
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
	11	Back-to-School Breakfast; Masto Conference Center; 7:30 a.m.
	18	Fall Quarter Instruction Begins
Oct	5	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room



Viking Nursing Program 100% pass rate!

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting June 8, 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 Thursday, June 8, 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

BBT IT Specialist Ken McKinley led the Pledge of Allegiance. Mr. McKinley served 28 years in the US Coast Guard.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes April 28, 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 (I); j) Enrollment Report (I).

Motion 17-24 Trustee Jon Lane moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion carried.

4. Remarks

Public Comment:

BBCC student Jane Gerrer requested the Board of Trustees urge Central Washington University (CWU) to deliver their business and accounting program classes on the BBCC campus as they have in the past. She cited the need for many non-traditional students to stay in the community. Ms. Gerrer will graduate from BBCC June 16. She would like to attend CWU classes, and her daughter also plans to attend CWU.

BBCC student Veronika Agoshkova also requested the Board of Trustees urge CWU to deliver its business and accounting program classes on the BBCC campus as in the past. Ms. Agoshkova moved to Grant County from Ukraine in 2013. She graduated from BBCC and said she would like to continue to earn her bachelor's degree from CWU; however, she needs to stay in her community to fulfill work and family responsibilities.

BBCC student Demorian Long also requested the Board of Trustees urge CWU to deliver its business and accounting program classes on the BBCC campus as in the past. Mr. Long moved here from California after serving active duty in the military. He stated he is rooted in Moses Lake and commuting to Ellensburg for school is not possible for him.

BBCC graduate and CWU student Melinda Dourte commented that she attends CWU classes on the BBCC campus. She said she would be unable to continue her education without the on-campus delivery option. Providing this critical educational resource is important to the economic vitality of our communities. When students can earn their education without relocating, they are more likely to remain in their communities, and the communities will reap the benefits.

Dr. Leas explained that CWU withdrew its on-campus delivery of accounting and business classes due to low enrollment. CWU continues to provide a few classes on the BBCC campus through distance education. VP Bryce Humpherys explained that he has had conversations with the new CWU Provost and Deans regarding increasing collaboration between BBCC and CWU.

Trustee Stephen McFadden suggested Ms. Gerrer, Ms. Agoshkova, and Mr. Long work with VP Humpherys to craft a letter to inform CWU of the student need in this area. Trustee Mike Villarreal stated he appreciated the community members' remarks. Trustee Jon Lane stated community colleges often offer programs for place-bound students.

- a. ASB Matt Alvarado shared news from ASB and BBCC clubs. He announced that Ricardo Ruiz was selected for 2017-18 Vice President of ASB. Since the last Board of Trustees meeting, ASB has held five events and cancelled one event. Fiestafest lunchfest had 223 in attendance including JATP students. The 3-on-3 Basketball tournament was canceled. The staff vs. students softball game was a blast with 75 attendants/participants and resulted in the staff winning 14-9. BBCC Recognition Night brought out students who were nominated for recognition along with their families, faculty and staff, and the new club officers for the upcoming school year. There were 210 people in attendance. The first Outdoor Movie Night brought in 69 attendees. Due to weather, the movie was moved inside, but people still enjoyed the movie. The Family Surf 'n Slide Night was held Monday, and there were 383 attendees.

Upcoming student events include Free Pool and the Library Campout, both on Wednesday, June 14. Free Pool will be offered all day during work hours in the pool room, and the Library Campout will start at 8 p.m.

The 2017-2018 Executive Officer team is complete. The President is Marisol Lozano, Vice President is Ricardo Ruiz, Programming Director is Reid Jackson, Secretary is Cydney Schaapman, Public Relations is Sonia Osorio, and Treasurer is Francisco Marmolejo.

The clubs have been busy since our last meeting. The Welding Club has 21 students taking an OSHA training for three weekends in June. The Nursing Club has their Nurses' Pinning Ceremony on June 17. They also raised a lot of money with a "Flower Power" fundraiser in order to take the NCLX review for their state board exams. The Multi-cultural Club coordinated with other clubs and held a fair on campus on May 30-31. The Veterans Club is doing a fundraiser to support companion-dog training. The Aviation Club had a successful car wash at O'Reilly's Auto. They also designed and sold aviation t-shirts for a fundraiser. The Gay Straight Alliance club sold concessions at the ASB Outdoor Movie Night and plan to hold a movie night featuring *Moonlighting* on June 8. The Brazilian Jiu Jitsu club performed community service at North Elementary school, a demonstration for sexual awareness month on campus, and they purchased t-shirts for club members. The Lindy Hoppers attended a huge swing dance conference in Seattle over Memorial Day weekend. The M.E.Ch.A. club put on the big campus annual volleyball tournament June 6. They also hosted a successful Caesar Chavez blood drive in April.

- b. STAR Representative Barbara Collins shared classified staff news. The STAR Committee donated a large ceramic flowerpot for Cellarbration. The annual STTACC Conference will be held at Skagit Valley College in August, and five BBCC employees will participate.
- c. Faculty Association President Kathleen Duvall reported faculty news. Dr. Ryann Leonard is working to coordinate a community mass casualty and triage training event for first responders with the Medical Simulation Program and the Criminal Justice Program. August 1, the Criminal Justice Program students will participate in National Night Out, a crime prevention community event featuring a kid-friendly scene and an adult scene with SIM manikins.

AMT Instructor Erik Borg recently returned from a 56-hour Robinson Helicopter Maintenance School.

Simulation Technology Coordinator Andrea Elliott accepted a nomination to serve a one-year term representing BBCC on the Pacific NW Healthcare Simulation Commission. The Commission ensures safe, effective, quality healthcare for citizens of the Pacific NW through development of rigorous practice, evaluation, and research of simulation training and technology.

Art instructors Rie and Fran Palkovic welcomed artist Glenn Schwaiger to BBCC. They worked together with approximately 100 students and community members to create entryway tiles for the ceramics classroom. Instructor Rie Palkovic hopes to have the tiles installed by the end of the summer. Mr. Schwaiger also gave a public lecture on his residency in China with images and explanations of the history of porcelain and the working processes. Mr. Schwaiger's presentation and work was sponsored by the ASB, the Foundation, and the Art Department.

Foreign Language Instructor Jen McCarthy's class performed a French Flash Mob this morning in the Sodexo cafeteria. The students in the French Language classes have enjoyed Jeopardy-style games and novels to promote learning.

Computer Science Specialist Tom Willingham reported that the Computer Science DTA/MRP has been approved by Instructional Council, and the information was sent to the SBCTC for approval.

Physics Instructor Dr. Jim Hamm took physics and astronomy students to tour the Laser Interferometer Gravitational Wave Observatory (LIGO) at Hanford. The tour guide did not mention their latest discovery, probably because it was not made public until June 1; the third discovery of gravitational waves. This latest discovery was again the merger of two black holes 3 billion light-years away. Now the students can say, "I've been to where they discovered that!"

President Leas announced that Kathleen Duvall has been selected as the new Dean of Arts & Sciences following Kara Garrett's retirement.

- d. VP Linda Schoonmaker reported that the Washington State Auditors have concluded their on-campus tasks. VP Schoonmaker is developing a cost study for a proposed soccer field and meeting with folks next Tuesday for discussion. Regarding the PTEC Building, she is meeting with economic development staff next Thursday in Portland to discuss a potential grant application for up to \$3 million.
- e. VP Bryce Humpherys reported that faculty and staff worked hard on assessment and advising efforts at the recent in-service. VP Humpherys discussed planning and assessment and how they interact, using a graphic to illustrate. To address NWCCU recommendations, he advised BBCC needs to continue through processes to guide work. The mission and core themes guide all work and feed into the strategic plan. Department work plans are driven by the mission and provide goals for each department. Monitoring reports evaluate how we are performing toward mission, and indicate actions to be taken. The NWCCU recommendations in 2012 indicated that the accreditor did not see the internal alignment of mission assessment and strategic planning. The actions we take based on data need to be documented better. We may need to adjust indicators, so they will give us better guidance. It is important that indicators guide work of the entire college. Employees should see their work reflected in the indicators. The strategic planning also needs to be connected to the budget development work. Trustee Anna Franz stated it is good to see process along with the data. Trustee Mike Villarreal stated the visual makes sense of the cyclical and blended processes.
- g. Executive Director of the Foundation LeAnne Parton reported that Cellarbration! for Education raised \$109,000 gross. She thanked all who attended. Community

member Carrie Stanfield won the Harley raffle. All Foundation scholarships have been awarded. Scholarship recipients are required to write thank-you notes. All scholarships that will not be used by the original awardee are re-awarded to another student. Director Parton reported that she learned yesterday that a King Air airplane was being donated for the AMT program.

6. Spending Authority

VP Schoonmaker reported the state budget has not been approved yet. She is unsure of our 2017-2018 budget allocation. She requests approval to continue spending at current year levels from local funds in case the budget is not approved by the legislature by June 30. If the budget is not allocated by June 30, funding will come from the reserves. BBCC has reserves to fund one full quarter of operations.

Motion 17-25

Trustee Juanita Richards moved to approve a spending authority to continue spending at the 2016-17 budget level. Trustee Mike Villarreal seconded, and the motion carried.

7. Student Code of Conduct

Bryce Humpherys read student code of conduct revisions to the group from the board agenda.

Motion 17-26

Trustee Stephen McFadden moved to approve filing the student code of conduct revisions with the Code Reviser's Office as presented. Trustee Jon Lane seconded, and the motion carried.

Board Chair Anna Franz announced a 10-minute recess at 2:23 p.m. With a 5-minute Executive Session to follow regarding RCW 42.30.110 (1): (i) to discuss, with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

The meeting reconvened at 3:38 p.m.

5. Teaching in Excellence and Learning Monitoring Report

Dean Valerie Parton presented the *Excellence in Teaching and Learning Monitoring Report*. Institutional Research tied the data gathered to its impact on improving processes for student learning and success. Dean Parton stated program audits and best practices are included in the report.

Dean Parton introduced Dawnne Ernette, Division Chair of the Academic Support Department. Instructor Ernette reported that Accuplacer has replaced Compass as BBCC's testing tool for determining English placement levels for students. In the past, too many students were placed in English 99 rather than English 101. Accuplacer more accurately places students in the correct English class. Accuplacer also has workshops and vocabulary preparation components. Another improvement made by the Academic Support Department is combining English 98 and 99. The English 99 assessment

conducted last fall indicated improvement areas including needing to incorporate more reading into English 99 & 98. It is important for college students to read and then write in response to what they are reading. Changes will be implemented this fall. Two IBEST classes will begin in the fall with three instructors including English, interpersonal communication and a support instructor as well as additional disciplines. These changes should yield stronger completions.

VP Humpherys stated the data team found that when students place two levels below college level in math and English, their chance of success is cut in half. Accelerating students through developmental classes will help increase success rates. Implementing the Emporium math model increased student success in math and we hope the IBEST classes will have the same impact in English.

Diana Villafana Student Success Center (SSC) coordinator shared that the SSC promotes retention and success for students. The center is a resource open to all students, which includes 15 computers and textbooks that can be checked out by students. Centralized tutoring is located in the SSC as well as Supplemental Instruction sessions. The SSC is also the hub of student leadership opportunities through the Peer Advocate Coach (PAC) program, which includes 15 leaders and peer-to-peer advocacy. PAC targets students taking college survival skills classes. AmeriCorps is also located in the SSC. The AmeriCorps position provides coaching to support local economically disadvantaged students. AmeriCorps worker, Vanessa Pruneda, visited the Soap Lake and Warden School Districts.

Coordinator Villafana represents BBCC at the Multicultural Directors Council. In the fall the SSC plans to hold multicultural workshops. Coordinator Villafana recently worked with students to create a multicultural center-like environment in the SSC to promote diversity. Students helped with planning events, flags of many countries are on display, a multicultural calendar of all events throughout the year is posted, and there is a world map on the wall for students to identify where their families are from. Student clubs use the study rooms for meetings.

Dean Parton stated next steps include continuing to move forward on the advising foundation being built. Another step includes working on reviewing communication and engaging faculty and staff along with reviewing and updating goals and benchmarks. Trustee Anna Franz complimented the group for using data to inform actions.

Motion 17-27

Trustee Juanita Richards moved to approve the *Excellence in Teaching and Learning Monitoring Report*. Trustee Mike Villarreal seconded, and the motion carried.

8. Employee Recognition

Dr. Leas recommended English Faculty David Hammond, Math Faculty Stephen Lane, and Chemistry Faculty John Peterson for Faculty Emeritus Status. He also recommended Director of Title V Grants Terry Kinzel and Dean of Arts & Sciences Kara Garrett for Administrator Emeritus status.

Dr. Leas reported that Rita Jordan was awarded the Presidential Award for Meritorious Service.

- Motion 17-28 Trustee Stephen McFadden moved to award David Hammond Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-29 Trustee Juanita Richards moved to award Stephen Lane Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-30 Trustee Mike Villarreal moved to award John Peterson Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-31 Trustee Stephen McFadden moved to award David Hammond Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.
- Motion 17-32 Trustee Mike Villarreal moved to award Kara Garrett Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Dr. Leas announced that the annual celebration luncheon is tomorrow and all are encouraged to attend if possible.

9. Board Chair Matrix

The board chair matrix was adjusted to accommodate Trustee Mike Villarreal's departure.

- Motion 17-33 Trustee Stephen McFadden moved to approve the board chair matrix as presented, appointing Trustee Juanita Richards as the Chair effective July 1, 2017. Trustee Jon Lane seconded, and the motion carried.

10. President's Evaluation Process

A formal process is necessary to complete the president's evaluation. The trustees discussed using the form created by Trustee Anna Franz for the president's 2016-17 evaluation at the board retreat. Additional items may be added to the president's 2017-18 evaluation process at the retreat. The information discussed at the retreat will be acted on at the subsequent board meeting.

- Motion 17-34 Trustee Jon Lane moved to approve using the president's evaluation form as presented for the president's 2016-17

evaluation. Trustee Stephen McFadden seconded, and the motion carried.

11. Board Assessment

Trustee Jon Lane reported he attended Cellarbration! and he complimented Executive Director Parton for delivering a great event. He also attended the ACT Conference and complimented President Leas, Executive Assistant Melinda Dourte, and ATEC Coordinator Deena Westerman for coordinating the event. Trustee Lane reported that AD Mark Poth contacted him about the BBCC Athletic Hall of Fame.

Trustee Stephen McFadden reported that he has been involved in planning the Career Showcase in Othello, which is scheduled on October 12. BBCC staff have been involved the planning, and key BBCC programs will participate in the showroom. Trustee McFadden attended day two of the ACT Conference. He also attended the WorkForce Development Council board meeting at which the participants reviewed sector partnerships for healthcare in two counties. Trustee McFadden informed Board Chair Franz and President Leas about Representative Tom Dent's invitation to meet about fleet replacement issues.

Trustee Mike Villarreal attended day one of the ACT Conference. The BBCC UAS Program gave an impressive presentation, and it was good to connect with President Mohrbacher from Grays Harbor College.

Trustee Juanita Richards reported she attended the ACT Conference. The speakers were excellent, and she heard positive feedback from attendees. She also attended Cellarbration.

Board Chair Anna Franz attended Cellarbration and the ACT Conference. She thanked Trustee Lane and President Leas for hosting and coordinating the ACT event.

12. Next Meeting

Motion 17-35

Trustee Jon Lane moved to cancel the June 16, 2017, board meeting. Trustee Stephen McFadden seconded, and the motion carried.

The next board meeting is scheduled on August 10. The retreat is tentatively scheduled on October 27.

13. Miscellaneous

President Leas announced Commencement is next Friday, June 16, at 7:00 p.m. Cabinet members and trustees are invited to attend the pre-commencement dinner at 4:30 p.m.

The Mitsubishi Reaching for the Stars STEM event with 500 ninth graders was held June 16. The outreach event was a partnership between Mitsubishi, the Moses Lake School District, the Port of Moses Lake and BBCC.

Dr. Leas shared that he and Dr. Humpherys are supporting a proposal that is gaining legislative approval to grow our own bilingual teacher educators to address the teacher shortage in WA State. Modest funding is provided to start a pilot at one school on the east side, perhaps Quincy, and a school on the west side are being considered. The program would identify students in middle or high school and prepare them for college and returning to teach in their hometowns. College tuition may be paid for the participant in return for their commitment to return to their rural hometown and teach for five years. Trustee Mike Villarreal reported that he attended a Superintendents' conference in May at which this model was discussed and promoted.

Trustee Stephen McFadden stated the Mitsubishi STEM event was fantastic. He suggested recruiting student participants from around the service district.

Trustee Mike Villarreal was presented a thank-you plaque for his service to BBCC. He said it was a privilege to serve as a trustee. BBCC is a special place with special students, and he will watch BBCC from Hoquiam. Trustee Anna Franz thanked Trustee Villarreal for his service and his passion for education and new opportunities in the community.

President Leas announced that the Board Policy for Accessible Technology was presented to the board for first reading today. The policy will be presented at the next meeting for action.

The meeting adjourned at 3:33 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 21 to July 28, 2017, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

5/22/17	Quarterly ASB Leadership Luncheon	Student Success	BBCC	
	Title V Meeting	Discuss Program	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	Cabinet Meeting	Guidance & Collaboration	BBCC	
	TRIO SSS Director	Position	BBCC	
5/23/17	WA Campus Compact Executive Director	Feedback & Collaboration	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	STEM Event Debrief Meeting	Future Planning		
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
5/24/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	JATP Closing Picnic	Program Support	Moses Lake	
	Growing Local People Meeting	Community Engagement	Port of Moses Lake	
	Blindspot Session III	Professional Development	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	ACT Executive Leadership Meeting & Dinner	System Support	Moses Lake	
5/25-26	ACT Conference	System Support	BBCC	
5/30/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Exit Lunch	Feedback	Moses Lake	
	Executive Director of the	Collaboration	BBCC	

	Foundation LeAnne Parton			
	Dean of IR Valerie Parton	Program Support	BBCC	
	WES/CEID Celebration	Program Support	BBCC	
5/31/17	Governor's Summit on Connected Learning	Collaboration	CBTech	
	Meet Math Instructor Candidate	Feedback	BBCC	
	Graduation Meeting	Planning	BBCC	
6/1-2	WACTC Meetings	System Support	Spokane CC	
6/4/17	Donor Celebration	Support	Moses Lake	
6/5/17	Meet Potential Trustee	College Governance	Quincy	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
6/6/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Moses Lake	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
	Meet with BBCC Students	CWU Program Delivery at BBCC	BBCC	
6/7/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Executive Director of the Foundation LeAnne Parton	Executive Director of the Foundation LeAnne Parton	
	Meet with ASB Officer	Student Success	BBCC	
	TRIO SSS	Professional Development Opportunities	BBCC	
6/8/17	French Flash Mob	Excellence in Teaching & Learning	BBCC	
	UAS Grant Director Dr. Pat	Grant Support	BBCC	

	Ford			
	Certificate Presentation	Student Success	BBCC	
	Aviation Meeting	Program Support	BBCC	
	Board of Trustees Meeting	College Governance	BBCC	
6/9/17	Community Partners RFP	Planning	BBCC	
	Celebration Luncheon	Celebration/Recognition	BBCC	
6/12/17	Meet with Potential Trustee	College Governance	BBCC	
	Prepare Graduation Speech	Celebration	BBCC	
6/13/17	Personnel Issue	Support	BBCC	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
	Meet & Tour for Interim Samaritan Healthcare CFO Jim Heilsberg	Community Engagement	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
	Faculty Matt Sullivan Book Reading	Employee Support	MAC	
	BBCC Symphony	Program Support	BBCC	
6/14/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	ASB Issue	Collaboration	BBCC	
	HS21/GED Graduation	Student Success	BBCC	
6/15/17	Strategy & Finance Committee Meeting Samaritan Hospital			
	Thinkabit Lab	Collaboration	Othello School District	
	Graduation Planning	Discuss Weather	BBCC	

	Automotive BBQ	Celebration	BBCC	
6/16/17	Pre-Commencement Dinner	Celebration	BBCC	
	Commencement	Student Success	Moses Lake	
6/17/17	Nurses' Pinning Ceremony	Student Success	BBCC	
	Adams County Development Council Event & Annual Banquet	Community Engagement	Ritzville	
6/19/17	Family Day at MFC MRJ	Community Engagement	Port of Moses Lake	
	Birthday Lunch	Celebration	Moses Lake	
	Confluence Health Foundation Abel Noah	Meeting & Tour	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
	ASB Pre-Retreat Leadership Dinner	Collaboration	BBCC	
6/20/17	Cabinet Meeting	Guidance & Collaboration	BBCC	
	Reina Endo Mitsubishi Representative	Transition	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Moses Lake	
6/21/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Personnel Discussion	Feedback	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
6/22/17	UAS Team Discussion	Collaboration	BBCC	
6/23/17	Exit Lunch	Feedback	BBCC	
	Building the Structure of Belonging	Professional Development	BBCC	
6/24/17	Retirement Party	Celebration	Moses Lake	
6/26/17	Meet with Potential Trustee	College Guidance	Quincy	
	Welcome AG Program Tour	Program Support	BBCC	
6/27/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	

	Dean of IR Valerie Parton	Program Support	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
6/28/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Student Complaint	Student Success	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
6/29/17	Personnel Discussion	Collaboration	BBCC	
	Board Self-Evaluation Prep	Collaboration	BBCC	
	Shared Governance Council	Collaboration		
	Trustee Mike Villarreal Goodbye BBQ	Celebration	BBCC	
6/30/17	Columbia Basin Sector Partnership	Community Engagement	BBCC	
7/3/17	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
	Aviation Discussion	Program Support	BBCC	
	Board Self-Evaluation Process Meeting	Planning	BBCC	Trustee Juanita Richards Trustee Stephen McFadden
7/5/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
7/6/17	Moses Lake Realtors Meeting Presentation	Community Engagement	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
7/10/17	Meet Columbia Basin Herald Editor Lynne Lynch	Community Engagement	Moses Lake	
	3 rd Quarter Quincy	Community Engagement	Quincy	

	Leadership Roundtable Meeting			
7/11/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
	Meet Potential Trustee	College Support	Moses Lake	
	UAS IMT Meeting	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Mitsubishi Event Meeting with Moses Lake SD Superintendent Josh Meek	Collaboration	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
7/12/17	Discuss Candidates	Collaboration	BBCC	
	Adams County Industry Council	Community Engagement	Othello	
7/18/17	Cabinet Meeting	Collaboration, Guidance	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
	PAHP IMT Meeting	Program Support	BBCC	
7/19-21	WACTC Retreat	System Support	Everett	
7/22-26	ATD Financial Security Field Convening	Presentation/Panel Member	WA, D.C.	
7/27/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
	Aviation Update	Collaboration	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Director of Transforming STEM Pathways Grant			

	Heidi Summers	Collaboration	BBCC	
7/28/17	Mascot Discussion	Collaboration	BBCC	
	Transformational College Presentation	Guidance	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation & Assessment

In July, Big Bend Community College recently received news that the Northwest Commission on Colleges and Universities (NWCCU) accepted BBCC's Fall 2017 Ad Hoc Report addressing Recommendation 2* from the 2012 Comprehensive Peer-Evaluation Report. Although the report was accepted, the Commission determined that the college had not made adequate progress regarding Recommendation 2 by not fully implementing a complete cycle of assessment and, therefore, issued a Notice of Concern (a private sanction).

Additionally, NWCCU has requested the College prepare and submit an Ad Hoc Report in Fall 2018 addressing the concerns. The Commission encourages the college to address these concerns by presenting a complete cycle of assessment including analyzing the results, making decisions about improving student learning based on those results, incorporating those results into our institutional planning, and using those results to inform our budget process.

In its 2017 Ad Hoc report, the college articulated a comprehensive assessment of student learning plan and is on track in its implementation of the plan. Additionally, the college is finalizing an updated institutional planning and budget development plan that it will implement this year. The college will be able to fully address each aspect of the recommendation by the summer of 2018.

*Recommendation 2

"The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3)"

Prepared by Dean of Institutional Research Valerie Parton and VP Bryce Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

d. Student Success Update

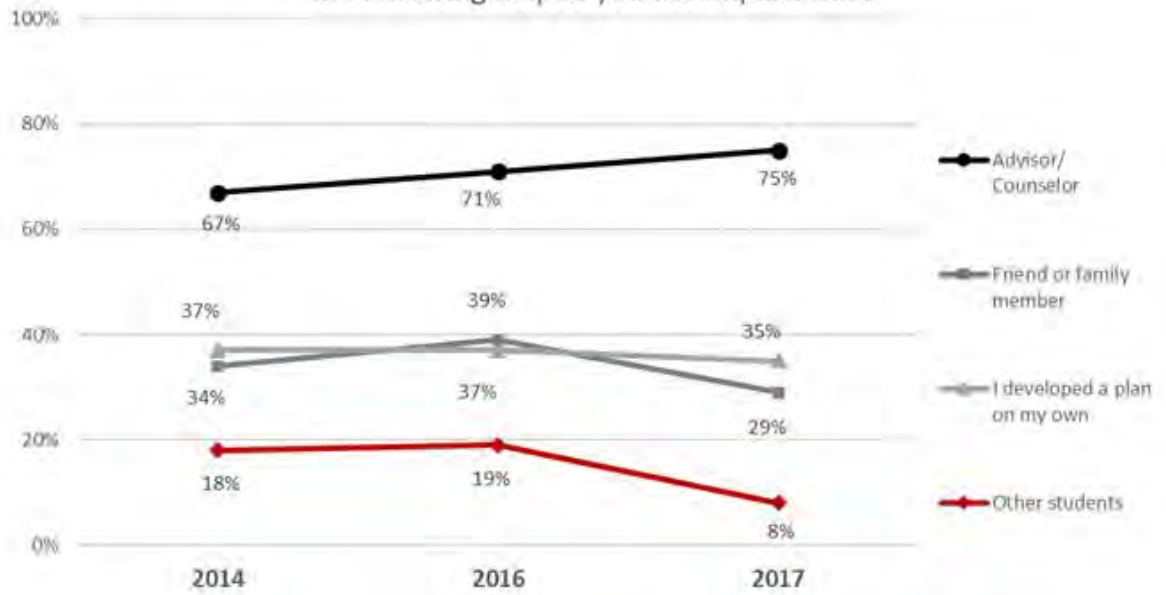
After implementing our new student mandatory advising requirement for one year, the college has collected some initial student feedback via a spring survey of currently enrolled students. A summary of student responses on the 2017 survey in comparison with survey responses from prior years is below. Of the student respondents, 94% responded that they had developed a plan for completing their educational goals. When asked who helped them develop their plan, we saw an increase in the percentage of students who reported working with an advisor or counselor to develop their plan. Additionally, a lower percentage of students reported that they received help from other students, a friend or a family member. However, about the same percentage of students reported they developed their own plan. Finally, the percentage of students reporting satisfaction with BBCC advising services is essentially the same as in prior years. The survey responses were representative of students enrolled in transfer and workforce programs as well as white and Hispanic students. We concluded that the mandatory advising requirement has not had a negative impact on students' perceptions of advising and a growing number of them are seeking advising information from informed sources (advisors and counselors) versus less informed sources (friends, other students, family).

Prepared by VP Bryce Humpherys.

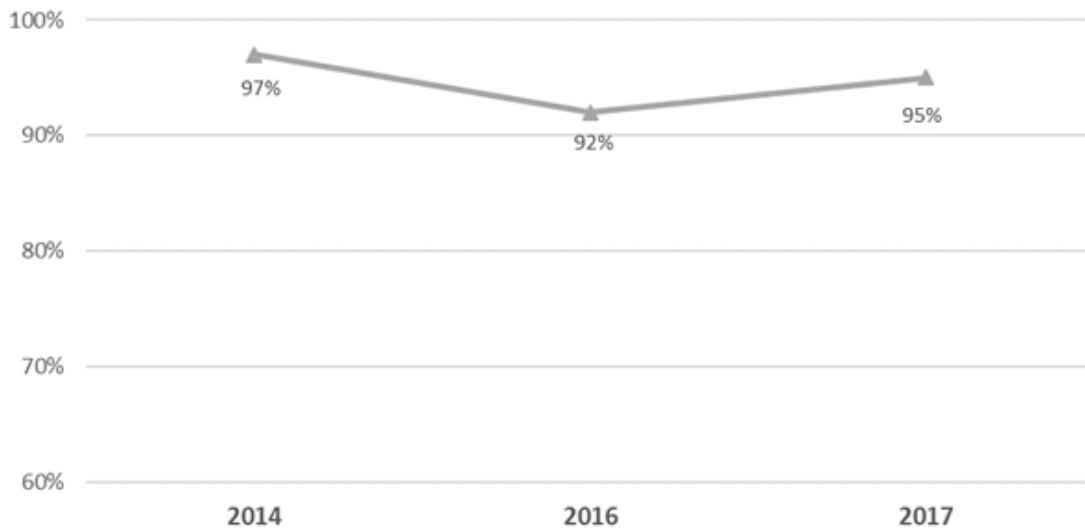
RECOMMENDATION:

None.

Spring Enrollment Survey Comparison:
If you developed a plan for achieving your educational goals, which of the following helped you accomplish this?



Spring Enrollment Survey Comparison:
Percent satisfied* with advising services



*Satisfied in general: combined responses of *very satisfied* through *satisfied* answer options; the range of these options varies across the three surveys

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

e. Finance & Administration Update

ctcLink Update: New ctcLink Project Director Christy Campbell called a summit of all college Project Managers to discuss strategy around WAVES and possible scenarios for go-live strategy. Common process development workshops continue with maximum (greater than expected) participation from CTC's. Remediation and fiscal year close for Spokane and Tacoma remain a top priority.

Cost Study for Soccer Fields: The feasibility study provided an estimate of \$1.9 million for installing 2 Turf Soccer Fields. Athletic Director Mark Poth is reviewing possibilities with volunteer labor and discounted materials.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): We are in the construction document phase. The goal remains to be ready to go out to bid for a contractor by February 2018. Without an approved Capital Budget, going out for a bid will not be possible as the money will not have been allocated for the construction. We did receive re-appropriations for the construction documents and we have our locally designated dollars for the project, but this would not allow us to go out for bid. Still working towards possibility of natural gas for the building.

UAS Classroom remodel Bldg 4100: Work is completed.

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony: The wall is reinforced; the poles and railing pieces are installed, waiting for the glass panels to arrive so that they too may be installed. Contractor expects glass panels to arrive in the next couple of weeks.

History:

Professional Technical Education Center (New Building):

6/8/2017: 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.

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:

6/8/2017: 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 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.

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:

6/8/2017: The remodel work on the two classrooms is scheduled to be complete before June 30th.

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 Linda Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

f. Safety & Security Update

Closed investigations or investigations pending further review:

Report Number	Report Date	Report Incident Types	Location	Disposition
Total Records: 3				
17-BC-054	07/05/17	MOTOR VEHICLE COLLISION - NON INJ	BLDG 3100	CLOSED
17-BC-055	07/16/17	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 1400 : INTERIOR	CLOSED
17-BC-057	07/24/17	CLERY OFFENSES : CRIMINAL OFFENSES : STALKING	BLDG 1400 : INTERIOR	PENDING REVIEW BY TITLE IX COORDINATOR

Due to limited resources managing several ongoing investigations and other business, further department report information is not available this month.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

- g. Human Resources

BACKGROUND:

Recruitment & Selection:

Kathleen Duvall accepted the Dean of Arts & Sciences position. Kathleen replaces Kara Garrett, who retired at the end of June. Kathleen started her new position on July 1.

Miguel Cerna accepted a Math Instructor position. This position replaces Sonia Farag who retired in June. Miguel will begin his full-time work at BBCC in September 2017.

Tyler Wallace elected to return to a faculty position in the Math Department. Tyler will replace Stephen Lane who retired in June. Tyler completed his work as the Director of Adult Education at the end of June and will move to his faculty position in September 2017.

Faviola Barbosa accepted the Dean of Transitional Studies position. This is a new admin/exempt position with oversight for the areas of Adult Education, Workforce Education Services, Developmental English, and Library Services. Faviola started work at BBCC on July 1.

Briana Ross accepted the Medical Assistant Program Coordinator position. This position replaces Kyla Ohs who left BBCC at the end of June. Briana started her new position on July 24.

Courtney Thompson accepted the position of Custodian 1 in the Residence Halls. This is a new, full-time classified staff position. Courtney started her new position on July 17.

Interviews for the following positions have been scheduled.

Professional Studies Lab Coordinator	August 2
Director of Title V PAHP Grant	August 3, 4
Flight Instructor	August 7
ABE/ESL Instructor	August 14
TRiO SSS Academic Advisor	August 22, 23

The following searches are currently open:

- Biology Instructor – 1 year emergency hire
- Recruitment Coordinator/Head Softball Coach

Training:

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

Basic Accessibility Training: Creating Accessible Documents on April 18, 2017 & Creating Accessible Video: Captioning on June 1 & 2, 2017-
28 employees (7 Exempt, 3 Faculty, 16 Associate Faculty, 2 Classified)

Blind Spot Series: Equity & Equality: Unpacking Systems of Tradition in Higher Education on May 2 & May 9, 2017-
20 employees (11 Exempt, 4 Faculty, 5 Classified)

Blind Spot Series: Understanding Inclusion, Role, Responsibility and Action on May 18 & May 24, 2017-
22 employees (9 Exempt, 3 Faculty, 10 Classified)

Emergency Management Training through FEMA for April-June 2017-National Incident Management System (NIMS) An Introduction IS-00700.a-
21 employees (14 Exempt, 7 Classified)

Introduction to the Incident Command System ICS100 for Higher Education –
17 employees (12 Exempt, 5 Classified)

STAR Training-Program Learning Experience: 1500 Building on May 23, 2017-
12 employees (2 Exempt, 10 Classified)

STAR Training-Understanding the Jargon, What Are Our College Initiatives? on June 22, 2017-
31 employees (4 Exempt, 1 Faculty, 3 Associate Faculty, 23 Classified)

Building the Structure of Belonging: Re-storying the Story on June 23, 2017-
54 employees (23 Exempt, 5 Faculty, 2 Associate Faculty, 18 Classified, 1 Hourly, 5 Students-Residence Halls)

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

Sarah Adams-

WAMATIC Math Conference on May 18-20 in Grand Mound, WA

Brendan Abonyi-

Energy/Facilities Connections 2017 Conference on May 2-4 in Leavenworth

Luis Alvarez-

Neurobiology of Trauma: Forensic Experiential Trauma Interview on June 28 at Edmonds Community College

Gary Baker-

LinuxFest (Computer Training) on May 5-63 in Bellingham

Center of Excellence – Information Technology (Computer Training) on May 18-19 in Mercer Island

Daneen Berry-Guerin-

Disrupting Innovation Annual Mentoring Conference on April 7 at Everett

Community College

Global Trade Center of Excellence Review on April 17 at Highline Community College

Prof-Tech Faculty Certifications Meeting via Webex with SBCTC on April 25 at BBCC

Workforce Education Council on April 27-28 at Walla Walla Community College

Fighting 147 Meeting on May 12 in Spokane

Accessibility 101 Online Course from April 24-May 21 at BBCC

1000 FTE Webinar on June 1 at BBCC

Quincy School District Technology Luncheon on June 20 in Quincy

Grant Writing Workshop on June 21-22 in Kennewick

Industry Showcase with Association WA Business (AWB) on June 28 in Moses Lake

Jody Bortz-

Bridges out of Poverty Trainer Certification on June 12-13 in Tacoma

Linda Chadwick-

WebEx by Innovative Educators -Using Technology to Streamline the Onboarding Process & Improve College Readiness on May 22 at BBCC

Administrative Professional Today –Vol. 43, No. 5, Vol. 43, No. 6 on May 26 at BBCC

Katherine Christian-

Suicide Prevention 2017 Online on June 28 at BBCC

Ruth Coffin-

Admissions Best Practices Webinar on May 17-18 at BBCC

PeopleSoft Fundamentals via Canvas in May at BBCC

Caren Courtright-

Launching OER Degree Pathways Webinar on June 28 at BBCC

Kyle Foreman-

Emergency Management Training through FEMA – IS-00288.a - The Role of Voluntary Agencies in Emergency Management Online on June 23 at BBCC

Emergency Management Training through FEMA – IS-00634 - Introduction to FEMA's Public Assistance Program Online on June 26 at BBCC

Emergency Management Training through FEMA – IS-02900 - National Disaster Recovery Framework (NDRF) Overview Online on June 26 at BBCC

Margie Lane-

WAMATIC Math Conference on May 18-20 in Grand Mound, WA

Terry Leas-

2017 ASU + GSV Summit on May 8-10 in Salt Lake City

Jenny Nighswonger-

Faculty in-service on-campus on May 5 at BBCC

ECTPC Retreat/Training on May 11-12 in North Bend

LeAnne Parton-

Financial Edge: Fundamentals-Overview Online through Blackbaud University on June 22

Rita Ramirez-

Washington State Student Services Commission Conference on April 26-28 in Tacoma

Char Rios-

DES Delegated Authority Training on May 9 at BBCC

BAR (Budget, Accounting and Reporting) Meeting on May 10-12 at Walla Walla College

Emergency Management Training through FEMA – IS00360 - Preparing for Mass Casualty Incidents: Guide for Schools, Higher Education and Houses of Worship Online on June 2 at BBCC

Linda Schoonmaker-

Diversity and Inclusion: Why Training Isn't Enough Webinar on May 16 at BBCC

Jeremy Seda-

Intro to Audio Description Confirmation with 3PlayMedia Online on May 4 at BBCC

Heidi Summers-

Grant Writing Workshop on June 21-22 in Kennewick

Tyler Wallace-

National Reporting System (NRS) on May 10 at Renton Technical College

Tom Willingham-

Creating IT Futures: 2017 Summit on May 18-19 in Mercer Island

2017 Diversity Conference on June 23-24 at Olympic College

Susan Workman-

NAEOP TRiO Washington State Conference on May 12-13 in Cheney

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

Current Membership as of July 2017

<u>Lead Roles:</u> Robin Arriaga, Ex Officio Barb Collins, Co-chair Lead Barbi Johnson, Co-chair Assistant Lisa Johnson, Interim Secretary/Treasure Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Tisa Timofeyev Jordan Shipley Abby Simonson Alicia Wallace
---	---

2016-2017 TRAININGS:

The following is for the period of May 10 to June 30, 2017 and any unreported training for January to April. A total of 203.5 hours is logged for classified staff training. Employees participated in STAR Committee hosted events or other trainings for professional or personal development through online webinars, statewide conferences or completed college credits and/or degree.

On May 23, the STAR Committee hosted a Program Learning Experience featuring the 1500 building and included Central Stores and Word Service departments. Others area featured included the Viking Food Pantry, JATP, Commercial Driving, and Computer Science programs. Participants had opportunity to experience a hands-on virtual reality project created by one of the students enrolled in the computer science training.

As a follow-up to the workshop on monitoring reports, on June 22, The STAR Committee hosted Dr. Humpherys who facilitated, Understanding the jargon, what are our college initiatives? All campus personnel were invited to this interactive training; classified staff, faculty, and administrators. The large group broke into smaller groups to discuss the college mission statement and the accreditation language. They also gained a better understanding of how the initiatives relate to each department on the BBCC campus. This workshop received positive evaluation scores. We plan to continue our collaboration with college administrators to offer additional workshops in the future.

STAR Committee Trainings	Date(s)	Participants	Location
Program Learning Experience	5-23-17	12	1500 Building
Understanding the jargon; what are our college initiatives?	6-22-17	20	BBCC Campus

Other Training Reported	Date(s)	Participants	Location
College Courses and Degree Completion	Jan-Jun	2	Various
Unreported Training	Jan-April	1	Various
EPA and Other Webinars/Conference Calls	May-June	6	BBCC Campus
WA State TRIO Conference	5-11 to 5-13	1	EWU
National Incident Management System	5-18	2	BBCC Campus
Blind Spot – Understanding Inclusion; Role, Responsibility & Action	5-18 5-24	4 6	BBCC Campus
PPMP Spring Training	5-28 to 5-29	1	Wenatchee WA
Workforce Education Annual Spring Training	5-31 to 6-01	1	Seattle WA
Accessibility Training	6-02-17	2	BBCC Campus
Building the Structure of Belonging	6-23-17	18	BBCC Campus
DSHS Training; Crucial Conversations	6-15 to 6-16	1	Spokane

COMMUNITY SERVICE PROJECT:

The STAR Committee will promote a summer donation drive for the Grant/Adams Foster Family program. Their clothing closet is organized and the greatest need at this time is new underclothing, packaged socks, underwear for all sizes, and diapers for infant to toddler. Collection boxes are located in the 1400 and 1800 buildings.

OTHER:

As of the reading of this report, six classified staff are attending the 2017 STTACC conference in Mt. Vernon. This conference provides opportunity for leadership roles on the STTACC Board and a variety of workshops for personal and professional development are also offered at this event. Three nominations from BBCC were submitted for the STTACC Exemplary Employee and the winner for each region will be announced at the award dinner.

Prepared by Barbara Collins and Barbi Johnson

RECOMMENDATIONS:

None.

**AUGUST 2017 CONSENT AGENDA
CLASSIFIED STAFF TRAINING REPORT**

January to April Unreported Various Webinars and Trainings	34.0
Bernardt, Starr	Intititutional Research & Planning

May 10 to June 30, 2017

May 18 - IS-700.A National Incident Management System Online	2.0
---	------------

Arriaga, Robin Human Resources

May 4 - State PD Project Conference Call	0.5
---	------------

Arriaga, Robin Human Resources

May 11 to 13 - WA State TRIO Conference	12.0
--	-------------

Leach, Nancy TRIO Upward Bound

May 16 - EAP Webinar; the Science of Happiness	
---	--

Bartleson, Traci Instruction

Bernhardt, Starr Intititutional Research & Planning

May 18 - Blindspot Understanding Inclusion; Role, Responsibility & Action	6.0
--	------------

Arriaga, Robin Human Resources

Christian, CarlaLouise Grant Programs/STEM

Fry, Cassandra Financial Aid/Counseling

Wallace, Alicia Workforce Education

May 19 - SBCTC Student Achievement Initiative Webinar	1.0
--	------------

Bernhardt, Starr Intititutional Research & Planning

May 23 - Program Learning Experience	15.0
---	-------------

Collins, Barbara Grant Programs/Title V

Fry, Cassandra Student Services/Financial Aid

Gamboa, Julia Workforce Education/Prof Tech

Girone, Karen Payroll

Jacobs, Amber Payroll

Ralph, Katie Business/Finance

Shiple, Jordan Center for Business & Industry Services

Simonson, Abby Student Services/Financial Aid

Valdez, Esther Student Services/Financial Aid

Wallace, Alicia Workforce Education Services

May 28 & 29 - PPMP Spring Trainng	13.0
--	-------------

Jacobs, Amber Payroll

May 30 - End of Year Celebration Student Panel Discussion	2.0
--	------------

Arriaga, Robin Human Resources

May 25 - Blindspot Understanding Inclusion; Role, Responsibility & Action		9.0
Bernhardt, Starr	Institutional Research & Planning	
Christian, CarlaLouise	STEM Program	
Gamboa, Julia	Prof/Tech Programs	
Timofeyev, Taisa	Workforce Education Services	
Wallace, Alicia	Workforce Education Services	
Yushchuk, Natalia	Workforce Education Services	
May 31 to June 1 - Workforce Annual Spring Training		19.0
Yushchuk, Nataliya	Workforce Education Services	
May 31 and June 14 - 2017 Graduation Team Training		4.0
Collins, Barbara	Grant Programs/Title V	
Girone, Karen	Payroll	
June 2 - Basic Accessibility Training		3.0
Gruber, Eric	BB Technology	
Roy, Trudie	BIM Lab	
June 15 & 16 - DSHS Training; Crucial Conversations		16.0
Ramirez, Synnova		
June 22 - Understanding the jargon; what are our college initiatives?		30.0
Aldrich, Kathy	Library	
Bernhart, Starr	Institutional Research & Planning	
Brischle, Cheryl	TRIO Student Support Services	
Collins, Barbara	Title V Program	
Fry, Cassandra	Student Services/Financial Aid	
Furman, Kerri	Student Services/Admissions	
Gamboa, Julia	Prof/Tech Programs	
Jacobs, Amber	Payroll	
Johnson, Barbara (Barbi)	Business/Finance/Student Services	
LaFrance, Edward	Prof/Tech AMT Program	
Okerlund, Karen	Human Resources	
Ponce, Aurora (Yvonne)	Business/Finance	
Ralph, Katie	Business/Finance	
Ramierz, Maria "Carmen"	Workforce Education Services	
Shiple, Jordan	CBIS	
Simonson, Abby	Student Services	
Timofeyev, Taisa	Workforce Education Services	
Walker, Jonie	Student Services/FA/Counseling	
Wallace, Allicia	Workforce Education Services	
Yushchuk, Nataliya	Workforce Education Services	
June 23 - Social Justice Awareness Webinar		1.0
Furman, Kerri	Student Services/Admissions	

June 23 - Building the Structure of Belonging; Restoring the story**36.0**

Arriaga, Robin	Human Resources
Bartleson, Traci	Instruction
Bernhardt, Starr	Institutional Research & Planning
Collins, Barbara	Title V Program
Fry, Cassandra	Student Services/Financial Aid
Furman, Kerri	Student Services/Admissions
Gamboa, Julia	Prof/Tech Programs
Girone, karen	Payroll/ATEC
Jacobs, Amber	Payroll
Johnson, Barbara (Barbi)	Business/Finance/Student Services
Leach, Nancy	TRiO Upward Bound
Okerlund, Karen	Human Resources
Ramirez, Maria "Carmen"	Workforce Education Services
Roy, Trudi	BIM Lab
Simonson, Abby	Student Services
Timofeyev, Taisa	Workforce Education Services
Valdez, Esther	Student Services/Admissions
Yuschchuk, Nataliy	Workforce Education Services

GRAND TOTAL**203.5**

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

FTE information will be shared at the meeting.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of June 30, 2017, we have collected \$4,175,492 or 99.3% of the budgeted amount. As of June 30, 2016, we had collected \$4,340,705 or 103.0%.

TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$ 4,200,000
Total Collections as of June 30	\$4,175,492	\$4,340,705
As a % of annual budget	99.4%	103 %
Left to collect to meet budget target	\$ 24,508	\$ 0

Prepared by Registrar Ruth Coffin and Executive Director of Business Services Charlene Rios.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #5: 2017-18 State Operating Budget (for action)

BACKGROUND:

VP Linda Schoonmaker and Executive Director of the Business Office Charlene Rios will present the draft 2017-18 State Operating Budget.

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

RECOMMENDATION:

President Leas, VP Schoonmaker, and Executive Director Rios recommend the board approves the 2017-18 State Operating Budget as presented.

**Big Bend Community College
Operating Budget Revenue
Comparison of Fiscal Year 2017 to 2018**

	FY2017	FY2018	CHANGE	NOTES
ALLOCATED STATE SUPPORTED FTE	1,734	1,745	11	
State BASE Allocation #1:				
<i>District Enrollment Allocation Base (DEAB)</i>	4,644,507	4,673,389	28,882	(1)
<i>Performance Funding</i>	929,674	984,683	55,009	(2)
<i>Minimum Operating Allocation (MOA)</i>	2,631,400	2,631,400	0	(3)
<i>Formula Rebase Stop Loss/Stop Gain</i>	-139,747	-93,169	46,578	(4)
SAFEHARBOR Earmarks and Legislative Provisos:				
<i>Compensation</i>	901,978	1,137,520	235,542	(5)
<i>Enrollments (Aerospace)</i>	162,026	162,026	0	(6)
<i>Discretionary</i>	207,474	215,806	8,332	(7)
<i>Targeted (Worker Retraining)</i>	351,823	382,573	30,750	(8)
<i>Ongoing Targeted</i>	465,710	541,887	76,177	(9)
 GRAND TOTAL State Allocation	<hr/> 10,154,845	<hr/> 10,636,115	<hr/> 481,270	
Tuition and Other Revenue:				
Tuition	4,200,000	4,000,000	-200,000	(10)
Carryover/Indirect Cost Recovery	2,007,401	1,404,805	-602,596	(11)
Running Start	600,000	2,000,000	1,400,000	(12)
ABE/ESL Grants	120,826	132,899	12,073	(13)
	<hr/>	<hr/>	<hr/>	
Total Tuition and Recovery Revenue	6,928,227	7,537,704	609,477	
 Total Operating Budget Revenue	<hr/> \$ 17,083,072	<hr/> \$ 18,173,819	<hr/> \$ 1,090,747	

<i>Sources of changes in Operating Budget</i>	
<i>estimated \$ increase</i>	<i>Description</i>
<hr/> 440,000	<i>PT Faculty Salary</i>
120,000	<i>PT Faculty Benefits</i>
143,000	<i>FT Perm Faculty (2 new positions)</i>
28,000	<i>retention and new hire Salary & Benefits</i>
44,000	<i>Federal grant absorption % of Salary & Benefits</i>
178,000	<i>COLA increases for Perm staff and FT Faculty</i>
94,000	<i>increases to Employer Pension & Health</i>
16,000	<i>increase to Fire Protection Services</i>
37,000	<i>increases to Financial Aid Grants to Students</i>
<hr/> 1,100,000	

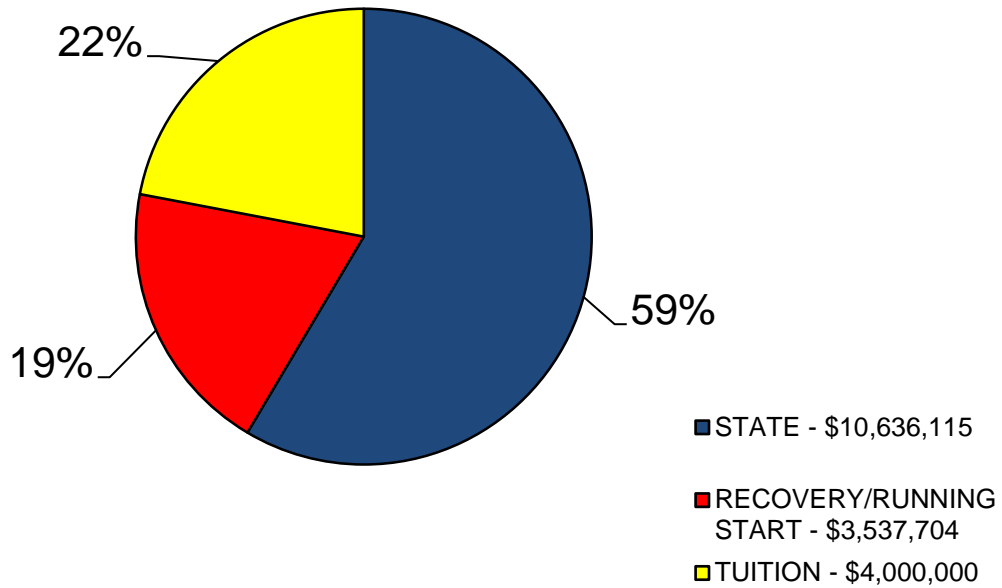
includes 2.3% COLA and 2.5% increase per CBA and underbudgeting in 2016-17

2.3% faculty; 2% all others

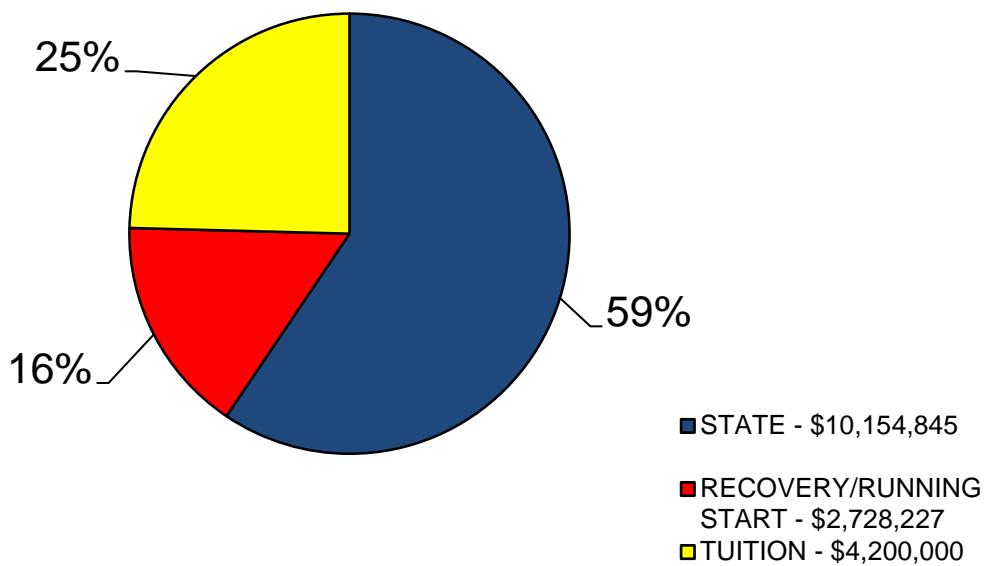
Big Bend Community College
Notes to Operating Budget Revenue Statement
Comparison of Fiscal Year 2017 to 2018

- (1) DEAB is calculated based on a three-year rolling average of actual enrollments and Priority/Weighted Enrollments. FY18 is based on enrollments from 2013-14, 2014-15, and 2015-16. Four categories of Student FTE receive an additional 30% weight for funding purposes. Basic Ed for Adults, STEM courses, courses addressing the “skills gap” as identified by the Workforce Training and Education Coordinating Board, and upper division applied baccalaureate courses.
- (2) Performance Funding is based on metrics of the Student Achievement Initiative and 2015-16 data.
- (3) MOA – each college is expected to receive 2.85 million with a portion coming from the Maintenance & Operation funding provided in the Capital Budget. *Please note that the Capital Budget has not been approved yet, so this amount currently does not include the portion to come from the Capital Budget—See note #11.*
- (4) Spreads the impact of the shift from the old allocation model in FY16 to the new model in FY 2017 over four years. (1/4 in 2017, 1/2 in 2018, 3/4 in 2019, and the full amount in 2020).
- (5) Employer Health Insurance rate increase, Faculty 2.3% COLA, minimum wage increase, 2% COLA for non-faculty, Employer Pension rate increase, and Safe Harbor for FY16 & FY17 for Compensation Funding.
- (6) Our portion of the Aerospace 1000 FTES.
- (7) College Affordability Plan (enrollment backfill), FY17 and adjusted inflation.
- (8) Worker Retraining Base/Variable – initial allocation of Worker Retraining Funds.
- (9) Disability Accommodations, Students of Color, Workforce Development Projects, and Opportunity Grant funding.
- (10) Tuition Revenue in FY17 was less than we forecasted; even with the 2.2% tuition increase, our current projection for Fall enrollment is low enough that we took a very conservative approach for our forecast.
- (11) This figure currently consists of the Maintenance & Operation funding from the Capital budget, a math error in Allocation #1 for the COLA funding, fee income fund swap, Indirect Cost Recovery and Carryover funding.
- (12) Conservative forecast of contract income from the High Schools for Running Start students.
- (13) ABE/ESL grant funding allowed to be counted in Operating Budget as state supported FTES.

SOURCE OF OPERATING FUNDS 2017-2018
\$18,173,819

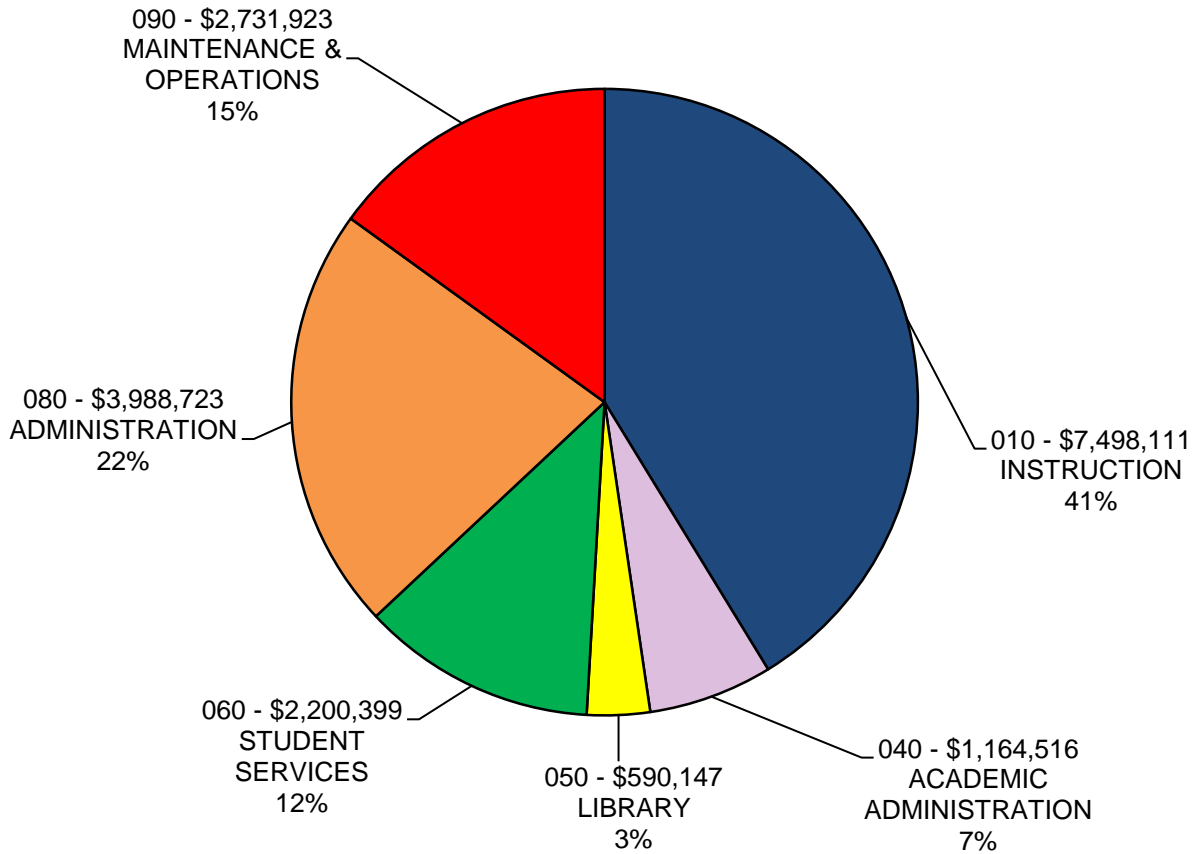


SOURCE OF OPERATING FUNDS 2016-2017
\$17,083,072



EXPENDITURES BY PROGRAM 2017-2018

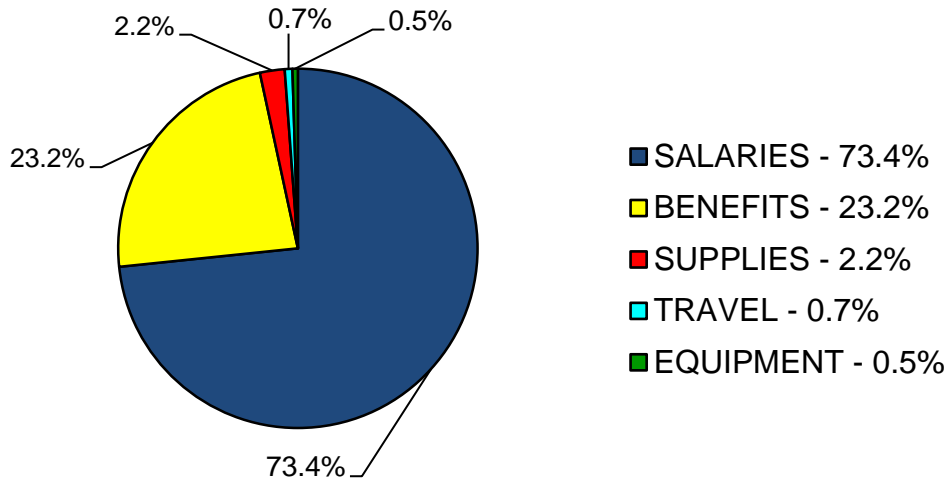
\$18,173,819



- 010 - \$7,498,111 INSTRUCTION
- 040 - \$1,164,516 ACADEMIC ADMINISTRATION
- 050 - \$590,147 LIBRARY
- 060 - \$2,200,399 STUDENT SERVICES
- 080 - \$3,988,723 ADMINISTRATION
- 090 - \$2,731,923 MAINTENANCE & OPERATIONS

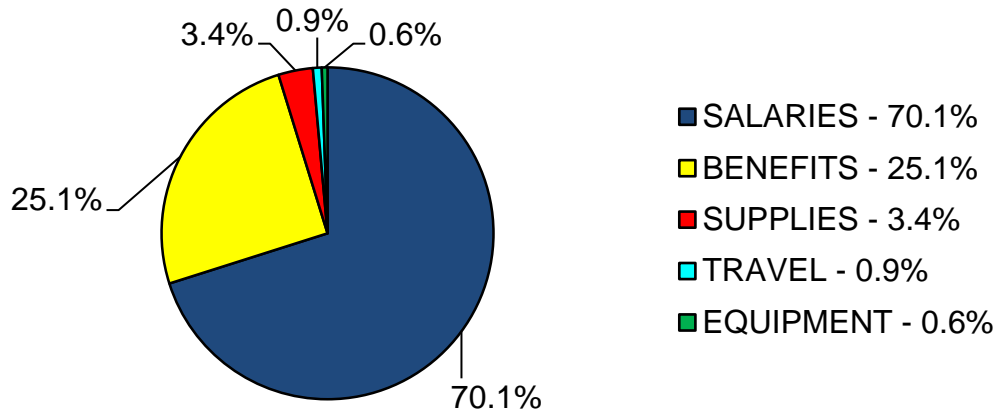
	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>REQUEST</u>	<u>REQUEST</u>
010-INSTRUCTIONAL				
SALARIES - 73.4%	4,806,713	5,091,279	5,056,017	5,500,486
BENEFITS - 23.2%	1,325,824	1,505,764	1,633,488	1,743,087
SUPPLIES - 2.2%	221,545	247,153	183,464	166,776
TRAVEL - 0.7%	87,350	46,304	64,833	51,598
EQUIPMENT - 0.5%	(929)	67,536	56,679	36,164
TOTAL 010- EXPENDITURES	6,440,503	6,958,036	6,994,481	7,498,111

010-INSTRUCTIONAL

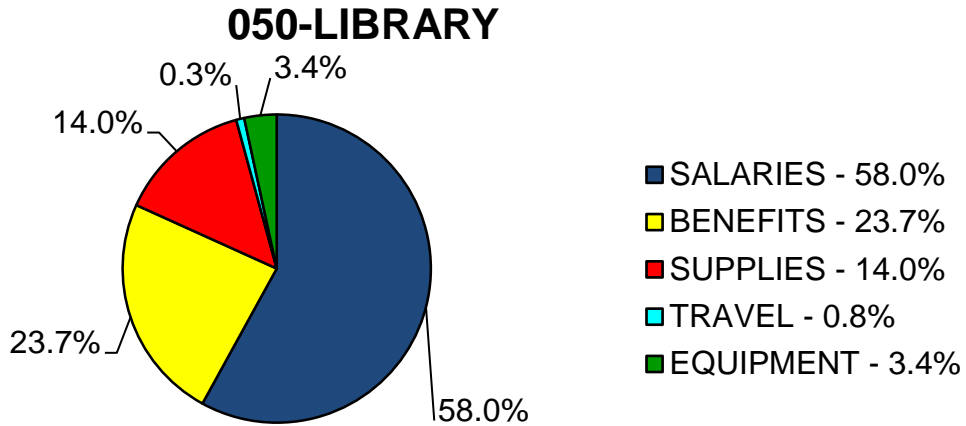


040-ACADEMIC ADMINISTRATION				
SALARIES - 70.1%	604,021	628,268	778,048	816,437
BENEFITS - 25.1%	172,834	212,222	272,334	292,449
SUPPLIES - 3.4%	30,240	40,953	39,130	39,130
TRAVEL - 0.9%	11,006	7,378	10,000	10,000
EQUIPMENT - 0.6%	4,081	2,880	6,500	6,500
TOTAL 040-EXPENDITURES	822,182	891,701	1,106,012	1,164,516

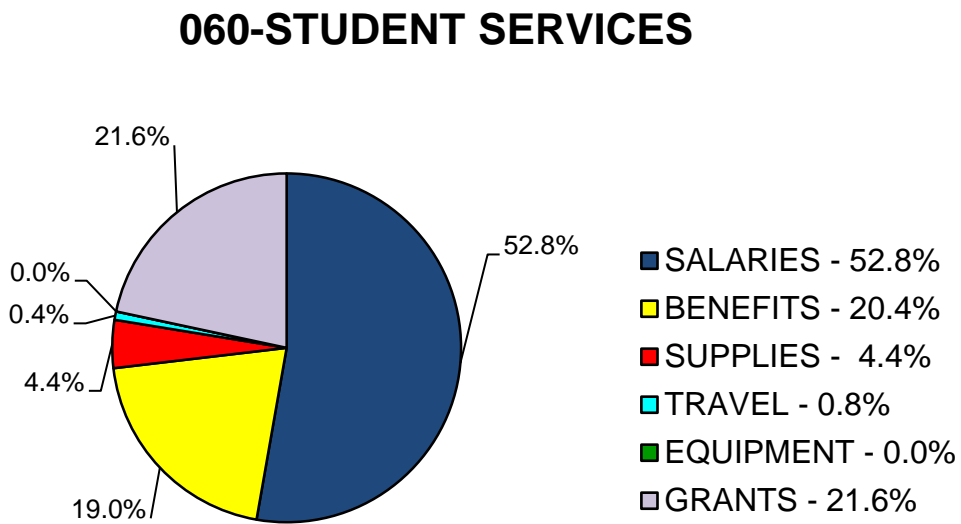
040-ACADEMIC ADMINISTRATION



	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
	ACTUALS	ACTUALS	REQUEST	REQUEST
050-LIBRARY				
SALARIES - 58.0%	330,624	338,686	246,634	342,337
BENEFITS - 23.7%	112,297	125,381	106,390	140,154
SUPPLIES - 14.0%	59,376	75,250	82,656	82,656
TRAVEL - 0.8%	2,723	2,024	5,000	5,000
EQUIPMENT - 3.4%	22,091	24,607	20,000	20,000
TOTAL 050-EXPENDITURES	527,111	565,948	460,680	590,147

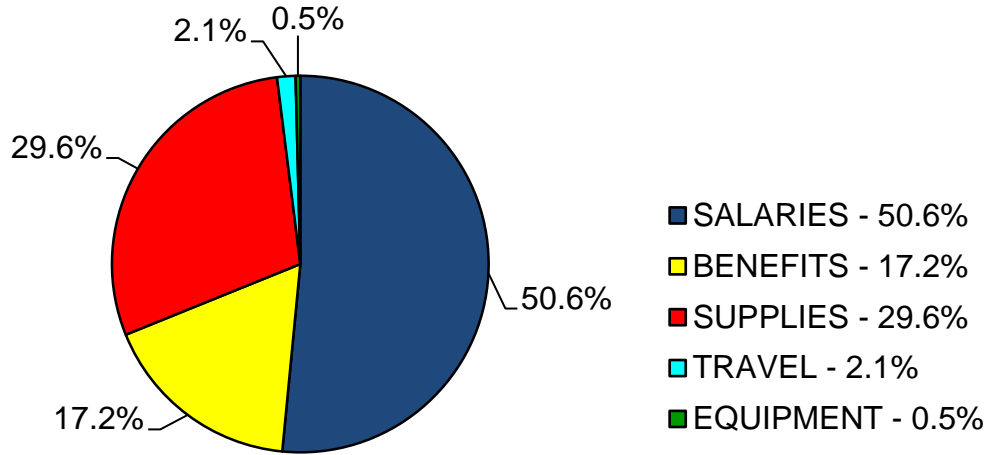


060-STUDENT SERVICES				
SALARIES - 52.8%	1,026,671	1,075,161	1,087,420	1,161,024
BENEFITS - 20.4%	321,299	372,899	397,580	448,211
SUPPLIES - 4.4%	96,198	92,509	62,169	97,702
TRAVEL - 0.8%	32,627	18,293	17,593	17,093
EQUIPMENT - 0.0%	1,548	0	0	0
GRANTS - 21.6%	460,281	452,436	439,642	476,369
TOTAL 060-EXPENDITURES	1,938,624	2,011,298	2,004,404	2,200,399



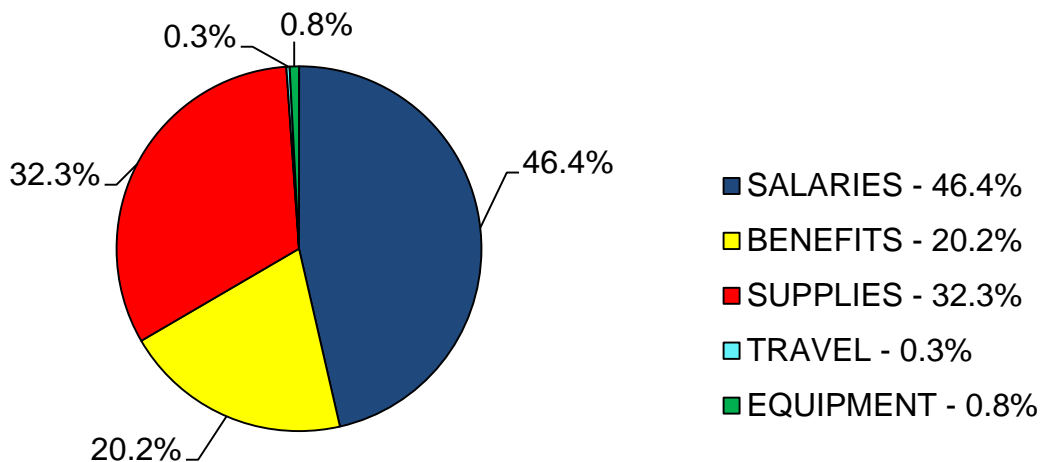
	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
	ACTUALS	ACTUALS	REQUEST	REQUEST
080-INSTITUTIONAL SUPPORT				
SALARIES - 50.6%	1,489,719	1,579,139	1,954,145	2,055,438
BENEFITS - 17.2%	458,995	535,213	662,636	691,790
SUPPLIES - 29.6%	479,864	673,135	1,143,494	1,162,440
TRAVEL - 2.1%	43,301	49,645	81,277	62,905
EQUIPMENT - 0.5%	25,327	9,019	21,150	16,150
TOTAL 080-ADMINISTRATION	2,497,206	2,846,151	3,862,702	3,988,723

080-INSTITUTIONAL SUPPORT



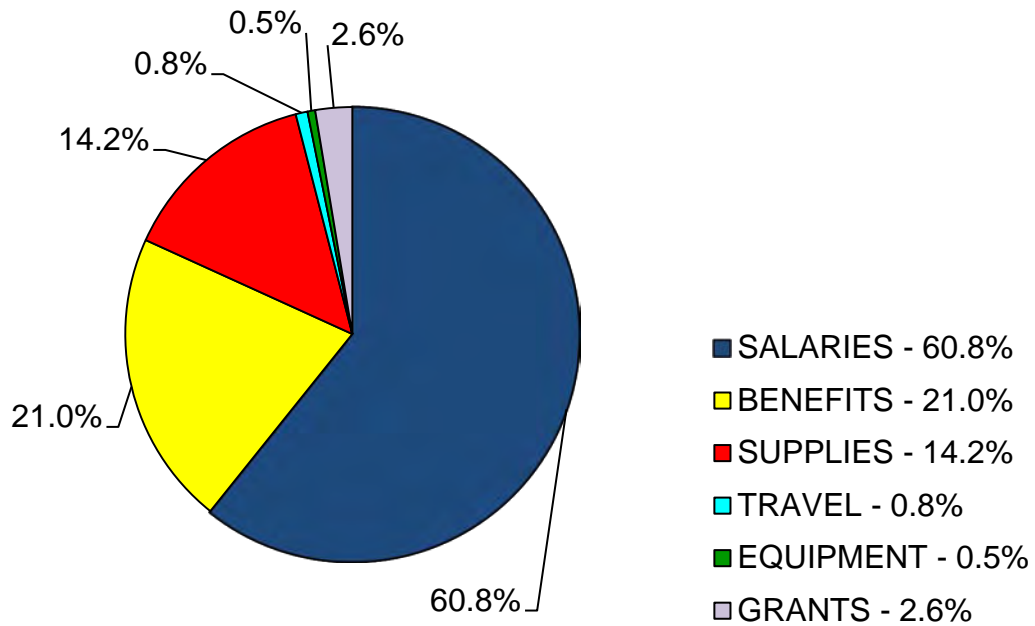
090-MAINTENANCE & OPERATIONS				
SALARIES - 46.4%	1,042,527	1,090,758	1,137,527	1,165,904
BENEFITS - 20.2%	371,658	435,144	482,069	507,822
SUPPLIES - 32.3%	865,722	825,406	1,002,335	811,735
TRAVEL - 0.3%	2,694	1,960	7,275	7,275
EQUIPMENT - 0.8%	41,031	133,293	25,587	20,587
TOTAL 090-EXPENDITURES	2,323,632	2,486,562	2,654,793	2,513,323

090-MAINTENANCE & OPERATIONS



		<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
GRAND TOTALS		ACTUALS	ACTUALS	REQUEST	REQUEST
ALL PROGRAMS	SALARIES - 60.8%	9,300,275	9,803,291	10,259,791	11,041,626
	BENEFITS - 21.0%	2,762,907	3,186,624	3,554,497	3,823,513
	SUPPLIES - 14.2%	1,752,945	1,954,405	2,490,648	2,579,039
	TRAVEL - 0.8%	179,701	125,604	208,578	153,871
	EQUIPMENT - 0.5%	93,149	237,335	129,916	99,401
	GRANTS - 2.6%	460,281	452,436	439,642	476,369
		<u>14,549,258</u>	<u>15,759,695</u>	<u>17,083,072</u>	<u>18,173,819</u>

GRAND TOTALS ALL PROGRAMS STATE FUNDS



BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #6: Exceptional Faculty Award Report (for information)

BACKGROUND:

The board approved an Exceptional Faculty Award (EFA) for Associate Faculty member Pam Hare in the amount of \$2,000 during the March 13, 2017 Board meeting. Instructor Hare will present her EFA report to the board.

Prepared by the President's Office.

RECOMMENDATION:

None.

Introduction: Pam Hare, ESL/ELCivics/ABE/HS21+ associate faculty.

Employed by Big Bend since 2002.

Responsibilities as an instructor: Facilitate teaching English to multiple levels of many different language learners, instruct students to improve their speaking, listening, reading, writing and computer skills. Explain our “Americanisms” the best I can with a somewhat broad perspective. Instruction to ESL students for many years has focused on life skills and adapting to our society as quickly as possible. As of the last few years our ABE department has shifted most of the emphasis to completing their high school diploma or achieving the GED. Because of this shift our curriculum is becoming more subject based such as Social Studies, Geometry, Washington State History, US History/the Constitution, Fine Arts, Algebra.. Science, etc. These are subjects students will need to graduate and become more marketable in the US.

The purpose of requesting a trip to the US Capitol: I have taught U.S.

History/Constitution, Civics and Citizenship classes for years but I haven’t been able to witness the foundational processes and structures where this all began. I believe this experience has solidified and empowered me even more with educational resources in Civics and this trip has intensified my message to my students the importance of becoming a student who is more employable with a High School/GED/AA degree and who will become a productive CITIZEN as well, as they pursue citizenship classes here at Big Bend.

The agenda of my trip to Washington, D.C: I made connections with Close Up

Foundation through teachers and students from our local junior high who have attended this excursion in the past. My trip began on [Sunday, June 25th](#), travel day and check-in to the hotel in Crystal City, Virginia. I met the staff of Close Up which hosted 12 other states in the union and met teachers from these states. Many were ESL teachers, high school instructors, some worked with immigrants in the school system. Learning more about our legal system and touching the historical icons was for me a given, but I knew I would discover something more once I was surrounded by the energy and the life of D.C. What I found on my first day was THAT surprise [on June 26th, Monday](#). The Women in the Arts Museum captured and deepened my understanding of how women/gender bias has marginalized this people group for centuries and that social conventions limited their training in the arts. They had many obstacles and were under represented worldwide. This museum collected and displayed great art. It was very powerful and I hope you will see this in my power point presentation. In my HS21+ class I taught Fine Arts and this would enhance my class material. That same day June 26th in the afternoon we walked the best known memorials: the National World War II Memorial, the Korean War Memorial, the Viet Nam Veteran’s Memorial, and the Lincoln Memorial. Hallowed grounds comes to mind as I reflect on the hundreds of thousands who paid it all for our country. (My dad included!)

Same day: Collaboration at a Teacher’s Reception @ RFD –Love the Beer. Afterwards I made a quick trip on the D.C. metro to Nationals Park to watch the Nationals beat the Cubs in the 9th inning. (They are currently W61 L39 7-3 in the league!). On [Tuesday, June 27th](#), a curator in the Folger Shakespeare Library explained just how political Shakespeare was and how he change societal views through his plays. She also brought back to me how the original signers of the Declaration of Independence were influence by the Magna Carta in 1215. This information will be helpful when our class studies the Bill of Rights and the Constitution.

I visited the Museum of the American Indian (I will need this information for US and Washington State History.) 5 levels and 400,000 sq.ft. the Smithsonian African American History and Culture Museum is probably the most controversial museum in D.C. This topic will be discussed with my history students. The façade of the building reflects iron work by enslaved craftsmen in Charleston and New Orleans. The question asked throughout the museum, “What is REAL freedom?” That evening students prepared for Capitol Hill in workshops and participated in a Congressional Simulation. I observed one group of students who were practicing, “How a Bill is passed”. The group proposed and introduced a bill that would require police officers to wear body cams. The bill was discussed, debated and by the end of the evening the bill had passed. I would like to bring this skill to my Civic/Citizenship class.

On [Wednesday, June 28th](#), teachers and students were metroed into Capitol Hill to meet with their congressperson and tour the Capitol. I met briefly with Congressman Newhouse and was provided with the grand tour of Capitol Hill, House of Representatives and Statutory Hall. Everything took longer than anticipated with security checks everywhere! That evening Close Up booked an evening of entertainment at the J.F. Kennedy Performing Arts Building. The venue was “The Sound of Music”. Top shelf.

Fourth day, [Thursday, July 27, 2017](#), I walked the hallowed ground at Arlington Cemetery, witnessed the solemn changing of the guards and reflected on the devastation of the Arlington House (Robert E. Lee Memoial), toured the National Holocaust Museum and ended that day earlier than the other days.

Last day in D.C. [Friday, July 28, 2017](#) was filled with more museums: Newseum, a dynamic, engaging, interactive museum that promotes, explain and defends free expression the 5 freedoms of the First Amendment: religion, speech, press, assembly and petition. This was seven levels and 250,000 sq.ft.! Another awe-inspiring day.

Travel day: [Saturday, July 29th, 2017](#). Home to Spokane/Moses Lake 11:00p.m.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #7: Board Policy for Accessible Technology (action)

BACKGROUND:

A draft Board Policy (BP) regarding accessible technology approved by AAG Catherine Kardong was presented for consideration at the June 8, 2017, Board meeting. Proposed BP 6111 is presented for action today.

Prepared by the President's Office.

RECOMMENDATION:

Approval of BP 6111 as presented.

BP 6111 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESS (EITA) BP 6111

Big Bend Community College (BBCC) values diverse experiences and perspectives and strives to fully include everyone who engages with BBCC. Inaccessible electronic and information technology (EIT) negatively impacts all people, including those with disabilities. EITA means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and use the same services as a person without a disability in an equally effective and integrated manner. BBCC is committed to providing access to all EIT that it develops, procures, or uses, such as college websites, learning management tools, student information systems, training materials, instructional materials, and assessment tools. Ensuring equal and effective EITA is the responsibility of all BBCC administrators, faculty, and staff.

BBCC makes its offerings accessible to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended (ADA), the Washington Law Against Discrimination, and the Washington OCIO policy 188.

DRAFT

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #8: Public Records Request WAC Revisions (action)

BACKGROUND:

EHB 1595 enacts new requirements for charging for records under the Public Records Act. This new law took effect on July 23, 2017. This new legislation requires agencies to select one of three methods for charging fees for public records. The options include:

1. *Actual costs [EHB 1595 §1 sub (7) and §3 sub-§(2)(a)],* requiring a multi-factor calculation and **notice and public hearing**;
2. *Statutory default costs [EHB 1595 §3 sub-§(2)(b)],* requiring **rules and regulations** declaring why it is unduly burdensome to use actual costs; or
3. *A flat fee [EHB 1595 §3 sub-§(2)(d)]* charge of up to two dollars for any request as an alternative to actual charges when the agency reasonably estimates and documents that the costs allowed are clearly equal to or more than two dollars.

Big Bend has elected to adopt option 2, a default fee schedule. In order to adopt the fee schedule, the college must enact emergency rules while working through the process to permanently amend the rules pertaining to public records at BBCC.

For your consideration, a copy of the proposed emergency rules and fee schedule is included with your agenda.

Prepared by the President's Office.

RECOMMENDATION:

President Leas and VP Kim Garza recommend the Board approve the emergency filing as presented.

Chapter 132R-175 WAC

PUBLIC RECORDS

Last Update: 7/14/03

WAC

132R-175-010	Purpose.
132R-175-020	Definitions.
132R-175-030	Description of central and field organization of Community College District No. 18.
132R-175-040	Operations and procedures.
132R-175-050	Public records available.
132R-175-060	Public records officer.
132R-175-070	Office hours.
132R-175-080	Requests for public records.
132R-175-090	Copying.
132R-175-100	Exemptions.
132R-175-110	Review of denials of public records requests.
132R-175-120	Protection of public records.
132R-175-130	Records index.
132R-175-140	District's address.
132R-175-150	Adoption of form.
132R-175-160	Request for public record.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132R-175-990 Appendix A—Request for public record. [Order 73-8, Appendix A (codified as WAC 132R-175-990), filed 5/4/73.] Repealed by WSR 78-02-017 (Order 3), filed 1/11/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132R-175-160.

WAC 132R-175-090 ~~Copying~~ Costs of providing copies of public records. The college may charge a reasonable fee for providing public records in response to requests under chapter 42.56 RCW received on or after July 23, 2017.

(1) Pursuant to RCW 42.56.120(2)(b), Big Bend Community College finds that is unduly burdensome for the college to calculate the actual costs to provide records due to insufficient resources to conduct a comprehensive study to determine actual costs and the interruption of essential college business that would result from conducting such a comprehensive study.

(2) The college reserves the right to charge fees to the requestor in accordance with the amounts provided in RCW 42.56.120. The college may also use any other method authorized by the Public Records Act for imposing charges for public records including, but not limited to,

Formatted: Indent: First line: 0"

charging a flat fee, charging a customized service charge, or charging based on a contract, memorandum of understanding, or other agreement with a requester.

(3) No fee shall be charged for the inspection of public records or locating public documents and making them available for copying, with the exception of the customized service charge allowed in RCW 42.56.120.

(4) The college may waive charges assessed for records when the public records officer determines collecting a fee is not cost effective.~~The district shall charge a fee of twenty-five cents per page of copy for providing copies of public records and for use of the district copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying.~~

(5) At least five working days may be required to provide copies of public records.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-175-090, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. WSR 78-02-017 (Order 3), § 132R-175-090,

filed 1/11/78; Order 74-22, § 132R-175-090, filed 12/23/74; Order 73-
8, § 132R-175-090, filed 5/4/73.]

BIG BEND COMMUNITY COLLEGE'S PUBLIC RECORDS FEE SCHEDULE

RCW 42.56.120, .130; WAC 132R-175-090

INSPECTION	
No fee	Inspection by requestor at EWU Cheney Campus
No fee	Requester accessing or downloading records EWU posts on its website
COPIES*	
15 cents/page	Photocopies of paper records or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents/page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Files and attachments uploaded to e-mail or other means of electronic delivery (applies if records are already stored electronically and requestor asks for such records to be provided via e-mail or a digital media storage device, such as a CD or thumb drive)
10 cents per gigabyte	Cost for transmitting records in an electronic format, such as e-mail or a digital media storage device)
Actual cost	Cost of a digital storage media device, such as a CD, DVD, or thumb drive
Actual cost	Any container or envelope used to mail copies
Actual cost	Postage or delivery charges
OTHER COSTS	
Cost varies- per other statutes	Records for which other costs are authorized pursuant to laws outside of RCW 42.56. RCW 42.56.130.
Customized service charge- varies depending on the request	If the request requires the use of IT expertise to prepare data compilations or when customized access services are not used by BBCC for BBCC business purposes, BBCC may charge a customized service charge. RCW 42.56.120(3)
Cost varies- actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by BBCC unfeasible. Mailing/delivery and container costs also apply.
DEPOSITS	
10 percent of estimate cost to fulfill request	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds \$25, BBCC may require a 10% deposit. RCW 42.56.120(4); WAC 172-10-080.

*Charges may be combined to the extent more than one type of charge applies to copies responsive to a particular request. Copy charges are assessed for each installment of records provided to the requester.

**Requestors may ask for an estimate of the cost before asking for records to be produced.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #9: Firearms and Weapons WAC (Information)

BACKGROUND:

WAC 132R-117 Firearms and Weapons is outdated and needs revisions. The revision process began in 2016. Documents approved by AAG Catherine Kardong have been filed with the Code Reviser's Office to revise the WAC (see attached). The public hearing for revisions to WAC 132R-117 will be held Tuesday, August 29, 2017, 9:30 a.m. in the Hardin Community Room. The board is not required to attend the hearing. Following the hearing, the final version of WAC 132R-117 will be presented to the board for final approval.

Prepared by the President's Office.

RECOMMENDATION:

None.

WAC 132R-117-010 Firearms and dangerous weapons. (1) Possession,

carrying or discharge of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm ~~explosive, firearm, or other weapon~~ (including shot guns, pistols, air guns, pellet guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property, unless otherwise authorized in this provision.

(2) ~~Only s~~Such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, legally authorized military personnel while in the performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment, ~~shall~~ may possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

(3) An individual with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW

9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view.

~~Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the residence halls coordinator. The storage facility for all other students is in the registration office and is controlled by the vice president of student services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding holidays).~~

(4) Anyone seeking to bring a firearm or other weapon onto campus for ~~display or demonstration~~ purposes directly related to a class or other educational activity must obtain prior written authorization from the vice president of ~~instruction~~ learning and student success or any other person designated by the president of the college. The vice president of ~~instruction~~ learning and student success or other designee shall review any such request and may establish conditions to the authorization. Any permission shall be in writing and subject to such terms or conditions incorporated into the written permission.

(5) Any person may possess a personal protection spray device, as authorized by RCW 9.91.160, while on property owned or controlled by Big Bend Community College.

~~Firearms owned by the institution for use by special interest groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams, must be stored in a location approved by the vice president of student services or any other person designated by the president of the college. Said firearms must be checked out by the club advisor or coach and are to be used by legitimate members of the club or teams in the normal course of the club or team's activity.~~

(6) Violators shall be subject to appropriate disciplinary or legal action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-117-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. WSR 92-20-077, § 132R-117-010, filed 10/5/92, effective 11/5/92.]

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #10: Student Code of Conduct Update (Information)

BACKGROUND:

Documents have been filed with the Code Reviser's Office and the public hearing for the revised Student Code of Conduct WAC 132R-04 is scheduled on Tuesday, August 29, 2017, at 9:30 a.m. in the Hardin Community Room. The board is not required to attend the hearing. Following the hearing, the final version of the Student Code of Conduct will be presented to the board for final approval.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #11: President's Salary (for action)

BACKGROUND:

The Washington Legislature approved a 2% cost-of-living increase for non-represented employees (classified and exempt) effective July 1, 2017. Board action is required for President Leas to receive the Legislative increase.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #12: Board Self Evaluation Committee (information)

BACKGROUND:

The Board Self-Evaluation Committee made up of Chair Juanita Richards, Trustee Stephen McFadden, President Leas, and Dr. Humpherys met July 3, 2017. Chair Richards and Trustee McFadden may discuss the outcome of the meeting.

Prepared by the President's Office.

RECOMMENDATION:

None.

Board Self-Evaluation Committee
July 3, 2017, 2:00 p.m.

Present: Executive Assistant Melinda Dourte, VP Bryce Humpherys, President Terry Leas, Trustee Stephen McFadden, Dean Valerie Parton, and Board Chair Juanita Richards

The group reviewed the documents provided for consideration, including NWCCU Standard 2 Resources and Capacity, BBCC Policy Governance By Laws, list of documents used for the 2015-16 Board self-evaluation, Mission Statement, 2014-15 Monitoring Report Summary, Policy Governance and Board Evaluation Sheet, 2016-17 meeting attendance, Board self-evaluation statement from October 27, 2016 Board meeting minutes.

To keep the board’s focus on its purpose, Stephen suggested adding the second paragraph of the October 27, 2016 Board self-evaluation to the board packet for each meeting.

During the retreat, the trustees will have dedicated discussion time to evaluate their progress toward meeting the Ends Statements.

The trustees will be provided a spread sheet for noting which End statements their activities support. The draft document will be shared with Board Chair Juanita Richards and Trustee Stephen McFadden for their review. Trustees Richards and McFadden will propose to the board that the document be used to assess the board and determine changes to be made in future activities. Melinda will add a column to the agenda tying each trustee action item to an End Statement.

The group discussed how some of the trustees’ activities connect with the End statement, for example, approving the budget, granting tenure, and the chair attending audit exit conferences fit into E-5 Integrity and Stewardship.

The group discussed the Ends, Core Themes, objectives, and confusion around how they fit. Future strategic planning could include matching the Ends and Core Themes. Discussed how values and mission fit in.

Mission, Visions, Values, Ends, and Core themes should inform the governing body and employees to articulate what BBCC is striving to achieve. Discussed how the Ends and Core Themes can be included in a graphic. Discussed how E-1 is the mission statement; E-2, E-3, and E-4 are core themes; and E-5 and E-6 are not directly included in the core themes. The indicators for E-5 and E-6 are weak.

Bryce emphasized the importance of continuing with the current mission and core themes through the current accreditation cycle. We can make updates or changes after the visit in 2020.

Discussed creating a graphic with accreditation at the top for visual representation of the interconnected pieces of the strategic plan.

Accreditation		
Mission		
Core Theme Student Success	Core Theme Excellence	Core Theme Community Engagement
E-2	E-3	E-4, E-5, E-6
Core Objectives	Core Objectives	Core objectives

Board Retreat items to discuss:

- Definition of “Ends,” do we need a better descriptive title?
- 2017-18 self-evaluation process (include document from each board meeting connecting board activities and motions to Ends).
- 2016-17 Policy Governance and Board Evaluation Sheet

The group discussed setting goals to raise the bar, the importance of celebrating when we achieve goals, and ask questions when we don’t achieve the goal.

Shared about NWCCU recommendations. The discussions today are related to strategic planning and assessing, both of which are recommendations to be resolved.

Discussed lowered summer enrollment numbers. As employment rates rise, the community college enrollments historically fall.

Trustee Activity Report

<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	E-1 Mission Deliver lifelong learning	E-2 Student Success Provide access, assist completion, develop skills	E-3 Excellence in Teaching & Learning Support innovation, creativity, high academic standards; professional development	E-4 Community Engagement Support economic development	E-5 Integrity & Stewardship Responsible, prudent resource management	E-6 Inclusion & Climate Welcoming to all
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #13: 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: 8/10/17

ITEM #14: Next Regular Meeting (information/Action)

BACKGROUND:

The next regularly scheduled board meetings are scheduled as follows:

Thursday, October 5, 2017

Thursday, November 16, 2017

Thursday, December 21, 2017

The board may consider rescheduling as follows:

Thursday, October 5 to another date

Thursday, November 16, to Tuesday, November 14

Thursday, December 21, to Thursday, December 14

The board retreat is scheduled on Friday, October 27, 2017.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the dates of the remaining 2017 meetings.

BIG BEND COMMUNITY COLLEGE

Date: 8/10/17

ITEM #15: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

The Association of Washington Business (AWB) will hold a Rural Jobs Summit at BBCC October 24, 2017.

Prepared by the President's Office.

RECOMMENDATION:

None.