



Board of Trustees Regular Board Meeting

**August 11, 2016
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Summer 2016 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	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

August	11	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
Sept	5	Campus Closed in observance of Labor Day
	8	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	12	Back-to-School Breakfast & Faculty In-Service; Masto Conference Center
	19	Fall Quarter Begins
	30	Board of Trustees Board/Administrative Retreat Advance; Hardin Community Room



TRiO Upward Bound Students

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

Study Session Notice

Date: Thursday, August 11, 2016, 1:00 p.m.

Topic: Trustee Participation in Monitoring Report Surveys

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

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

Information: Contact President Terry Leas (509.793.2001).



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, August 11, 2016, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Anna Franz, J.D.
Chair

Miguel Villarreal, Ed.D.
Vice Chair

Jon Lane

Stephen McFadden

Juanita Richards

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
 inspires every student to be
 successful.

Mission

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

Action

- | | | |
|------------------------|-----|--|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran |
| I | 2. | Introductions |
| I/A | 3. | Consent Agenda <ul style="list-style-type: none"> a. Meeting Minutes May 26, 2016, June 10, 2016 (A) b. President's Activity Update (I) c. Student Success (I) d. Assessment (I) e. Capital Project Report (I) f. Safety & Security Update (I) g. Human Resources Report (I) h. Classified Staff Report (I) i. Enrollment Report (I) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Matt Alvarado b. Classified Staff Representative – (VP Garza will provide) c. Faculty Association President – Kathleen Duvall d. VP Finance & Administration – Linda Schoonmaker e. VP Instruction/Student Services – (Pres Leas will provide) f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| A | 5. | Board Chair Elections |
| -----BREAK----- | | |
| Executive Session | | |
| I | 6. | Unmanned Aerial Systems Title V Grant – Dr. Pat Ford |
| A | 7. | Ratify Faculty Association Negotiated Agreement – VP Kim Garza |
| I | 8. | Tort Claims Overview – AAG Mirisa Bradbury |
| I | 9. | Board Policy 1000 BSL – 3 – President Terry Leas |
| I | 10. | Board Retreat – President Terry Leas |
| I | 11. | Assessment of Board Activity – Trustees |
| I/A | 12. | Next Regularly Scheduled Board Meeting – Trustees |
| I | 13. | Miscellaneous –Chair Anna Franz, President Leas |
| Adjournment | | |

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

NEXT MEETING REMINDER – Sept 8/Sept 30 Retreat/October 27

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

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting May 26, and study session and regular board meeting held on June 10, 2016, 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, May 26, 2016, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Jon Lane
Anna Franz
Mike Villarreal

Veteran George Turner led the Pledge of Allegiance. He reported that he served 15 years as a Russian linguist for Air Force diplomatic interpretation. He said the focus in BBCC classes balances theory and practicum. He plans to transfer to CWU in the fall.

2. Introductions

ASB President Blake Springer introduced the 2016-17 ASB President Matt Alvarado.

3. Consent Agenda

a) Approval of Study Session and Regular Board Meeting Minutes April 7, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report.

Motion 16-30 Trustee Jon Lane moved to approve the consent agenda.
Trustee Mike Villarreal seconded, and the motion carried.

There were no public comments.

4. Remarks

a. ASB President Blake Springer reported ASB and club activities. ASB held a Pandafest on Tuesday, April 12, with 275 in attendance, followed by a terrific motivational speaker, Ash Beckham, who was co-sponsored by ASB and the Gay Straight Alliance (GSA) club.

There were 155 students/employees at ASB's quarterly movie night in Ephrata at the Lee Theater. The first ASB Casino night entertained 100 students.

ASB also hosted Fiestafest with 154 attending. They also provided motivational speaker Luis Ortega as part of the multi-cultural program.

ASB brought comedian Lucas Bohn to campus. Student Recognition Night was attended by 225 people, attend and 36 students and one part-time and two full-time faculty members received awards. Developmental English Instructor

Dawnne Ernette announced the winners of the Big Bend Community College Writing Contest at the Student Recognition Night.

ASB will end the quarter with a family Surf 'n Slide night June 6~~th~~ for all students and their immediate family members to attend for free. June 7 there will be free pool in the game room and in the evening, ASB will sponsor free pizza and soda for the Library Campout. The library will be staying open late that evening as well.

Two advisors and two students attended PTK's international conference "NerdNation" in Washington, DC April 6-9. Monday, May 9, PTK inducted 22 new members. The chapter held a car wash June 6, and they provided concessions for the ASB Third Thursday event May 19 and the April 23 Central Basin Community Concert Association.

PTK assisted in the BBCC Job & Career Fair, Educate! and Cellarbration! They are getting ready to conduct their quarterly Book Buy Back Bake Sale Wednesday and Thursday, June 8-9.

Members will be assisting in the Commencement ceremony, serving as grey gowns. Phi Theta Kappa will host the PTK Greater NW Regional Summer Conference July 16-17 on the BBCC campus.

- b. STAR Committee Co-Chair Robin Arriaga provided the Classified Staff update, reported on the campus community service project, and thanked Barbara Collins for working with the City of Moses Lake to coordinate the Vision 20/20 clean-up day. Employees accomplished lots of work and enjoyed getting to know other employees. Robin thanked Instructor Jennifer Brooks for organizing nursing students to help with the project.

President Leas held two local and global discussion sessions for Classified Staff April 14, which provided staff an opportunity to discuss issues with him. May 19 Workplace Etiquette and Professionalism training was offered.

Classified Staff donated a planter to the Cellarbration! auction. Barbi and Rob Johnson added flowers to the planter.

May 17 co-chair Robin Arriaga met with President Leas to discuss the recommendations for the Presidential Award for Meritorious Service.

The next Classified Staff community service project will be focused on honoring veterans by helping participants during a Veteran's parade.

- c. Faculty Association President Kathleen Duvall reported faculty news. Librarian Libby Sullivan shared that the Bonaudi Library will host its first "college reads" program starting next fall. Thanks to a generous donation, the library will provide

120 books on a first-come, first-served basis to students who want to participate in this college-wide book club. This year, the book will be *We Live in Water: Short Stories*, by Jess Walter. The author, who lives in Spokane, will be coming to visit the college in November to do a reading as well as a Q&A session with the college community. You can find out more about both the book and the reading program on the college library website (at <http://libguides.bigbend.edu/home>), under the One Book, One College link.

Criminal Justice and Psychology Instructor Dr. Ryann Leonard reported that May 19, the 10th and last annual Community Partnership Against Substance Abuse Event was held on campus. Over 150 local middle and high school students attended as well as college students. A mock crash educated attendees about the dangers of driving while impaired ~~with our youth~~.

English Instructor Matt Sullivan volunteered to be a judge for the Write-on-the-River Fiction contest again this year. Write-on-the-River is a community organization based in Wenatchee that focuses on bringing writers from the region together for events, readings, and education related to writing and publishing. For the contest, he read and ranked a lot of short stories, mostly written by people in our region, helped pick the winners, and wrote critiques with feedback and advice for the entrants. Also, a few weekends ago, Write-on-the-River hosted their annual conference at Wenatchee Valley College, and Matt was one of the guest presenters. He presented a double-session on Saturday morning called "Here Comes Trouble," about using conflict in stories, as well as two afternoon sessions on generating writing ideas. It was challenging and enriching.

Physics & Astronomy Instructor Dr. Jim Hamm participated in a STEM night at Endeavor Middle School May 19. He set up several physics demonstrations to show kids about electricity, magnetism, and optics. STEM Grant Director Sarah Adams also had a table set up with students from the Lindy Hoppers and the Engineering Club conducting demonstrations.

- d. VP Linda Schoonmaker reported she is working through the permit process for the drone netted facility. The remodel of the administration building (1400) will begin June 27. She is arranging a meeting to coordinate employee moves.
- e. VP Bob Mohrbacher reported enrollment is up at BBCC; many other college enrollments are down. BBCC is not in the situation to cut classes and/or programs like other colleges. The Assessment committee is working with programs on program and degree outcomes. The Northwest Commission on Colleges and University recently stated that BBCC was not articulating and assessing programs regularly, the committee is working on that plan. An ad hoc accreditation visit will occur next spring. BBCC was a Guided Pathways grant finalist but not selected to receive the grant. We will have another opportunity in two years.

Trustee Jon Lane congratulated Dr. Mohrbacher for being chosen as the next President of Centralia College.

- f. VP Kim Garza shared that the faculty negotiations meeting was held last week. Future meetings are scheduled, and they hope to finish by July 31. A special board meeting may be scheduled for the trustees to ratify the draft contract. The Celebration Luncheon is scheduled on June 3.
- g. Executive Director of the Foundation LeAnne Parton reported that Cellarbration! was a wonderful success. She thanked the trustees for their support. The preliminary gross is \$108,807, \$13 over last year's gross. The Intervention Scholarship raised \$12,850.

Executive Director Parton also reported that she has received a verbal donation commitment of \$100,000 for the Aviation Department to be used for the instructors. A call was received today for a nursing department memorial donation.

Trustee Jon Lane asked for a report on the intervention scholarship funds for the next meeting. Executive Director Parton reported that all intervention scholarship awards go through the Financial Aid Director Jeremy Iverson based on information from the student and the faculty/staff documentation of need. The \$10,000 Weinstein Funding is totally disbursed each year. There is also a \$600 nursing intervention fund available.

5. Exceptional Faculty Awards (EFA)

English Instructors Matthew Sullivan and Steve Close presented their EFA reports to the board. Instructor Sullivan shared that he attended many workshops at the Association of Writers and Writing Programs Conference that focused on multicultural issues in creative writing in higher education. He said the wall between genre fiction and academic writing has come down.

Instructor Steve Close teaches a science fiction class. He observed that BBCC is on track with appropriate offerings, which are more appealing than traditional literature classes. He also learned to think about writers less technically and more focused on their perspective and heart.

President Leas presented the EFA checks to Instructors Sullivan and Close.

Trustee Mike Villarreal commented that professional development is an important investment.

At 2:09 p.m., Board Chair Stephen McFadden announced a 15-minute Executive Session to discuss items provided for in 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 2:25 p.m. with no action taken.

6. Rho Zeta Presentation

Phi Theta Kappa (PTK) Advisor Barbara Whitney reported Instructors Brinn Harberts and Dawnne Ernette have joined her as advisors, and she is mentoring them. Rho Zeta President Zhane Serrano described the chapter's projects. Rho Zeta completed their Honors in Action (HIA) and College Project (CP) to earn 5-Star designation. Their HIA project focused on hosting a Myers Briggs Type Indicator session for participants based on the idea that when we know ourselves better, we understand others better. The CP involved students signing pledges to officially commit to completing their degrees.

Rho Zeta also hosted the 2015 summer and fall conferences and earned the following awards at the 2016 spring conference: Most congenial chapter, 5-Star, Yearbook Award, Dibraun Fine Arts Award, 2nd place HIA Theme, and Advisor Whitney earned the Horizon Award.

President Leas presented Advisor Whitney with a special award pin from International PTK. He also announced that Rho Zeta member Melinda Dourte is the current District 3 Regional VP.

7. AmeriCorps Presentation

AmeriCorps Coordinator Christina Chesnakov shared about the College Access Corps (CAC), which is focused on increasing academic engagement and serving economically disadvantaged youth. She recruited and trained CAC coaches to visit partner schools (Warden, Soap Lake, and Endeavor Middle School) to implement college access activities. The program creates bridge between BCC and local schools to encourage students toward higher education.

CAC Coach and welding student Scott Walker, said he really enjoyed connecting with the students. CAC Coach Thomas Jermyn said his experience coaching has encouraged him to become a teacher; he likes sharing knowledge with others.

Coordinator Chesnakov said the coaches definitely benefitted the students with whom they worked. Scott and Thomas both received the Presidents' Award from WA Campus Compact, President Leas presented.

8. Employee Recognition

Three employees were recommended to the board for Emeritus Status: Instructor John Carpenter, Associate VP Candy Lacher, and Director of Public Information Doug Sly.

Motion 16-31

Trustee Jon Lane moved to award Instructor John Carpenter Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.

Motion 16-32 Trustee Mike Villarreal moved to award Associate VP Candy Lacher Emeritus status. Trustee Jon Lane seconded, and the motion carried.

Motion 16-33 Trustee Jon Lane moved to award Director of Public Information Doug Sly Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.

Five classified staff nominees were recommended to Dr. Leas for Presidential Awards for Meritorious Service. President Leas said Kim Helvy worked in the BBCC payroll area for 25 years. She also participated in volunteer activities such as the BBCC Relay for Life Team. Donna Brown worked in the math lab and was employed by BBCC for 18 years. She provided math and science assistance to students and was “the glue that held the department together.” Aviation program coordinator Irene Osumi worked for BBCC 25 years. She was very encouraging to students and volunteered for the BBCC Relay for Life Team. Hope Strnad was an integral part of the business office, described as a “legend,” for 31 years. She also worked with the Classified Staff Committee and the BBCC Relay for Life Team. Lastly, Garry Helvy was the campus carpenter for 31 years. Every building contains a piece of Garry’s master craftsmanship. He often assisted students behind the scenes and was also part of the BBCC Relay for Life Team. The Presidential Award for Meritorious Service is an important recognition of the important service classified staff perform. Trustee Jon Lane commented on the great value of this honor.

9. Nursing Program Presentation

Katherine Christian, Director of the Nursing Program, presented information on balancing rigor and retention in the nursing program. There have been many changes in the nursing profession since Director Christian became a nurse in the 1970s. Soft skills, technical skills, and knowledge requirements are all required upon graduation. The nursing program includes 24 students per year, 80+ applications are received, there is a 50-point admission matrix, and an 80% grade is required to pass.

The Test of Essential Academic Skills (TEAS) scores are used along with work experience in the admissions matrix leading to more successful students.

Passing the National Council Licensure Exam (NCLEX) is required for licensure. To meet accreditation standards, the nursing program must also maintain student first-time exam pass rate at or above the national mean, which was 85% in 2015. The classes are offered in sequence and if students do not pass a class, they must wait two years to re-enter the sequence. Director Christian counsels students, and the Intro to Healthcare Studies is a nursing survival skills class.

The 2005 nursing student cohort experienced the departure of two directors and the NCLEX pass rate dropped to 62.5% with an 88% retention rate. The retention rate and pass rate often swing opposite, one is down and the other is up. In 2013, the nursing program incorporated flipped classrooms using recorded lectures. Changing the model

was difficult for students. The 2014 cohort has a higher satisfaction rate than the 2013 group. BBCC's program out performs the state attrition and pass rate.

Trustee Jon Lane thanked Director Christian for the informative presentation and said he was impressed with the nursing graduates he recently encountered at Samaritan Healthcare. Trustee Mike Villarreal commented that the evolution of the program with the flipped model is creating better nurses and educators.

10. League for Innovation

SIM Tech Coordinator Andrea Elliot shared information about her and Early Childhood Education Development Specialist Jenny Nighswonger's attendance and Excellence Awards at the 2016 Innovations Conference in Chicago, IL. Biology Instructor Kathleen Duvall also attended and earned an Excellence Award. Instructor Duvall's award was based on her combined class of botany and drawing. Specialist Nighswonger's award was for redesigning curriculum to meet state competencies for accessibility and transfer pathways. Coordinator Elliot's award was for coaching healthcare faculty to think innovatively to implement a high-fidelity medical simulation lab. The conference highlighted the Integrity Challenge, which included ideas for processing ideas about honesty, trust, fairness, respect, responsibility, and courage with students. Coordinator Elliot has implemented this model in her classroom. They also shared ideas for new faculty teaching academies, which will be incorporated into a Canvas class.

11. Assessment of Board Activity

Trustee Jon Lane reported that he is campaigning to become the ACT Conference president, and he is focusing on celebrating success, partnering with K-12 partners, and creating safe and welcoming campus environments. He attended the recent WACTC meeting in his role as ACT President-elect. Trustee Lane also shared that he helped develop an active shooter video. He will provide the video to Melinda for sharing.

Trustee Lane stated there is an inadequacy in funding for Higher Education compared to K-12. Community colleges train over 360,000 students a year. As an engine for social and economic equity, we should not be funded last. Trustee Lane also stated that he attended Cellarbration! and the JATP farewell picnic.

Trustee Mike Villarreal reported that he attended the industry lunch meeting in Othello, which is linking Simplot, McCain, and other leaders to community resources and workforce opportunities. He attended Cellarbration! and was impressed with BBCC alumni Timothy Woodiwiss.

Trustee Anna Franz attended the ACT conference and Cellarbration!

12. Next Regularly Scheduled Board Meeting

The next meeting is scheduled on June 10. VP Linda Schoonmaker will present the draft 2016-17 operating budget.

13. Miscellaneous

President Leas reported that he met with Moses Lake School District (MLSD) Superintendent Michelle Price. They discussed linking CBTech's Criminal Justice program to BBCC. They also discussed the Early Childhood Education program and ideas to address the teacher shortage. We will work to schedule a joint meeting with the MLSD School Board and the BBCC Board of Trustees.

Dr. Leas announced the BBCC Band concert will be held June 7.

The meeting adjourned at 3:50 p.m.

Anna Franz, Vice Chair

ATTEST:

Terrence Leas, Secretary

The Big Bend Community College Board of Trustees held a Study Session to review the 2016-17 State Operating Budget Friday, June 10, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

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

1. 2016-17 State Operating budget

VP Linda Schoonmaker shared the 1966-67 preliminary budget to contrast with today's presentation of the 2016-17 preliminary state operating budget and documents highlighting the old and new models of the allocation funding. BBCC will receive approximately \$47,000 more with the new model.

VP Schoonmaker shared highlights from the draft 2016-17 state operating budget. Students will see a slight increase in tuition due to an increase in building fees. The carryover is slightly lower than last year. The 2.5% "reserve" label has been changed to "contingency" to reflect board policy wording. The President's budget includes .5% of the contingency, and the other 2% of the contingency amount is held in the administration budget. The 2017 Initial GFS operating allocation is \$10,154,845; this amount could be adjusted. BBCC will receive approximately \$929,000 for the Student Achievement Initiative.

There were some adjustments to the budget accounts due to moving funding into more efficient accounts, such as the anticipated retirement buyout fund merging into one placeholder account, and the budget for the Dean of IR was moved from academic to administration to align with ctcLink coding structures.

Institutional support accounts include funding for the president and three VP positions, foundation, phones, word services, finances, contingency funding (reserves), and the design of PTEC.

The differences in the initial operating allocation from last year are tied to pass-through adjustments; for example, health insurance increases and pension rate changes, compensation increases for state employees, and SBCTC earmarks and provisos.

The source of operating funds has risen from 57% from the state last year to 59% from the state this year. The breakout of expenditures by program is 42% to instruction, 5% to academic administration, 3% to the library, 12% to student services, 22% to administration, and 16% to maintenance & operations. Total institutional funds include 53% from operating budget and 47% from grant, contracts and proprietary accounts.

As an advocate for the system, Trustee Jon Lane asked about areas of financial struggle. Dr. Leas responded that due to federal grant funding, BBCC currently is not struggling to the same degree as some other institutions. Executive Director of the Business Office Charlene Rios stated BBCC needs better facilities and larger classrooms in which to teach students. VP Mohrbacher responded that more full-time instructors should be hired. Faculty Association President Kathleen Duvall commented that part-time faculty members are paid only a fraction of the full-time salary to instruct the same number of credits. She also said that full-time faculty members teach overload classes at a reduced rate. The gym floor also has to be replaced, and the state will not allow state funding to be used for athletics.

The Governor's staff members have reported that they do not anticipate new revenue.

The meeting adjourned at 2:12 p.m.

Chair Stephen McFadden

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Friday, June 10, at 3:00 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

Veteran, student, and Vet Corps Navigator Jared Lee and Veteran and EWU student Allen Pettigrew led the pledge of allegiance together. Jared is from Chewelah, WA, and he served in the Marine Corps, searching for roadside bombs in Afghanistan. He is transferring to EWU. Allen is a EWU student. VP Mohrbacher complimented Jared Lee for leading the Veterans Center at BBCC.

Board Chair Stephen McFadden announced that today we will conduct a hearing on the proposed amendment of Big Bend Community College's rules in the Washington Administrative Code, Chapter 132R-04, Student Conduct Code. He advised anyone who would like to present oral testimony to sign in on the Public Hearing Sign-in Sheet, which is available at the back of the room.

VP Linda Schoonmaker introduced BBCC graduate and former Director of the STEM Grant James Saucedo as the Director of Facilities and Capital Projects.

3. Consent Agenda

a) President's Update (I); b) Student Success Update (I); c) Assessment Update (I); d) Human Resources Report (I); e) Enrollment Report.

Motion 16-34 Trustee Mike Villarreal moved to approve the consent agenda. Trustee Juanita Richards seconded the motion and the motion carried.

4. Remarks

- a. ASB President Blake Springer reported ASB events. Family Surf n Slide, held June 6, was fun for 140 participants. ASB also hosted free pool in the game room this week. Phi Theta Kappa held a book buy back bake sale earlier this week. Some of the donations will be donated to the BBCC Relay for Life Team.
- b. Classified Staff Representative Robin Arriaga was not in attendance.

- c. Faculty Association President Kathleen Duvall shared information from the English and Spanish Early Childhood Education Certificate Celebrations. Rebecca Montemayer was named outstanding ECE student.
- d. VP Linda Schoonmaker reported she is organizing PTEC meetings and negotiating the design contract with RGU Architects.
- e. VP Bob Mohrbacher reported the Criminal Justice and SIM tech programs were approved by the Northwest Commission on Colleges and Universities. He credited team members working to get these programs approved: Dean Kara Garrett, Director Terry Kinzel, Andrea Elliot, Jen de Leon, Instructor Ryann Leonard and others who were instrumental in the process.

The engineering degree is very close to being approved. The mechatronics program, part of the UAS grant certificate, will be developed next. VP Mohrbacher complimented staff and faculty for the work developing programs for accreditation approval.

Dean Kara Garrett reported that she is working to link the criminal justice program at CBTech with the BBCC program. The respective advisory committees will be comprised of employees from each school.

VP Mohrbacher complimented the GED/HS21 completion ceremony and thanked trustees for attending. In the budget the new formula for weighted FTEs includes ABE, high-demand workforce, and STEM courses. BBCC was second to last for the percentage of weighted FTEs. College officials strategized to raise the rate and now BBCC advanced four more slots.

VP Mohrbacher explained that the helicopter program closed. There were issues with what the Veterans Administration would pay based on the percentage of veteran to non-veteran students in the program.

- f. VP Kim Garza reported screening committees are ~~working through~~ scoring applications. The VP screening committee will complete scoring applications by June 16.
- g. President Leas provided the Foundation report for Executive Director LeAnne Parton. Cellarbration! was a wonderful success. Last year the event grossed \$108,794, and this year the gross is \$109,321.

The Foundation has received from Colleen Lamb, Delbert Lamb's daughter, a donation commitment of \$100,000 for the Aviation Department to be used for the instructors. She will deliver the check June 24.

The Barbara "Peggy" Harris Nursing Scholarship has been started. Ms. Harris was one of the founding BBCC nursing instructors, and she passed away two weeks ago.

5. Exceptional Faculty Award

AMT Instructor Erik Borg thanked the board for the Exceptional Faculty Award that funded his attendance at the Aviation Technical Education Council conference in Georgia. He attended avionics training and learned about unmanned aircraft systems program development. Erik brought information back for the Director of the UAS grant Dr. Pat Ford. Erik explained that BBCC has the only competency-based AMT program in the U.S. Trustee Mike Villarreal encouraged promoting the unique “competency-based” feature of the program.

6. 2016-17 State Operating Budget

Motion 16-35

Trustee Jon Lane moved to approve the 2016-17 State Operating budget. Trustee Mike Villarreal seconded the motion, and the motion carried.

7. Excellence in Teaching & Learning AMP Report

Dean Valerie Parton stated this report focuses on innovation, academic standards, and professional development. Faculty were very involved in the reporting and rating process. She hopes to improve participation in the campus-wide rating process next year. BBCC uses program audits, which follow a 3-year cycle, to provide improvement ideas for programs. Results from the audits include action items about improved communication about new initiatives and the 2.0 GPA standards.

VP Kim Garza shared information regarding professional development and performance evaluations. She discussed the history of completed performance evaluation rates and the new evaluation process. VP Garza shared data including the completion rate of 16% for administrative exempt staff and 69% for classified staff. Past manual processes are being reworked into a new auto-populating program that will send tasks and reminders. VP Garza emphasized that she is following the “do, check, act” process to continue improving. She anticipates there will be a marked improvement in the performance evaluation completion rates, which will help employees accomplish goals. Dr. Leas announced that VP Garza recently completed her Master’s degree and evaluating and improving BBCC’s performance evaluation process was part of her capstone project.

Motion 16-36

Trustee Jon Lane moved to approve the Excellence in Teaching and Learning AMP monitoring report. Trustee Mike Villarreal seconded the motion and the motion carried.

8. Student Code of Conduct

Board Chair Stephen McFadden called the hearing on the proposed rules to order. He invited anyone who would like to testify and had not already signed in to please sign up on the sign-in sheet located in the back of the room. This sheet is used to call forward individuals for testimony. He also advised everyone in attendance that this hearing is being tape recorded, and the tape from this hearing will become part of the official rule-making file. For the record, this hearing is being held on June 10, 2016, at the Hardin Community Room in Moses Lake, Washington pursuant to the authority given the Board under RCW 28B. 50.140(13), and subject to the Open Public Meetings Act, Chapter 42.30 RCW, and the Administrative Procedures Act, Chapter 34.05 RCW.

A Pre-notice Inquiry was filed with the State Register on February 22, 2016, and published in the Washington State Register on April 22, 2016. A Notice of Proposed Rule Making, which included notice of the hearing, was filed and published with the Washington State Code Reviser's Office on April 22, 2016. This hearing is being conducted to consider written and oral testimony on the following proposed amendment of WAC Chapter 132R-04, Student Conduct Code and will consist of two parts: a brief technical presentation on the proposal by Vice President Bob Mohrbacher, after which there will be an opportunity to ask any questions on the proposed rules, and oral testimony.

The rules for testimony: Chair McFadden will call up those who have signed up to testify in order. Please limit your testimony to five minutes. If you have written comments, we would appreciate a copy for the hearing record.

Chair McFadden asked Vice President Bob Mohrbacher to briefly explain the proposal and give you the opportunity to ask questions.

VP Bob Mohrbacher reported the student code of conduct revision process began last year to include information in the Violence Against Women Act (VAWA), Title IX Office of Civil Rights updates, and the federal law regarding marijuana. VP Mohrbacher has been working with the AAG's office throughout the process.

Chair McFadden call for testimony. There were no individuals on the testimony sign-up sheet. This hearing has been held to consider testimony on the proposal to amend WAC 132R-04 of Title 132R WAC, Student Code of Conduct. There were no comments from Board members.

Motion 16-37

Trustee Anna Franz moved to approve the amendment of WAC 132R-04, Student Code of Conduct. Trustee Juanita Richards seconded the motion and the motion carried.

9. Assessment of Board Activity

Trustee Jon Lane reported that he attended the WACTC meeting at Columbia Basin College as part of his role as ACT President. He also attended the GED graduation and complimented Director Tyler Wallace and staff for a great celebration. Trustee Lane is attended the ACT Conference and Legislative Action Task Force meeting with public information officers, presidents, and trustees to discuss messaging. He shared that there were discussions on school violence, evaluating presidents, and the fine line for trustees to stay informed and still operate at the policy level.

Trustee Juanita Richards reported that she attended the Foundation meeting on April 14 and the ACT Conference in in Bellevue. She also attended Cellarbration! Trustee Richards hosted and attended some of the BIM mock interviews at ~~the~~ Horizon Credit Union. She also attended the GED/HS21 graduation and complimented Director Tyler Wallace for his public speaking.

Trustee Mike Villarreal attended the GED/HS21 graduation and agreed that it was a great event that highlighted partnerships.

Trustee Anna Franz attended the campus celebration luncheon and a presidential evaluation process sub-committee meeting.

Trustee Stephen McFadden reported that he enjoyed Cellarbration!; it was a great meal, good networking, and BCC alumni Tim Woodiwiss was a great speaker. He also attended the campus excellence luncheon, the GED/HS21 graduation, and the presidential evaluation process sub-committee meeting. Trustee McFadden reported that Trustee Franz will draft a presidential evaluation process for review and finalization at the annual retreat for implementation during the next year.

10. Next Meeting

The next regularly scheduled board meeting is scheduled for August 11. The trustees requested a study session on August 11 from 1:00-1:30 to discuss online assessment for the AMP and participation.

11. Miscellaneous

President Leas invited the trustees to attend the joint retirement celebration for Associate VP Candy Lacher and Director of Public Information Doug Sly. He also reported that he recently met with Grant County EDC Executive Director Linda Martin. She toured BCC and learned about SIM Tech and STEM. Director Martin is familiar with drones and would like to meet with Dr. Ford.

President Leas met with Representative Tom Dent to discuss a potential donation valued at \$800,000 to the aviation program. Alaska Airlines has a 737 full motion simulator that will be rotated out. There will be more discussion on this topic as Rep. Dent learns more.

Trustee Jon Lane requested a board presentation of the drone program. President Leas will arrange for Dr. Pat Ford to share information.

The meeting adjourned at 4:10 p.m.

Chair Stephen McFadden

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 31, through July 29, 2016, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/31/16	Meeting with State Rep Tom Dent	Alaska Airlines	Moses Lake	
	Exit Lunch with Retiree	Feedback	Moses Lake	
	Dean of IR Valerie Parton	Program Support	BBCC	
6/01/16	German Flash Mob	Excellence in Teaching & Learning Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Director of Title V Terry Kinzel	Program Support	BBCC	
6/02-03/16	WACTC Meetings	System Support	Columbia Basin College	Trustee Jon Lane
6/03/16	Celebration Luncheon	Celebrate Excellence in Teaching & Learning	BBCC	
	Wayne Freeman Memorial Services	BBCC Support	BBCC	
6/06/16	Underrepresented Parents Project	Program Inquiry	BBCC	
	Donor Luncheon	Foundation Support	Moses Lake	
	Personnel	Program Support	BBCC	
6/07/16	CBH Editorial Board	Community Engagement	BBCC	
	ASB Speaker	Program Support	BBCC	
	NOA Director Pat Ford	Program Support	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
	North Central WorkForce Development Board Meeting	Community Engagement	Moses Lake	
	BBCC Band Concert	Program Support	BBCC	
6/08/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Commencement Planning	Student Success	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Retirement Party	Celebration	Moses Lake	
	GED & HS 21 Ceremony	Student Success	BBCC	
6/09/16	Automotive BBQ	Celebration	BBCC	
6/10/16	Board Sub-Committee	President's Self-Evaluation	BBCC	Trustees Anna Franz, Stephen McFadden
	Board of Trustees Study Session	Budget	BBCC	
	Board of Trustees Regular Board Meeting	College Guidance	BBCC	
	Commencement	Student Success	BBCC	
6/13/16	Exit Lunch with Retiree	Feedback	BBCC	
	Foundation Executive Director LeAnne Parton	Donation Discussion	BBCC	
	Personnel	Career Goals	BBCC	
6/14/16	Skillsource Building	Tour	Othello	
6/15/16	Grant County EDC Board Meeting	Community Engagement	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Samaritan Health Strategy & Finance Meeting	Community Engagement	Moses Lake	
	Heritage University President Bassett	Partnership	BBCC	
	Exit Luncheon	Feedback	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	Retirement Party	Celebration	Moses Lake	
6/17/16	Director of Title V Terry Kinzel	Program Support	BBCC	
6/20/16	Dinner with ASB Officers	Student Support	BBCC	
6/21/16	Cabinet Meeting	Information Sharing & Consultation	BBCC	
	STEM Director			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Sarah Adams	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Rotary Foundation Meeting	Community Engagement	BBCC	
6/22/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	SBCTC Meeting	Budget Presentation	Wenatchee Valley College	
	Grant County EDC Board Retreat	Community Engagement	BBCC	
	Foundation Meeting	Guidance	BBCC	
6/24/16	Standing Committee Meeting	Guidance	BBCC	
6/27/16	Sonico Groundbreaking	Community Engagement	Moses Lake	
6/28/16	Columbia Basin Editorial Board	Community Engagement	Moses Lake	
	Exit Lunch with Retiree	Feedback		
	NOA Director Pat Ford	Program Support	BBCC	
	Director of TRiO Upward Bound Anita DeLeon	Program Support	BBCC	
6/29/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
6/30/16	Foundation Meeting	Guidance	BBCC	
	Rep Tom Dent & Sen Judy Warnick	BBCC Support	Moses Lake	
7/1/16	New Employee Orientation	Guidance	BBCC	
	Port of Moses Lake 50 th Anniversary (Speaker)	Community Engagement	Moses Lake International Airport	
7/05/16	Director of Title V Terry Kinzel	Program Support	BBCC	
	WACTC Critical Issues Committee Conference Call			
	STEM Director Sarah Adams	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/06/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	New Employee Orientation	Guidance	BBCC	
7/07/16	Welcome Statewide Working Success Network	Climate	BBCC	
	Internal Meeting	Discuss Advisory Board Meetings	BBCC	
	StrengthsFinder Workshop	Professional Development	BBCC	
	Internal Meeting	Title IX Athletics	BBCC	
7/08/16	Internal Meeting	Social Media	BBCC	
	Internal Meeting	Athletics	BBCC	
7/11/16	Capital Committee	Guidance	Conference Call	
	VP Candidate Interview	Feedback	BBCC	
7/12/16	Dean of IR Valerie Parton	Program Support	BBCC	
	VP Candidate Interview	Feedback	BBCC	
7/13/16	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Internal Monitoring Team Meeting	Pathway Access to Healthcare Professionals	BBCC	
	VP Candidate Interview	Feedback	BBCC	
7/14/16	Foundation Meeting	Donor Appointments	BBCC	
	Internal Meeting	Discuss Sen Patty Murray's Staff's Visit	BBCC	
7/15-19/16	Vacation			
7/20-22/16	WACTC Retreat	System Support	SeaTac, WA	
7/25/16	Internal Meeting	Athletics	BBCC	
	Internal Meeting	Student Services Commission	BBCC	
	Internal Meeting	Board Retreat	BBCC	
	Internal Meeting	Athletics	BBCC	
	Director of Title V	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Terry Kinzel			
7/26/16	Continuity of Operations Planning and Risk Management	Safety & Security	BBCC	
	Othello Industry Council	Community Engagement	Othello	
	VP Orientation	Guidance	Phone Call	
	Internal Meeting	Residence Halls	BBCC	
	Internal Meeting	Communication	BBCC	
	Regional Governance Education: Managing Complexities of Compliance in Healthcare	Community Engagement Professional Development	CBTech	
7/27/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
7/28/16	Excellence in Management Training	Professional Development	BBCC	
7/29/16	Internal Meeting	Personnel	BBCC	

Big Bend Community College

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

c. Student Success:

The Achieving the Dream Data Team is currently analyzing course-taking patterns of students who stopped out and of Transfer Students who are enrolled three years after their initial fall quarter. This information will provide a better understanding of when and where students are struggling and inform the decision-making process on student-success strategies to help more students succeed.

Big Bend Community College will send two representatives to the 2016 Data & Analytics Summit in College Park, Maryland. Developing data and technology capacity to support a culture of evidence is a cornerstone of Achieving the Dream's reform work, and Achieving the Dream Colleges report that learning to collect, analyze, and present data more effectively has led to noteworthy improvements in student success.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

d. Assessment Update

BBCC's Institutional Research and Planning is summarizing the results of the following surveys:

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

The feedback will provide information on students' BBCC experience and help the college determine if there are areas where we can enhance the student experience.

Prepared by Dean of Institutional Research Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

Ongoing Projects:

Drone Netted Facility: We experienced some delay in the variance permitting application process, and the County Planning department provided recommendations for us to obtain a height clearance letter from the Port of Moses Lake instead of the variance application. The Port was gracious enough to do so, and we now have our County permits. We are currently waiting for Federal Aviation Administration (FAA) paperwork to be approved. We anticipate an August 22 start date for the poles and netting to be erected.

Baseball Field Wind Storm Damage/Renovation: The substantial completion document was signed in July. We are waiting on two items before signing off on final completion-- feedback from the netting supplier on the installation of the netting and a small edge area of concrete repair.

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

Professional Technical Education Center (New Building): 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.

Building 1400 Student Center Remodel: Construction began on time, June 27, 2016. The contractor has completed demolition and is completing interior framing. Relocated services for students are functioning well.

History:

Drone Netted Facility:

5/26/2016: We received approval from the federal contracting officer to move forward. Burton Construction was issued the NTP (Notice to Proceed) on May 4th. Scheduling of the resurfacing of the tennis courts and the removal of the old tennis net poles is being planned now between Burton and their asphalt subcontractor.

4/7/2016: We have a project quote and construction documents for the work to be performed to repair the old tennis court surface and to erect the netted facility, to include an 8-ft-high cyclone fence enclosure to restrict casual access. At this time, the grant director is reviewing these documents with the federal contracting officer to gain the necessary authorization to proceed with obligating the federal funds.

3/3/2016: A Public Works Request has been submitted to DES to include possible engineering design for the netting enclosure. Small discussion with Kansas State University-- they actually used a golfing range designer out of Florida to assist with their design! This facility is planned to be located over the unused tennis courts directly south of the Baseball field.

Baseball Field Wind Storm Damage/Renovation:

5/26/2016: There are a few follow up items to be completed/repared, but the backstop is repaired and renovated and we have been playing on the field.

4/7/2016: Grant County has issued the permit, and we are awaiting the arrival of the poles from Pennsylvania before we can start actual construction.

3/3/2016: The construction company is waiting for the bases to the poles to arrive before they can begin erecting the half wall around the backstop.

1/21/2016: The baseball field sustained wind storm damage on November 17, 2015 and during the assessment of the damage some additional renovation to the parts to be repaired was desired. Athletic funding will cover the costs of repair/renovation. We have an estimate from the contractor and are working on reducing the estimate and finding some innovative ways to stretch the existing athletic funding available to make these repairs/renovations. Best case scenario is that we can complete the construction before our 1st game the end of March.

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

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.

Professional Technical Education Center (New Building):

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 1400 Student Center Remodel:

5/26/2016: Bids are completed and the selected construction contractor is Western States. We are waiting on the plan review from Grant County and expect to have approval the 4th week of June, and then a NTP for Western States the week following. Approximately 120 days from NTP to completion of the work.

4/7/2016: We met with the architect and the lighting engineer to go over the final construction plans and locations of electrical, IT cabling, and wireless points. We should have final design mid-April and out for construction bid shortly thereafter. We will be locating staff to various locations around campus but trying to keep essential student contact (registration/financial aid/counselors) in bldg. 1400 to make access easier for our students.

3/3/2016: We met several times to discuss and review several possible floor plans for this space. We wish it to be inviting and welcoming and continue to serve our students as well as our staff in an efficient manner.

1/21/2016: The second meeting was held, and general agreements on how the space should be organized were made. A couple of possible floor plans have been provided and another meeting is to be scheduled the 4th week of January.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

f. **Safety & Security Update**

Director of Safety & Security Kyle Foreman provided the following information.

MONTHLY CAMPUS SAFETY REPORT – JULY 2016
 MILES DRIVEN ON PATROL: 1173
 HOURS OF VEHICLE OPERATION: 68.7
 HAZARDOUS MATERIALS LISTED IN INVENTORY: 1220
 CLERY TIMELY WARNINGS: 0
 CLERY EMERGENCY NOTIFICATIONS: 0

JULY 2016 INCIDENTS

Report Number	Report Date	Report Incident Types	Location
16-BC-074	07/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-075	07/14/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR
Total Records: 2			

INCIDENTS FOR 2016

Report Number	Report Date	Report Incident Types	Location
Total Records: 40			
16-BC-003	01/05/16	MEDICAL EMERGENCY	BLDG 7700
16-BC-005	01/10/16	NON-CLERY CRIMINAL OFFENSES : [23E] LARCENY: THEFT FROM COIN OPERATED MACHINE	BLDG 1600
16-BC-007	01/10/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1700 : PARKING
16-BC-008	01/20/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 3400
16-BC-010	01/20/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 5000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-012	01/26/16	CLERY OFFENSES : CRIMINAL OFFENSES : DOMESTIC VIOLENCE	BLDG 3300 : PARKING
16-BC-017	02/09/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 1200 : INTERIOR
16-BC-020	02/10/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-021	02/17/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 1200 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 3300 : INTERIOR

16-BC-027	03/02/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-028	03/08/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1400 : INTERIOR
16-BC-029	03/09/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 6000 : INTERIOR
16-BC-030	03/23/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-031	03/28/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 1200 : PARKING
16-BC-032	04/04/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-033	04/07/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 4200 : PARKING
16-BC-034	04/12/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-035	03/22/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	OFF CAMPUS LOCATION
16-BC-036	04/19/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600 : PARKING
16-BC-040	04/24/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90E] DRUNKENNESS	BLDG 1400 : PARKING
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 1400 : PARKING
16-BC-045	05/09/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 1600 : PARKING
16-BC-061	05/01/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 2000 : PARKING
16-BC-062	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	OFF CAMPUS LOCATION
16-BC-063	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING
16-BC-066	05/30/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1100 : INTERIOR
16-BC-068	05/30/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600
16-BC-069	05/26/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1300B
16-BC-070	05/31/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1400
16-BC-071	06/02/16	DORM VIOLATION : NOISE VIOLATION	BLDG 5000
16-BC-072	06/08/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 3600 : INTERIOR
16-BC-073	06/14/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING
16-BC-074	07/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-075	07/14/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

g. Human Resources

BACKGROUND:

Recruitment & Selection:

James Saucedo accepted a promotion to the position of Director of Facilities & Capital Projects. This is a full-time, admin/exempt position replacing Todd Davis. James moved into his new role effective June 1, 2016.

Sarah Adams, Math Curriculum Specialist, has been appointed to the position of Director of STEM Grant from 6/1/16 to 9/30/16. This purpose of this appointment is to replace James Saucedo and to close out the remainder of the STEM Grant.

Jordan Shipley accepted the position of Program Assistant – CBIS. This is a full-time, classified position replacing Tracey Weiser. Jordan began work at BBCC on June 27, 2016.

Jose Hernandez accepted the position of Financial Aid Advisor. This position replaced Raffaella Pixton, who left Big Bend at the end of June. Jose began work at BBCC on July 1, 2016.

Wade Guidry accepted the position of Library Consortium Services Manager. This position is a full-time, admin/exempt, working for the Washington Community & Technical College Library Consortium (WACTCLC). This position receives pay and benefits through BBCC but reports directly to the consortium with reimbursement for expenses made to the college. Wade began work on July 11, 2016.

Andrew Sheppard and Darrell Templeton were selected to fill two evening Custodian 1 positions. These positions were vacant due to retirements. Darrell began work at BBCC on July 11, and Andrew began work on July 25.

Gary Baker accepted the position of Director of Mechatronics. This is a new, full-time, admin/exempt position supporting the New Opportunities in Aviation (NOA) grant. Gary began work at BBCC on August 1.

Dr. Bryce Humpherys accepted the position of VP for Learning & Student Success. This position replaces Dr. Bob Mohrbacher, who left BBCC on June 30 to begin work as the President of Centralia College. Bryce will begin work at BBCC on August 16.

Interviews for the position of Credentials Evaluator were conducted on August 3, 2016. This is a full-time, classified staff position replacing Ruth Coffin. A letter summarizing the strengths and weaknesses of the finalists will be forwarded to the President for his review and final selection.

Interviews for the position of Program Assistant – Workforce Education Services were conducted on August 4, 2016. This is a new, full-time, classified staff position. A letter summarizing the strengths and weaknesses of the finalists will be forwarded to the President for his review and final selection.

Interviews for the position of Director of Communications were conducted on August 4 and 8, 2016. This is a full-time, admin/exempt position replacing Doug Sly. A letter summarizing the strengths and weaknesses of the finalists will be forwarded to the President for his review and final selection.

Screening committees are currently reviewing applications for the following positions:

- Instruction & Classroom Support Technician 1
- Custodial Services Supervisor

Training:

WA State DES Trainings:

- WA State Purchasing & Procurement Ethics-3
- WA State Contract Management 101 – 4 Modules-1
- WA State Small Purchases-3
- WA State Purchasing & Procurement 101 – 4 Modules-1

StrengthsFinder Workshop – 71 attendees

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

Sarah Adams-

Excellence in Management-Michael Nash Training on July 28 at BBCC

Lora Allen-

Accessibility Retreat (training through SBCTC) on July 28-29 at Columbia Basin College

Daneen Berry-Guerin-

Workforce Dean Leadership Training Spring Session on May 10-11 at Wenatchee Valley Community College

WEC on May 12-13 at Wenatchee Valley Community College

WACANE Workshop (agriculture) on May 18 at BBCC

Fighting 147s Qtrly Workshop on May 20 at South Seattle College

1000 FTE Webinar on June 1 at BBCC

Active Shooter Response Training Online on June 30 at BBCC

Tower Tour w/ AMT Program on July 20 at Grant County Airport

Daneen Berry-Guerin- (cont'd)

Rockwell Automation on the Go Industry Conference on July 27 in Spokane
Excellence in Management-Michael Nash Training on July 28 at BBCC

Jody Bortz-

Training for Early Achievers Grant Application and Recruitment on May 26 in
Kent

Linda Chadwick-

Great Layout & Design: Tips, Trick and the Latest Trends on May 19 at BBCC
Title IX Training from NWATIXA on May 23 at Edmonds Community College
Reading periodical –Administrative Professional Today on July 12 at BBCC
Reading periodical –Diverse— July 14, 2016 – volume 33. No. 12-“Climate
Change” and “Evergreen Education” on July 26 at BBCC

Mike De Hoog-

MCAA 532-Faith-Based Coaching, Master’s in Coaching and Athletic Administration
Online from February 22-
May 6 from Concordia University-Irvine
True Colors: The Language of Communication” WIAA Training on June 21 at
MLHS

Melinda Dourte-

PTK Summer Conference Honors in Action Themes (Dr. Holliway/Faline Jett),
Leadership on July 16-17 at BBCC
Excellence in Management-Michael Nash Training on July 28 at BBCC

Kim Garza-

HRMC Meeting on May 5-6 in Wenatchee
Ending Gender-based Violence on Campuses Webinar on May 17 at BBCC
Lessons from the John Doe Cases Webinar on June 21 at BBCC

Dawn Geiger-

Central Washington Conference for the Greater Good on June 2 in Yakima

Jeremy Kelley-

“Imaging is Everything: How Xerox Uses Splunk Software for Complete
Operational Visibility” Web Conference on July 14 at BBCC

Landra Kosa-

Guided Pathways Training on April 20 at Spokane Falls Community College
STAR Committee Hosted Training-Diversity and Inclusion May 16 at BBCC
Grant County EDC Luncheon: Grant County PUD on July 21 at Columbia Basin
Technical Skills Center

Margie Lane-

TEAS Test Webinar on May 25 at BBCC

Terry Leas-

Funding Options at WACTC Retreat on July 20 at Cedarbrook Lodge
Diversity & Equity – Challenges on Our Campus at WACTC Retreat on July 21 at Cedarbrook Lodge
Excellence in Management-Michael Nash Training on July 28 at BBCC

Monica Medrano-

Olympic College Diversity Conference on June 22-24 in Bremerton

Jenny Nighswonger-

Staff In-service on May 6 at BBCC

LeAnne Parton-

Central Washington Conference for the Greater Good on June 2 in Yakima

Char Rios-

Public Funds Investing Made Easy on May 5 in Ritzville
BAR on May 12-13 at BBCC

Hugh Scholte-

Report Executive Training on May 14 at BBCC

Linda Schoonmaker-

Navigating the Uniform Guidance for Federal Awards Webinar on May 10 at BBCC
WSCPAs Women's Leadership Summit on May 18 in Bellevue
Developing Emergency Operation Plans on May 23 at Bellingham Technical College
Cleaning Up Intercompany Accounting: Driving Efficiency While Managing Risk Webinar on May 26 at BBCC
Business Travelers: Using Data Analytics to Aid in Assessing Tax Compliance Risk Webinar on June 1 at BBCC
New FLSA Overtime Regulations: Explore Your Readiness Webinar on June 14 at BBCC
Securing the ERP/Contract Compliance Risk Webinar on June 20 at BBCC
Finance Analytics Demystified: Unlocking the Value of Data-Driven Decision-Making Webinar on June 22 at BBCC
Behavioral Economics: When Intuition Trumps Logic Webinar on June 29 at BBCC
Professional Sports: Protecting from the Peril Webinar on June 29 at BBCC
Society for College and University Planning (SCUP) 51-International Conference on July 9-23 in Vancouver, Canada
Price Waterhouse Coopers-Healthcare, Higher Education, Not-for-Profit Accounting Hot Topics Webinar on July 21 at BBCC
Grant Thornton –Affordable Care Act Update Webinar on July 21 at BBCC

Tyler Wallace-

WABERS New Year Training Webinar on June 23 at BBCC
HS21 Credit Option Webinar on July 14 at BBCC
Rendezvous Basic Skills Training on July 25-27 in Yakima

Zach Welhouse-

College Librarians and Media Specialists (CLAMS) Meeting on May 19-20 in Bellevue

Tom Willingham-

Recruitment, Diversity and Success Webinar on June 15 at BBCC

Susan Workman-

Staff In-service on May 6 at BBCC

BIG BEND COMMUNITY COLLEGE

Date: 08/11/16

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

2015-2016 Recognition and Awards

This year five classified staff nominations were submitted for the 1st Presidential Award for Meritorious Service. The nominees were recognized at the June campus celebration. Donna Brown (28 years at BBCC), Garry Helvy (32 years at BBCC), Kimila Helvy (25 years at BBCC), Irene Osumi (25 years at BBCC), and Hope Strnad (31 years at BBCC).

Randy Fish was awarded the 2016 Outstanding Classified Employee Award. Other nominees include Barbara Collins, Jennifer Starr, Nancy Theis, Esther Valdez, and Tracey Weiser.

Two employees, Gene Hanover and Garry Helvy, were recognized for their retirement.

The STAR Committee continues to encourage classified staff to participate in professional development and community service projects. Three classified staff were recognized for the highest attendance at the STAR Committee hosted workshops and trainings. Laura Goodall (Title V UAS Program), Karen Okerlund (Human Resources) and Esther Valdez (Student Services/Admissions).

Community Service Projects

In June, the Moses Lake Lioness and American Legion organized their first Veteran's parade honoring service personnel. Thank you to Heidi Bratsch, who worked with the planning group to recruit five volunteers from BBCC and families who participated.

Volunteers	BBCC Affiliation
Heidi Bratsch & Family (2 children)	Classified Staff Volunteer
Starr Bernhardt	Classified Staff Volunteer
Erica Dawn	BBCC Student/PAC Leader

We believe attendance was low primarily because this event was held right after Memorial Day and was also graduation weekend in Moses Lake. Additional details to increase interest and participation for future events has been discussed with the community organizers.

Last year the STAR Committee piloted a summer community service project collecting school supplies and backpacks for the Foster Care Program for Grant and Adams counties. We will take donations again this year. Collection boxes will be placed in selected locations on campus for these items. Delivery of items and monetary donations is scheduled for late September.

Classified Staff Training (May 2016-July 2016)

On May 19, Kim Garza, VP of Human Resources & Labor presented Workplace Etiquette. This workshop provided a variety of tips we can use in our daily activities and workplace environment.

On June 16, Monica Medrano, Workforce Education Services Coordinator presented a workshop on Diversity and Inclusion: What we know, Where we are, and Where we want to be. Participants discussed the institution’s achievements and areas of improvement in regards to being an inclusive and diverse workplace. The session provided concepts in exploring ways to become aware of our biases and make more conscientious decisions in our behavior and communication.

On July 15, the BBCC TRiO Student Support Services staff presented Synergize/Team Building. This is based on Stephen R. Covey’s book; Seven Habits of Highly Effective People. Habit 6 focuses on the essence of synergy, value differences, respecting the differences and build on strengths, to compensate for weakness. Participants divided into teams and had a fun time making salsa as part of the training activities.

Leadership is the next workshop topic scheduled for August 18. Heidi Summers, Workforce Education Services (WES) Director will present *How to be an Effective Leader*.

Robin Arriaga and Barbara Collins are attending the Annual State Training for Technical and Community Colleges (STTACC) at Lake Washington Technical College. This conference provides classified staff an opportunity to network with colleagues from other WA State colleges. BBCC is part of Region D that includes Walla Walla, Spokane, Columbia Basin/Pasco, Wenatchee, and Yakima. Workshops are offered in professional development, leadership, and health and wellness. Elections for leadership role on the STTACC Board is also included in the agenda.

Since June, a number of individual classified staff completed **Training Opportunities** for professional or personal development through online webinars or by attending statewide conferences. The STAR Committee will schedule a planning meeting to discuss the 2015-16 workshop evaluations and determine a calendar for 2016-17 workshops and trainings.

Training	Date(s)	Participants	Employee(s)	Location
Workplace Etiquette Presenter: Kim Garza, VP of HR/Labor	5/19/16	18	Robin Arriaga, Tony Bergen, Starr Bernhardt, Heidi Bratsch, Cheryl Brischle, CarlaLouise Christian, Barbara Collins, Randy Fish, Laura Goodall, Amber Jacobs, Lisa Johnson, Karen Okerlund, Tana Richins, Joe Russell, Nancy Theis, Jim Tincher, Esther Valdez, Jonie Walker	BBCC Campus
Diversity & Inclusion: What we know, Where we are, and Where we want to be Presenter: Monica Medrano, Workforce Education Coordinator	06/16/16	17	Robin Arriaga, Starr Bernhardt, Heidi Bratsch, Cheryl Brischle, Hope Candanoza, CarlaLouise Christian, Barbara Collins, Julia Gamboa, Karen Girone, Amber Jacobs, Lisa Johnson, Richard Miller, Karen Okerlund, Jennifer Starr, Taisa Timofeyev, Alicia Wallace	BBCC Campus

Training	Date(s)	Participants	Employee(s)	Location
Blind Spot, Session 6 Patrick Wirtz film, No Greater Odds	7/03/16	4	Laura Goodall, Taisa Timofeyev, Jonie Walker, Alicia Wallace	BBCC Campus
Discover Your Strengths; with Ben Messner, facilitator for Strengthsfinder	07/07/16	21	Various classified staff	BBCC Campus
Synergize/Team Building Presenter: BBCC TRiO Staff	07/08/16	17	Kathy Aldrich, Robin Arriaga, Starr Bernhardt, Heidi Bratsch, Cheryl Brischle, Amber Brown, CarlaLouise Christian, Barbara Collins, Karen Girone, Lisa Johnson, Rick Jones, Ted Mata, Richard Miller, Karen Okerlund, Tana Richins, Brandy Searcy, Jennifer Starr	BBCC Campus

Other Training Reported	Date(s)	Participants	Employee(s)	Location
Building a Successful Team	3/01/16	1	Taisa Timofeyev	Webinar
Managing Disagreement	3/01/16	1	Taisa Timofeyev	Webinar
Building a Supportive Community	3/29/16	1	Taisa Timofeyev	Webinar
SALT Train the Trainer	5/10/16	1	Barbi Johnson	Online
Annual BAR Meeting	5/12-13/16	1	Angie Smith	BBCC
Report Exec Training (new security)	5/14/16	1	Jim Meyers	Webinar
Comp TIA A+ 220-801	5/16 to 5/25/16	1	Richard Miller	Online
WorkFirst Training (Spring Session)	5/18-19/16	1	Alicia Wallace	Seattle
How to Know if Your Student is Using Drugs	5/19/16	1	Barbara Riegel	Webinar
Monday Morning Leadership	6/01/16	1	Alicia Wallace	BBCC Campus
Central WA Conference for the Greater Good	6/02/16	2	Dawn Geiger, Jennifer Starr	Yakima
In Design	6/09/16	1	Ted Mata	Lacy WA
MSDS OSHA Standard Training	6/10/16	1	Kristine Sarles	Online
First Choice Health; Applying Emotional Intelligence in the Workplace	6/14/16	1	Taisa Timofeyev	Webinar
SALT Train the Trainer	6/14-17/16	1	Barbi Johnson	Spokane
Gainful Employment- Submitting GE Completers List Corrections	6/16/16	1	Starr Bernhardt	BBCC Campus
Getting Ahead	6/17/16	1	Taisa Timofeyev	ML WorkSource
ACEs Training	6/20/16	1	Taisa Timofeyev	DSHS
WA State Procurement Ethics	6/27/16	1	Kristine Sarles	Webinar
WA State Small Purchases	6/30/16	1	Kristine Sarles	Webinar
WSSN Webinar	6/30/16	1	Taisa Timofeyev	Webinar

Prepared by Robin Arriaga and Barbara Collins.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The 2015-16 FTE report as of June 28 is included for your information. We are currently 1.5% under our two-year state-funded FTE target. In 2014-15, we ended up 3.1% below our state-funded target. For the academic year 2015-16, we reached our annual state-funded target.

We had a 24% increase in part-time students, attributable to increased enrollment in CBIS training courses and ABE/ESL students.

The headcount for summer is approximately 100 ahead of last summer. FTEs are currently even with last year. Fall headcount is also above the same date last summer.

The tuition amount budgeted for 2015-2016 was \$4,200,000. As of June 30, 2016, we have collected \$4,340,705 or 103.4% of the budgeted amount. As of June 30, 2015, we had collected \$4,532,467 or 103.0%.

TUITION COLLECTION REPORT

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$4,400,000
Total Collections as of	\$ 4,340,705	\$ 4,532,467
.	103.4%	103.0%
As a % of annual budget	103.4%	103.0%
Left to collect to meet budget target		

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

SPRING HEADCOUNTS						
	2016	%CHANGE	2015	2014	2013	2012
ETHNIC ORIGIN						
Amer. Indian/Alaska Ntv	33	38%	24	28	23	26
Asian/Pacific Islander	49	32%	37	46	36	28
Black	33	-15%	39	34	32	45
Hispanic	923	7%	861	787	866	857
White	1,425	9%	1,302	1,207	1,219	1,247
Other/Unknown	432	35%	321	296	177	188
SEX						
Female	1,511	14%	1,325	1,226	1,291	1,360
Male	1,367	10%	1,247	1,166	1,052	1,002
Not Coded	17	42%	12	6	10	29
STUDENT STATUS						
Full-time (12 or more crs)	1,354	1%	1,341	1,321	1,282	1,344
Part-time (less than 12 crs)	1,541	24%	1,243	1,077	1,071	1,047
Percent full-time	46.8	-10%	51.9	55.1	54.5	56.2
BY FUNDING SOURCE						
State	2,289	4%	2,194	2,085	2,139	2,184
Shared Funding						
Grant/Contract	554	61%	345	252	151	149
Community Service	52	16%	45	61	63	58
BY TIME/LOCATION						
On-Campus Day	2,150	8%	1,998	1,812	1,827	1,891
On-Campus Evening	179	28%	140	147	147	155
Off-Campus Day	384	43%	268	289	204	198
Off-Campus Evening	182	2%	178	150	175	147
TOTAL HEADCOUNT						
	2,895	12%	2,584	2,398	2,353	2,391
Running Start	355	3%	346	271	166	166
International	12	50%	8	7	4	3
SPRING FTES						
	2016		2015	2014	2013	2012
STATE FUNDED						
ABE/ESL	166.6	25%	132.8	129.2	126.0	111.1
Academic	864.7	0%	867.9	846.8	850.1	914.0
Occupational	473.8	-4%	495.4	518.9	561.1	543.0
TOTAL STATE FTES						
	1,505.1	1%	1,496.1	1,494.9	1,537.2	1568.1
OTHER FTES						
Community Service	3.1	121%	1.4	1.7	1.7	2.1
Contract Funded	65.2	18%	55.4	36.7	27.2	45.5
Running Start	341.0	22%	280.5	203.1	155.5	147.7
Other (Employ., Sr. Cit.)	14.0	-21%	17.7	14.7	14.6	9.1
GRAND TOTAL FTES						
	1,928.4	4%	1,851.1	1,751.1	1736.2	1772.5

	QTRLY FTEs	ANNUAL FTEs
1st year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
2nd year (15-16)		
SUMMER	360.8	120.3
FALL	1640.4	546.8
WINTER	1669.0	556.3
SPRING	1505.1	501.7
TOTAL	<u>10196.4</u>	<u>3398.8</u>
1st year annual FTE Target	5181	1727
2nd year annual FTE Target	5175	1725
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3398.8
Past year + current year allocation		3452.0
% of allocation target attained to date		98.5%
Add'l FTEs to meet minimum 96%	-254.6	-84.9
Add'l FTEs to meet target 100%	159.6	53.2
FTEs over funding level - 1st year	-159.9	-53.3
FTEs over funding level - 2nd year	0.3	0.1

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #5: Board Chair Elections (for information)

BACKGROUND:

This item was included for consideration at the May 26, 2016 board meeting.

Per Policy Governance 1000.3 Governance Process 8 By Laws

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

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

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

The board may choose to follow the board matrix below, effective the first meeting of the 2016-17 fiscal year, which is currently scheduled on August 11, 2016.

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

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board approve the chair-rotation schedule through 2020-21.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #6: Unmanned Aerial Systems Grant Overview (for information)

BACKGROUND:

Dr. Pat Ford, Director of the BBCC New Opportunities in Aviation (NOA) Unmanned Aerial Systems (UAS) Program, will provide an update on the current status of the program, future goals and objectives, and how UAS will impact the lives of those that live, learn, and work here in Grant County.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #7: Negotiated Agreement (information)

BACKGROUND:

The board may move to approve the tentative agreement as presented, contingent upon the successful ratification by the Faculty Association.

Prepared by the President's Office.

RECOMMENDATION:

President Leas and VP Kim Garza recommend the Board of Trustees take action on this item.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #8: Tort Claims Overview (for information)

BACKGROUND:

AAG Mirisa Bradbury will present a brief overview of the board of trustees' role when a tort claim is filed against the institution.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #9: Board Policy 1000 (for information)

BACKGROUND:

During the Study Session on April 7, the board discussed changes to BP 1000 Board Staff Linkage (BSL-3). AAG Mirisa Bradbury drafted preliminary revisions related to the evaluation of the president for the board to consider. She also made grammatical housekeeping changes to BP 1000. This may be discussed during the board retreat for subsequent action during the following board meeting.

Prepared by the President's Office.

RECOMMENDATION:

None.

Excerpt from BP 1000

Current Version

BSL – 3 President’s Job Description

As the board’s single official link to the operating organization, the President’s performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President’s job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

Revised by AAG Mirisa Bradbury

BSL – 3 President’s Job Description

As the board’s ~~single~~ official link to the operating organization, the organizational performance as a total will be a significant factor in the evaluation of the president’s performance.

Consequently, the board will review the president’s job contributions primarily in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #10: Board Retreat (for information)

BACKGROUND:

The Board/Administrative Retreat Advance is scheduled on Friday, September 30 in the Hardin Community Room. The draft agenda is following.

Prepared by the President's Office.

RECOMMENDATION:

None.

Board of Trustees/Administrative Retreat Advance

BBCC Campus, ATEC, Hardin Community Room

Friday, September 30, 2016

DRAFT

9:00 am	Arrive	
	<p>Item#1: Academic Master Plan Report #3 Student Success Review Moderator/Presenter: Dean Valerie Parton Outcome: Review student success outcomes data and set priorities for the future, which will be presented during the October 27, 2016 board meeting.</p>	<p>Reference Board Workbook</p>
11:30	Lunch	
12:30	Afternoon Session (President, VPs, Dean Parton Attend)	
	<p>Item#2: Board Self-Evaluation Moderator/Presenter: Dean Valerie Parton Outcome: 2015-16 Board Self-Evaluation Statement at October 27, 2016 board meeting.</p>	<p>Reference (Page) Mission, Vision, Ends Statements (??) September 9, 2015 Board Minutes (??) 2015-16 Motion Log (?) 2015-16 Board Activity Log (?) Monitoring Report Summaries () Budget () Crime Statistics ()</p>
2:00	<p>The Board will adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Item#3: 2015-16 President's Evaluation Outcome: Evaluation statement for October 27, 2016, board meeting.</p>	<p>Reference (Page) Mission, Vision, Ends Statements (??) President's Activity Log (??) October 29, 2015 Board Minutes (??)</p>
3:00	Break	
3:15	<p>Item#4: 2016-17 President's Evaluation Process Moderator/Presenter: VP Kim Garza Outcome: Clarify the 2016-17 President's Evaluation Process.</p>	<p>Reference (Page) Policy Governance BP 1000 (??) Board Sub-Committee Summary ()</p>

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #12: Regularly Scheduled Board Meeting Date (information)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, September 8, 2016, which was tentatively reserved as the board/administrative ~~retreat~~ advance date. The board/administrative ~~retreat~~ has been rescheduled to Friday, September 30. The regularly scheduled meeting following the retreat is on Thursday, October 27.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees confirm the schedule for its next board meeting.

BIG BEND COMMUNITY COLLEGE

Date: 8/11/16

ITEM #13: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Anna Franz may discuss miscellaneous topics.

Upcoming trustee events:

ACT Conference November 15-16, SeaTac Hilton

ACT Conference January 23-24, Olympia

Prepared by the President's Office.

RECOMMENDATION:

None.