



Board of Trustees Regular Board Meeting

**Thursday August 6, 2015
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Summer 2015 Campus Events

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

Summer 2015 Campus Events		
August	6	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	12	Summer Quarter Instruction Ends
September	2	Board of Trustees Meeting; Carver Policy Governance Model Training
	7	Campus Closed for Labor Day
	9	Board of Trustees Retreat
	10	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	14	Back to School Breakfast; 7:30 a.m.; Masto Conference Center
	21	Fall Quarter Instruction Begins



BCC Foundation Board Member Paul Hirai
and JATP 50th Anniversary Visitors



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, August 6, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Stephen McFadden
Chair

Anna Franz, J.D.
Vice Chair

Jon Lane

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

Action

- | | |
|--------------------------|---|
| A | 1. Call to Order/Roll Call
Pledge of Allegiance – Dale Casebolt |
| I | 2. Introductions – New Employees |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes June 12, 2015 (A) b. President's Activity Update (I) c. Student Success (I) d. Accreditation (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 – b. Classified Staff Representative – Starr Bernhardt c. Faculty Association President – Rie Palkovic d. VP Financial & Administrative Services – Linda Schoonmaker e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| ----- BREAK ----- | |
| A | 5. Trustee Emeritus – Trustee Jon Lane |
| A | 6. 2015-16 Operating Budget – VP Linda Schoonmaker
Executive Session |
| A | 7. Revised Student Code of Conduct – VP Mohrbacher |
| A | 8. MOU for Compensation – VP Bob Mohrbacher |
| A | 8. Assessment of Board Activity – Trustees |
| A | 9. Next Regularly Scheduled Board Meeting – Trustees |
| I | 10. Miscellaneous – Vice 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 – September 10, 2015

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

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting June 12, 2015, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes of the regular board meeting June 12, 2015.

THE OFFICIAL MINUTES

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

1. Call to Order

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

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

2. Introductions

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

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

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

3. Consent Agenda

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

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

4. Remarks

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Excellence in Teaching and Learning

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

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

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

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

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

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

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

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

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

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

6. Emeritus Status

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

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

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

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

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

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

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

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

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

Chair Jon Lane announced a short break and an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. He advised that the Executive Session will last 20 minutes. The meeting reconvened at 4:20 p.m. with no action taken.

7. Tenure Review Process

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

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

8. Board Policies for Action

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

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

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

9. Board Chair Election

The board chair matrix was reviewed.

10. Assessment of Board Activity

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

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

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

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

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

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

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

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

11. Next Regularly Scheduled Board Meeting

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

12. Miscellaneous

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

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

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

The meeting adjourned at 4:54 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from June 1, through July 24, 2015, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

6/01/15	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	NWAC Code Discussion	Program Support	BBCC	
6/02/15	Dean of Institutional Research Valerie Parton	Program Support	BBCC	
	Graduation Meeting	Planning	BBCC	
	JATP 50 th Anniversary	Planning	BBCC	
	North Central Workforce Development Council	Collaboration, Information Sharing	Moses Lake	
	Carver Policy Governance Model Training	Planning	Moses Lake	
	Computer Science Student Recognition	Student Success	BBCC	
6/03/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Attend Recognition for Student	Student Success	Yakima Valley Community College	
6/04/15	Economic Development Discussion & Tour	BBCC Support & Information Sharing	BBCC	
	Personnel Discussion	Employee Support	BBCC	
	Board Agenda Review	Collaboration & Administration	BBCC	Chair Jon Lane
	Executive Director of the BBCC Foundation LeAnne Parton	Program Support & Collaboration	BBCC	
	Personnel Discussion	Dean Position	BBCC	
6/05/15	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	Excellence in Teaching & Learning Celebration Luncheon	Excellence in Teaching & Learning	BBCC	
6/08/15	Rotary Programming	Community Engagement	BBCC	
	Breakfast Meeting Event	Planning	BBCC	

	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	FAA Meeting	Aviation Program Support	BBCC	
	Venue Story	Planning	BBCC	
6/09/15	French Flash Mob	Excellence in Teaching & Learning	BBCC	
	JATP 50 th Event	Planning	BBCC	
	Aerospace President's Meeting	Planning	Conference Call	
	Aviation 50 th Event	Planning	BBCC	
6/10/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Interview with Candidate(s)	Personnel	BBCC	
6/11/15	Interview with Candidate(s)	Personnel	BBCC	
	BBT Introductions	Personnel		
	Graduation Meeting	Planning	BBCC	
	Automotive BBQ	Celebration	BBCC	
	Office Space Meeting	Planning	BBCC	
6/12/15	Board of Trustees Meeting	College Guidance	BBCC	
	Dinner with Board/Cabinet/Commencement Speaker	Celebration	BBCC	
	Commencement	Excellence in Teaching & Learning	BBCC	
6/15/15	Dinner with New ASB Officers	Student Government Support	BBCC	
6/16/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Lunch & Learn	Professional Development	BBCC	
	Achieving the Dream Meeting	Preparation for Kick-off Conference	BBCC	
	Samaritan Hospital	Community Engagement	Moses Lake	

	Strategy & Finance Committee Meeting			
6/17/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Retirement Celebrations	Celebration	BBCC	
6/18/15	Welcome Information Technology Committee	Climate	BBCC	
	BBCC Finance, Property & Personnel, Executive Committee Foundation Meetings	Program Support	BBCC	
	Quincy Business After Hours	Community Engagement	BBCC	
6/19/15	JATP 50 th Event	Planning	BBCC	
	Aviation Meeting	CWU Partnership	BBCC	
6/22-25/15	Achieving the Dream Kick-Off Conference	Excellence in Teaching & Learning	Cincinnati, OH	
6/26/15	Facilities Master Plan Review	Climate	BBCC	
	Birthday Lunch	Celebration	Moses Lake	
6/29/15	Title V Director Terry Kinzel	Program Support	BBCC	
	Weinstein Beverage Meeting	Planning	BBCC	
	Foundation Photo	Climate	BBCC	
	Office Space Meeting	Planning	BBCC	
7/06/15	Personnel Meeting (2)	Supervision	BBCC	
	JATP 50 th Event	Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Director of the BBCC Foundation LeAnne	Program Support & Collaboration	BBCC	

	Parton			
	Dean of Institutional Research Valerie Parton	Program Support	BBCC	
	Director of Financial Aid Jeremy Iverson	Program Support	BBCC	
	Quincy Data Center Public Hearing	Community Engagement	BBCC	
7/10/15	Personnel Meeting	Supervision	BBCC	
	Achieving the Dream	Debriefing	BBCC	
7/13/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
7/14/15	Architect Selection	Climate	BBCC	
	Personnel Meeting	Supervision	BBCC	
	JATP 50 th Event	Preparation	BBCC	
7/15/15	Grant County Economic Development Meeting	Community Engagement	BBCC	
	Candidate Interview	Personnel	BBCC	
	JATP 50 th Anniversary Event	Celebration	BBCC	
	Rotary Executive Committee Meeting	Community Engagement	BBCC	
	Candidate Interview	Personnel	BBCC	
	Foundation Finance & Executive Committee Meetings	Program Support	BBCC	
	Personnel	Supervision	BBCC	
	Foundation Board Dinner & Meeting	Program Support	BBCC	
7/20/15	Breakfast Meeting Event	Planning	BBCC	
	Phi Theta Kappa Officers	Chapter Support	BBCC	
7/21/15	Samaritan Hospital Strategy & Finance Committee Meeting	Community Engagement	Moses Lake	
	Cabinet	Information Sharing		

		Consultation	BBCC	
	Personnel	Supervision	BBCC	
7/22/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Columbia Basin Herald Editorial Board Meeting	Community Engagement	Moses Lake	
7/24/15	Personnel (2)	Supervision	BBCC	
	Review Board Agenda	Collaboration	BBCC	Chair Stephen McFadden
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

BBCC is currently working on a project to allow placement into college classes using high school transcripts. This project is funded by College Spark and facilitated by the State Board for Community & Technical Colleges as well as faculty and administrators from Green River Community College. We are partnering with Moses Lake, Othello, and Quincy High Schools on this work. On July 15, 16 & 17, our team, which included participants from Big Bend and the three high schools, attended a workshop at Sleeping Lady Resort in Leavenworth, along with teams from Peninsula College and Bellevue College. At the workshop, we created drafts of transcript grids that could be used for placement. The next steps include working with the math and English faculty at the college to gather feedback on this placement tool, finalizing the tools, and working out details of implementation.

This work is part of a larger effort to give students more options to demonstrate that they are ready for college work. In addition to the placement testing that has traditionally been used, students can also use ACT or SAT scores for placement; they can also use their schools on the high school Smarter Balanced Assessment.

Over the past three years, BBCC has seen an increase in the percentage of students who place directly into college level courses: up 3% for math and up 13% for English. More details on this trend will be included in the Mission Fulfillment report.

Prepared by VP Mohrbacher

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

BBCC's Mid-Cycle Evaluation visit from the Northwest Commission on Colleges and Universities (NWCCU) is scheduled for October 5-6, 2015. We have recently been informed of the evaluation team that will make the visit:

Ms. Rolayne Day
Marketing & Management Professor, Retired
Salt Lake Community College

Dr. Jessica Hopkins
Faculty Development & Assessment Specialist
Flathead Valley Community College

Our Mid-Cycle Evaluation Report is nearly completed. We look forward to working with NWCCU on this evaluation visit.

Prepared by VP Mohrbacher, Dean Parton.

RECOMMENDATION: none

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for information)

- e. Capital Project Update

New Projects:

Professional Technical Education Center (New Building): Architect selection has been awarded to RGU Architects for the pre-design and design of PTEC.

Building 1400 Student Center Remodel: The funding agreement was signed with DES, and RGU Architects will begin design services for the remodel of the financial aid, registration, and admissions area.

Women's Softball Announcer's Booth: The contractor has been selected, and we are working on keeping the initial construction contract within the budget. The initial proposal exceeded the budget, and we removed a few tasks from the contractor that our own maintenance and operation department will perform at a lower cost.

Ongoing Projects:

Simulation Lab: Removal of asbestos materials has been completed and construction of room footprints/layouts has begun. Finish materials (carpet, laminate, flooring and casework) have been selected. Camera placement has been finalized and coordinated with the technology department (BBT). Title V funds have been increased to \$314,000.

Minor Improvements- Building 1400 Upstairs Remodel: The architect has prepared the punch list for the final items the contractor must complete. A minor issue with the elevator caused expensive last-minute repairs. Hand railing on stairs is the last major portion of the work to be completed. We are hopeful that we will have started the process of actually occupying the space again by the time of the BOT meeting.

Facilities Master Planning: Final editing review has occurred, and the FMP has been printed and is presented to you today.

History:

Simulation Lab:

6/12/2015: The Simulation Lab project has been advertised for a contractor. A bid opening is scheduled for June 3 at 11:00 A.M. Two contractors attended the non-mandatory, pre-bid walk through on May 20.

5/21/15: The design for the Simulation Lab is complete. We will advertise for contractor selection soon with construction still planned for summer. The Title V funds have been increased to \$284,000.

4/9/15: Building 1700 (Allied Health) Simulation Lab Remodel. Title V construction funds will allow a renovation of 1,820 sq. ft. of outdated classroom space to develop a simulation lab. It will support development of a Simulation Technology Certificate program. The architect selection is complete. The Title V Director, a focus group for the program, and the architect are currently working on the design. The construction will take place over the summer. The budget is \$197,000.

Minor Improvements-Building 1400 Upstairs Remodel:

6/12/2015: The contractor found some asbestos as they were removing the old carpet. An abatement team will be here next week. We are hoping this doesn't cause a delay in the completion date of the project. Prior to this discovery the contractor was four days ahead on the timeline. We will be discussing this further at the June 3 construction meeting.

5/21/15: Four bids were opened on April 2. The low bidder was Whitebird Construction & Development Company from Wenatchee. The bid amount was \$441,325. We received the Notice to Proceed on April 22 and demolition began the next day. The project is scheduled to be completed on June 20.

4/9/15: Building 1400 Second Floor Renovation (Administration and Student Services Building). All staff have been moved from the second floor of Building 1400 to new locations until the renovation is complete. A pre-bid walk through was held on March 26. There were four contractors that participated in the walk through. A bid opening is scheduled for April 2.

3/5/15: The second floor of building 1400 will be remodeled including ceilings, installation of a suspended ceiling system and new efficient lighting. The walls will be painted, and the carpet will be replaced. In addition, the elevator that is original to the 1959 building will be replaced. The tiles and railing at the stairway will also be replaced. RGU Architects was selected as the architect. They are in the design phase now. This project will begin in mid-April and be completed by June 30. The budget is \$450,000.

Facilities Master Planning:

6/12/2015: The final draft of the Facilities Master Plan with changes has been returned to the architect. We should be seeing it this week to review the document to ensure that all changes were made. After that, it will be sent to the print service.

5/21/15: Another final draft of the Facilities Master Plan with changes is being reviewed.

3/5/15: The final draft of the Facilities Master Plan is being reviewed. Once it is finalized, RGU Architects will give a presentation to the Board.

1/15/15: We scheduled a Facilities Master Plan Meeting January 23, at Columbia Basin College (CBC). The committee and some professional technical faculty will attend and have the opportunity to tour CBC's new professional technical center.

12/09/14: Work on finalizing the Facilities Master Plan continues. It should be completed by the end of December.

10/30/14: The Facility Master Planning Committee has been reviewing survey results and program needs. The group is looking at an Allied Health/Fitness Center Building for our next capital proposal. We met with Allied Health faculty and staff to discuss department needs and future plans. We also met with the Athletic Director, Student Activities Director, Associate Vice President of Student Services and some students to investigate the interest and need for a Fitness Center. Both meetings generated positive ideas and showed a need to move forward with this proposal. We are now finalizing the Facility Master Plan, and it should be completed by December.

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

Prepared by VP Schoonmaker.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for information)

f. Safety & Security Update

The Safety & Security update is following.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT JUNE 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	668
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	4
SAFETY INCIDENTS REPORTED	0
TIMELY WARNINGS ISSUED (as per Clery Act)	0
EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)	1
FIRE EVACUATION DRILLS CONDUCTED	0
HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)	1203

Digits in brackets [] represent Nat'l Incident Based Recording System (NIBRS) categories.

Digits in parenthesis () represent Uniform Crime Reporting categories, which the Clery Act uses to define crimes.

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

	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	June 2015	YTD
Arrests and Violations							
[90G] Liquor Law Arrests	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	1	0	0	1
[35A] Drug Law Arrests	0	0	0	0	0	0	0
[35A] Drug Law Violations	7	2	0	2	0	0	11
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0
Criminal Offenses							
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
(8a-g, 8 h-l, 8j) [200] Arson	0	0	0	0	0	0	0
Sex Offenses							
(2a) Forcible							
[11A] Rape	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0
[11D] Forcible Fondling	0	0	0	0	0	0	0
(2b) Non-Forcible							
[36A] Incest	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0

Hate Crimes							
Larceny or theft							
Race bias	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0
Simple Assault							
Race bias	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0
Intimidation							
Race bias	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0
Destruction, damage or vandalism of property							
Race bias	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0
Criminal Offenses							
[510] Bribery	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0

[23C] Larceny: Shoplifting	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	1	1
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	2	2
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0
[23H] Other Larceny	0	0	1	0	0	0	1
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0
NIBRS Group B Offenses							
[90A] Bad Checks	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	1	1
[90D] Driving Under the Influence	0	0	0	0	0	0	0
[90E] Drunkenness	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0
[90Z] All Other Offenses	0	0	0	0	0	0	0
Vehicle Collisions							
Non-injury	0	1	0	0	1	0	2
Injury	0	0	0	0	0	0	0
Other Type Incident (Not categorized)							
Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0
Hostile Person - No Assault/Crime	0	0	0	0	0	0	0
Fires							
All incidents	0	0	0	0	0	0	0
Total Combined Incidents							19

Notices Against Trespass Issued							
Non student banned from dorms	1	0	0	1	0	0	2
Student banned from dorms	0	2	0	1	0	0	3
Non student banned from campus	0	0	0	0	0	1	1
Student banned from campus	0	0	0	0	0	0	0
Total							6

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for action)

- g. Human Resources

BACKGROUND:

Recruitment & Selection:

Daneen Berry-Guerin accepted the position of Dean of Workforce Education. Daneen replaced Clyde Rasmussen, who retired at the end of June. She transitioned to her new position on July 1.

Michael Dzbenski accepted the position of Music Instructor. This position replaces Pat Patterson, who retired in June. Michael will begin work at BBCC in September.

Dawnne Ernette accepted the position of Developmental English Instructor. This position replaces Gail Erickson, who retired in December. Dawnne will begin work at BBCC in September.

Brinn Harberts accepted the position of Math Instructor. This position replaces Tyler Wallace, who was promoted to the Director of Basic Skills in September. Brinn previously held a tenured faculty position at BBCC and will return in September.

Jaime Garza accepted the position of Faculty Counselor. This position replaces Marsha Nelson, who retired in June. Jaime will begin work at BBCC in September.

Amber Bravo will transition into the tenure-track Nursing Instructor position in September. Amber replaces Jan Elliston, who retired in June.

Yvonne Ponce received a promotion to the position of Fiscal Technician 3. Yvonne replaces Hope Strnad, who retired in July.

Mike Shepard accepted the position of Maintenance Custodian in the dorms. Mike replaces Alan Dowey, who passed away earlier this year.

Raffaella Pixton accepted the position of Financial Aid Advisor. This position replaces Jeremy Iverson, who was promoted to the director position. Raffaella will transition to her new position on August 3.

James Saucedo accepted the position of Director of BBCC's STEM Grant. James will replace Andre Guzman who accepted a position at Everett Community College. James will transition to his new position on August 10 pending approval of the STEM grant program officer.

The position of Fiscal Technician 1 has been posted. This is a full-time classified staff position replacing Yvonne Ponce.

Candidate files for the following position(s) are currently under committee review.

- Systems Engineer

Training:

Lynn Baldwin-Rhodes from Nash Consulting conducted two workshops on "Behavioral Styles" on June 23. This workshop was open to all BBCC faculty and staff. One hundred and eleven employees attended the sessions.

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

Sarah Adams-

Math Conference on May 1 in Lake Chelan

Jody Bortz-

High School 21+ Roundtable on May 15 at Renton Technical College

SALT Client Forum 2015 on May 28 in Spokane

WIOA on May 28 in Spokane

Assessing the Effectiveness of Programs for At-Risk Students: Strategies That Work via Innovative Educators on June 2 at BBCC

Mike De Hoog-

Athletic Finance Class Online from February 16-May 1 through Concordia University Irvine

Kim Garza-

HRMC Meeting on May 5 in Yakima

Dawn Geiger-

CliftonLarsonAllen Roundtable on Enterprise Risk Management – Focusing on the Right Risks on June 30 in Yakima

Jeremy Iverson-

SALT Training / Resources for Cohort Default Rate on May 28 in Spokane

Bonnie Jeffery-

Behavior Change & Financial Education Webinar on June 9 at BBCC

Candy Lacher-

Admissions and Registration Council (ARC) Meeting: Who are our veterans? on April 22 at Clover Park Technical College
ctcLink User Productivity Kit Presentation on April 22 at Clover Park Technical
National Student Clearinghouse Presentation on April 22 at Clover Park Technical College

Terry Leas-

WACTC Presidents' Academy Allocation Framework on April 23 at BBCC
WA Association of Community & Technical Colleges-Generational Imperative on May 14 in Spokane
A Replicable Associate Degree for Adults with Cognitive Disabilities Turn-key Approach on May 15 in Spokane
Achieving the Dream Leadership/Teamwork Training on June 24 in Cincinnati
Achieving the Dream Building a Culture of Evidence and Inquiry on June 24 in Cincinnati

Bob Mohrbacher-

Working with Dreamer Students (panel discussion) on May 20 at CBC

Jenny Nighswonger-

Major Ready Pathways Meeting/Training on May 11 in Spokane

Valerie Parton-

Achieving the Dream on February 16-20 in Baltimore
The Association, Diversity and Inclusion Training on March 6 in Seattle
Northwest Commission on Colleges and Universities, Accreditation Liaison Training and Mid-cycle Evaluation Reporting Training on March 11-12 in Seattle
AtD Kickoff Training, Professional Development to Enhance Student Success on June 23-25 in Cincinnati

Raffaella Pixton-

Financial Literacy Webinar on June 9 at BBCC
Strategies for Developing and Maintaining a Robust Ambassador Program Webinar on June 24 at BBCC

Charlene Rios-

ctcLink Webinar on May 7 at BBCC
ctcLink Webinar on May 14 at BBCC
BAR (Business, Accounting and Reporting Council) on May 28-29 in Walla Walla
ctcLink Webinar on June 4 at BBCC
ctcLink Webinar on June 11 at BBCC
ctcLink Webinar on June 18 at BBCC

Jille Shankar-

Financial Aid Training via ITV on May 11 at BBCC

Heidi Summers-

Leading from the Middle on April 12-15 in Union, WA

Diana Villafana-

CAC Program Supervisor Training on June 3 in Spokane

Tyler Wallace-

HS21+ Conference on May 15 at Renton Technical College

VISTA Supervisor Training on June 17 in Moses Lake

CASAS National Summer Institute on June 23-25 in San Diego

Laura Warnock-

AVID Training on May 14 in Richland

SALT on May 28 in Spokane

Zach Welhouse-

College Librarians and Media Specialists (CLAMS) conference on May 21-24 in Everett

IGNIS webinar: "Five Tips for creating an Accessible Syllabus" in May 2015

Instructure Con. Software and Pedagogy Training on June 16-18 in Park City, UT

Service Cloud Training Webinar on June 26 at BBCC

Evaluation Kit Training Online Conference on June 30 at BBCC

Tom Willingham-

Customer Service Training online through Alison.com on April 5

Diploma in Customer Service online through Alison.com on April 16-18

Vital Smarts, Influencer and Crucial Accountability on May 27 in Seattle

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

On June 23, 54 classified staff members attended the training, *Behavior Styles: Communicating with Respect & Trust*, presented by Lynn Baldwin-Rhodes of Nash Consulting. The training was an interactive and introspective way of defining our unique behavior styles and how those styles impact our communication in the workplace and elsewhere.

Sandy Cheek (JATP Director) provided classified staff training entitled, *Work-Life Balance: Is It Possible*, on July 14. Twenty-eight (28) classified staff attended and learned about the effect stress can have on our health and well-being. Tools to “decompress” and take time out for ourselves were shared. Sandy got rave reviews for her enthusiasm about the topic.

BBCC sent a team of five classified staff members to the 2015 annual STTACC conference, *Thinking Outside the Box*, at Walla Walla Community College on July 29-30. BBCC attendees included: Heidi Bratsch (Health Education), Hope Candanoza (Adult Basic Education), CarlaLouise Christian (STEM), Barbara Collins (Title V), and Taisa Timofeyev (WorkFirst Education Services). Attendees heard from keynote speakers Rick and Allyn Griffin, had opportunities for professional and personal development, and were able to network with other classified staff members from across the state.

Robin Arriaga (Human Resources), Classified Staff Co-Representative, was honored as this year’s winner of the *STTACC Exemplary Staff Award for Region D Community Colleges*. In June, Robin was also awarded the *2015 BBCC Outstanding Employee (Classified Staff)* award. Both are a testament to Robin’s hard work and dedication to our college’s mission and goals and her continued commitment to classified staff development at BBCC! The STTACC Exemplary Staff Award was presented to Robin at the STTACC conference. Barbara Collins accepted the award in Robin’s absence.

Finally, classified staff participated in a community service project this summer. The STAR Committee agreed to support the Foster Care program in Moses Lake by organizing a fun school supplies donation “competition” on campus throughout the month of July. Donations benefit all foster families in Grant and Adams Counties and donated items will be distributed as needed to approximately 260 school age foster care children at a back-to-school BBQ hosted by the Foster Care program. Additionally, the BBCC Bookstore offered a 15% discount on supplies bought for the project at the Bookstore. The team with the most donations will receive home baked treats, provided by the STAR Committee.

Additional Classified Staff Training (May & June 2015)

Name	Department	Training	Location	Date(s)
Anthony Bergen	M&O	Fire Safety Lead Awareness Personal Fall Arrest Systems Scaffold Safety	BBCC (online)	May 4 May 12 May 12 May 13
Ruth Coffin	Registration	SEVIS International Student Webinars	BBCC	May 8 & 15
David Frueh	M&O	Fire Safety Slips, Trips, and Falls	BBCC (online)	May 13 June 23
Jeffrey Robnett	M&O	Lead Awareness Personal Fall Arrest Systems Scaffold Safety Slips, Trips, and Falls	BBCC (online)	May 13 May 13 May 14 May 14
Randy Fish	M&O	Personal Fall Arrest Systems Scaffold Safety	BBCC (online)	May 13 June 2
Sergio Cervantes	M&O	Lead Awareness Personal Fall Arrest Systems Scaffold Safety Slips, Trips, and Falls	BBCC (online)	May 13 May 13 May 14 May 14
Barbi Johnson	Business Office/ Registration	Financial Fitness	Moses Lake	May 26-27
Cassandra Fry	Counseling/ Financial Aid	SALT Training	Spokane, WA	May 28
Taisa Timofeyev	WorkFirst Education Services	Assessing the Effectiveness of Programs for At-Risk Students CASAS	BBCC (Online) San Diego, CA	June 2 June 22-25
Alicia Wallace	WorkFirst Education Services	Getting Ahead Facilitator Training	Spokane, WA	June 3
Linda White	M&O	Slips, Trips, and Falls	BBCC (online)	June 4
Peter Rachishin	M&O	Drive Safety Fire Safety Ladder Safety Slips, Trips, and Falls	BBCC (online)	June 4 June 5 June 8 June 9
Valerie Mestdagh	M&O	Slips, Trips, and Falls	BBCC (online)	June 5
Hope Candanoza	Adult Basic Education	CASAS	San Diego, CA	June 22-25

Prepared by Starr Bernhardt.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The Spring Quarter 2015 enrollment report and final 2013-15 FTE report are included for your review. Spring quarter headcount was higher than last year but state-funded FTE was not. A couple of reasons for this – an increase in Running Start students, and most of the students in the Job Skills Program classes offered through CBIS during 2014-15 were enrolled during spring quarter. The CBIS students also were a factor in the higher percentage of part-time students for the 2015 spring quarter.

You will see on the final 2013 – 2015 FTE report that we nearly did it – 99.9% of our state-funded target was met. (SBCTC rounded up, so we are at 100% on their report.) The fact that we were over enrolled in 13-14 helped carry us.

As of July 24, 2015, summer headcount is up 5% (37) and FTE is 13% (44) higher than the same date in 2014. Fall headcount is 6% (86) higher and FTE is 8% (102) higher than 2014.

The tuition amount budgeted for 2014-2015 is \$4,400,000. As of June 30, 2015, we have collected \$4,532,467 or 103.0% of the budgeted amount. As of June 30, 2014, we had collected \$4,567,483 or 107.1%.

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

	<u>2014-15</u>	<u>2013-14</u>
Annual Budget	\$4,400,000	\$ 4,264,284
Total Collections as of June 30	\$4,532,467	\$ 4,567,483
As a % of annual budget	103%	107.1%
Left to collect to meet budget target	\$ 0	\$ 0

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

RECOMMENDATION:

None

F.T.E. REPORT

2013-2015 Final

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (13-14)		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
 2nd year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
 TOTAL	 <u>10217.7</u>	 <u>3405.9</u>
 1st year annual FTE Target	 5049	 1683
2nd year annual FTE Target	5181	1727
 SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3405.9
Past year + current year allocation		3410.0
% of allocation target attained to date		99.9%
 Add'l FTEs to meet minimum 96%	 -396.9	 -132.3
Add'l FTEs to meet target 100%	12.3	4.1
 FTEs over funding level - 1st year	 147.6	 49.2
FTEs over funding level - 2nd year	-159.9	-53.3

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>SPRING 2015</u>	<u>SPRING 2014</u>	<u>SPRING 2013</u>	<u>SPRING 2012</u>	<u>SPRING 2011</u>	<u>SPRING 2010</u>	<u>SPRING 2009</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	24	28	23	26	30	36	50
Asian/Pacific Islander	37	46	36	28	37	33	36
Black	39	34	32	45	44	46	33
Hispanic	861	787	866	857	1,044	953	935
White	1,302	1,207	1,219	1,247	1,511	1,465	1,379
Other/Unknown	321	296	177	188	83	334	221
<u>SEX</u>							
Female	1,325	1,226	1,291	1,360	1,600	1,620	1,571
Male	1,247	1,166	1,052	1,002	1,143	1,190	1,075
Not Coded	12	6	10	29	6	57	8
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,341	1,321	1,282	1,344	1,392	1,385	1,223
Part-time (less than 12 crs)	1,243	1,077	1,071	1,047	1,357	1,482	1,431
Percent full-time	51.9	55.1	54.5	56.2	50.6	48.3	46.1
<u>BY FUNDING SOURCE</u>							
State	2,194	2,085	2,139	2,184	2,303	2,344	2,246
Shared Funding							0
Grant/Contract	345	252	151	149	282	349	184
Community Service	45	61	63	58	164	174	224
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,998	1,812	1,827	1,891	2,026	2,110	1,836
On-Campus Evening	140	147	147	155	233	183	295
Off-Campus Day	268	289	204	198	265	262	195
Off-Campus Evening	178	150	175	147	225	312	328
TOTAL HEADCOUNT	2,584	2,398	2,353	2,391	2,749	2,867	2,654
Running Start	346	271	166	166	155	139	120
International	8	7	4	3	5	4	4

FTES

	<u>SPRING 2015</u>	<u>SPRING 2014</u>	<u>SPRING 2013</u>	<u>SPRING 2012</u>	<u>SPRING 2011</u>	<u>SPRING 2010</u>	<u>SPRING 2009</u>
<u>STATE FUNDED</u>							
ABE/ESL	132.8	129.2	126.0	111.1	169.2	158.7	146.6
Academic	867.9	846.8	850.1	914.0	890.3	887.4	751.6
Occupational	495.4	518.9	561.1	543.0	590.3	615.0	573.7
TOTAL STATE FTES	1,496.10	1,494.9	1,537.2	1568.1	1649.8	1661.1	1471.9
<u>OTHER FTES</u>							
Community Service	1.4	1.7	1.7	2.1	10.9	7.4	24.5
Contract Funded	55.4	36.7	27.2	45.5	111.5	100.8	89.5
Running Start	280.5	203.1	155.5	147.7	136.9	122.6	110.4
Other (Employ., Sr. Cit.)	17.7	14.7	14.6	9.1	13.7	11.4	14.1
GRAND TOTAL FTES	1,851.10	1,751.10	1736.2	1772.5	1922.8	1903.3	1710.4

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #5: Trustee Emeritus Status (for action)

BACKGROUND:

Trustee Jon Lane asked the board to consider honoring former trustee Mike Blakely with Trustee Emeritus status.

Mike Blakely was appointed to the Big Bend Community College (BBCC) Board of Trustees December 20, 2004, and served through June 2014, with 100% meeting attendance. Mike served as board chair and vice chair twice during his 10 years on the board. Mike received the 2014 TACTC award and the 2014 ACCT Pacific Region Trustee Leadership Award. Mike is an intuitive thinker with relentless efforts to ensure BBCC accomplishes its goals and mission.

In 2012, when BBCC's president of 17 years retired, Mike served on the Presidential Search committee alongside community members in the BBCC Service District No. 18, and he actively participated in the selection process by visiting the three finalists' home campuses. He led the efforts to name buildings for long-time BBCC Trustee, Foundation member, and supporter Paul Hirai and for President Emeritus William C. Bonaudi.

Mike continually reaches out to students in his community—especially low-income and minority students—and encourages their attendance at BBCC, often bringing them to campus and introducing them to student services personnel.

Many admire Mike's generosity, unselfishness, and wide concern for all members of society when in need. He has written numerous scholarship recommendation letters, and he does not just bring students on campus and drop them off; he introduces them to student services personnel and regularly checks in with them on their progress.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #6: 2015-16 State Operating Budget (for action)

BACKGROUND:

VP Linda Schoonmaker and Executive Director of the Business Office Charlene Rios will present the draft 2015-16 State Operating Budget.

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

RECOMMENDATION:

President Leas and VP Schoonmaker recommend approval of the 2015-16 State Operating Budget as presented.

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #7: BBCC Student Code of Conduct (for information)

BACKGROUND:

VP Mohrbacher will discuss revisions to the BBCC Student Code of Conduct. AAG Mirisa Bradbury has approved all revisions. (Additional bound information includes current WAC 132R and new code as presented to the Code Reviser.)

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #8: Memorandum of Understanding (for action)
Article VII: Compensation

BACKGROUND:

On June 12, 2015, the BBCC Faculty Association and the Trustees agreed to extend the existing terms and conditions of the Negotiated Agreement until June 30, 2016. On July 1, 2015, the Legislature provided for a 3% increase for full-time and part-time faculty. Turnover savings from 2014-15 were also available for distribution. This Memorandum of Understanding outlines the agreements reached with regard to the 3% increase, distribution of increments funded by turnover savings, and the award of promotional steps.

RECOMMENDATION:

President Leas and VP of Human Resources & Labor Kim Garza recommend approval of the Memorandum of Understanding regarding Article VII: Compensation

Prepared by the President's office.

RECOMMENDATION:

None.

MEMORANDUM OF UNDERSTANDING
ARTICLE VII: COMPENSATION
August 6, 2015

Big Bend Community College (BBCC) and the Big Bend Community College (BBCC) Faculty Association hereby agree to the following:

1. Effective July 1, 2015 the new base salary shall be \$44,643. All tenured and probationary faculty will receive a 3% increase calculated on their 2014-15 annual salary, excluding overload contracts.
2. Increments funded through turnover savings shall be distributed equally amongst all tenured and probationary faculty.
3. Effective July 1, 2015, adjunct rates shall increase to:
 - a. Lecture Credit \$599.62
 - b. Lab Credit/Nursing Clinical \$975.46
 - c. NUR Campus/Additional Flight Hours \$751.71
4. Promotion steps will be awarded based on the language outlined in the SIM Movement/Promotional Steps MOU dated September 11, 2014.
5. There shall be no changes to the remaining terms of the negotiated agreement, unless the parties specifically agree otherwise during the negotiations for a successor agreement.

BIG BEND COMMUNITY COLLEGE
FACULTY ASSOCIATION

COMMUNITY COLLEGE DISTRICT No. 18
BOARD OF TRUSTEES

Rie Palkovic, President

Terrence Leas, Secretary to the Board

Anna Franz, Vice Chair of the Board

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #9: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/06/15

ITEM #10: Regularly Scheduled Board Meeting Date (action)

BACKGROUND:

The next regular board meeting is scheduled for Thursday, September 10, at 1:30 p.m. Additionally, Dr. Pamela Transue will facilitate a Carver Policy Governance Model session Wednesday, September 2. Your annual board retreat will be held Wednesday, September 9, 9:00 to 4:00 p.m. with lunch included. The group will discuss time and location preferences of the meetings.

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: 8/06/15

ITEM #11: Miscellaneous (for information)

BACKGROUND:

Congratulations to Psychology and Criminal Justice Instructor, Dr. Ryann Leonard! She received the 2015 ACCT Pacific Regional Faculty Award. She will be provided complimentary registration to attend the ACCT Conference in San Diego, October 14-17.

President Leas will share information from the Achieving the Dream Kick-off Conference regarding flipping the idea from students being college-ready to BCC being student-ready.

Dr. Leas will serve as the Vice Chair of the WACTC Capital Budget Committee during the 2015-16 year.

The Aviation Flight Training program is planning a 50th anniversary celebration for next spring. More information will be forthcoming.

Prepared by the President's office.

RECOMMENDATION:

None.