



Board of Trustees Regular Board Meeting

**August 9, 2018
1:30 p.m.**

ATEC
Hardin Community Room

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

Big Bend Community College District #18

Governing Board:

Chair Jon Lane, Vice Chair Stephen McFadden

Anna Franz, Juanita Richards, and Thomas Stredwick

President Terry Leas

2018 Meeting Schedule

January 17, 2018

March 8, 2018

April 12, 2018

June 7, 2018

August 9, 2018

October 4, 2018

November 15, 2018

December 20, 2018

Summer 2018 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						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

August	9	Regular board meeting; 1:30 p.m.; Hardin Community Rm
	10	Summer Quarter Instruction Ends
	18	BBCC Summer Stargazing Night; 8:30 p.m.; Campus
Sept	17	All Campus In-Service, 8:00 a.m.; Masto Conference Center
	24	Fall Quarter Instruction Begins
Oct	4	Regular board meeting; 1:30 p.m.; Hardin Community Rm



Thor and the TRIO Upward Bound students had a great time with the Boys & Girls Clubs of the Columbia Basin July 31.

Big Bend Community College

Excerpt from December 14, 2017, Board Meeting Minutes, Board Self-Evaluation:
The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this year.

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

(Approved by the Board of Trustees 6/14/13)

Ends Statements

E-1 Mission

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

(Approved by the Board of Trustees 1/16/14)

Year-to-date board actions for **E-1 Mission is 19, E-2 Student Success is 2, E-3 Excellence in Teaching & Learning is 2, E-4 Community Engagement is 1, E-5 Integrity and Stewardships is 5, and E-6 Inclusion and Climate is 2.**

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

7662 Chanute Street Moses Lake, Washington 98837

Thursday, August 9, 2018, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Dale Casebolt
3. Introductions
New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes May 29, and June 7, 2018 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Classified Staff Report **(Information)**
 - i. Enrollment Report **(Information)**
 - j. Safety & Security Report **(Information)**
 - k. Public Correspondence **(Information)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
 - a. ASB President – Barbi Johnson
 - b. Classified Staff Representative – Barbara Collins
 - c. Faculty Association President – Salah Abed
 - d. VP Finance & Administration – Linda Schoonmaker
 - e. VP Learning & Student Success – Dr. Bryce Humpherys
 - f. VP Human Resources & Labor – Kim Garza
 - g. Executive Director BBCC Foundation – LeAnne Parton
6. Social Justice Leadership Institute – SSC Coordinator Diana Villafaña **(E-6, Information)**
7. WAC 132R-136-080 Posting of Materials – Matt Killebrew **(E-1, Action)**
8. WAC 132R-04 Student Conduct Code – VP Bryce Humpherys **(E-1, Information)**
9. Athletics-Wrestling Financial Model – VP Bryce Humpherys **(E-1, Information)**
Executive Session
10. President's Employment Contract – VP Kim Garza **(E-1, Action)**
11. Board Policy Review for Information – President Terry Leas **(E-1, Information)**
12. Board Policy Review for Action – President Terry Leas **(E-1, Action)**
Break (if needed)
13. Assessment of Board Activity – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Chair Jon Lane, President Leas **(E-1, Information)**
16. 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: Thursday, October 4, 2018

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: 8/9/18

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board study session May 29, 2018, and regular board meeting June 7, 2018, 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 a Special Meeting Tuesday, May 29, 2018, at 9:00 a.m. in the ATEC Building.

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

1. Strategic Planning

VP Humpherys discussed the institutional planning portion of the meeting. He led the group through a review of definitions of important terms including mission which sets the parameters of BBCC's efforts. Ends statements (trustees) and core themes (accreditation) are subsets of the mission at the policy level. Objectives begin operationalizing efforts and are evaluated individually and collectively to determine if the mission is being met.

Dr. Humpherys described the vision as aspirational: *Big Bend Community College inspires every student to be successful*. The three priorities state how BBCC focuses to accomplish the goals of increasing FTEs, improving student achievement rates, and supporting employees. Values and lenses are not prescribed by accreditation.

Trustee Anna Franz noted that a definition statement regarding the lenses would be helpful. Trustee Stephen McFadden questioned why there are values and lenses if they are not required by an accreditation standard.

Dr. Humpherys stated the values and lenses articulate BBCC beliefs and provide ethical guidance. The values and the core themes overlap. Due to timing of the accreditation cycle, we do not wish to revise the mission at this time and complicate our assessment work. At the end of the accreditation cycle in 2020, we may make changes to the mission and ends statements. The lenses refine and operationalize efforts.

Trustee Anna Franz asked why we have values and ends statements. The ends statements were redefined to align with the core themes. Dr. Leas stated the values provide moral justification for BBCC's efforts. Ranking the core themes by importance would help inform budget allocation. The vision, values, and ends statements are not required by accreditation. The lenses add additional information for the next accreditation cycle, positioning BBCC to be better prepared to re-evaluate its mission and core themes.

Dr. Leas stated the trustees have adopted and adapted the Carver Policy Model. Trustees could change the ends statements and adapt the carver model further. Trustee Stephen McFadden stated the layers need to be reduced in 2020. Strategic priorities, values, and lenses are at the policy level, the remainder of the strategic plan is at the operational level.

The strategic plan includes background, implementation strategies, and an evaluation plan for the strategic priorities. The core themes inform the strategic priorities. The strategic priorities have been developed with feedback across the campus. The Strategic Plan Appendices give context to the strategic plan. Appendix C "BBCC should" sections and ICAT survey feedback provide more context to inform implementation strategies that have been developed. Appendices E and F attempt to bring it all together. Appendix G includes progress reports and work group accomplishments, which will be updated annually as a result of committee work or Cabinet members and documents continuous quality improvement and accountability.

The Board's adoption of the strategic plan provides approval that the plan is moving in the way the trustees feel the college should move and in alignment with accreditation.

Trustee McFadden stated the Strategic Plan is good work and the priority is to address the accreditation issue. If the Strategic Plan appropriately addresses the accreditation issues, trustees need to approve and support.

Dr. Humpherys stated all of the goals may not be accomplished by 2020; we aspire to meet them. Offering a BAS degree is an enrollment management tool and will help place-bound residents. Developing a BAS degree includes a lot of work and may not be fully completed by 2020. Dr. Leas stated the Strategic Plan is a fluid document that evolves as service-district needs change.

VP Linda Schoonmaker will share more about meeting the accreditation requirement for connecting the budget allocations with programs. Dr. Leas stated we need to adopt the Strategic Plan as evidence for accreditation that we are planning, developing, and implementing elements of the strategic plan.

2. **2018 Monitoring Report on Mission Fulfillment**

The monitoring report focuses and meets accreditation requirements regarding gathering and analyzing data, determining the steps to take, and documenting how the data-driven decision making informs the budgeting process.

Dr. Humpherys described the core theme objective average ratings in green and yellow on pages six and seven of the Mission Fulfillment Report as mission

fulfillment in action and accreditation compliance. Our plan includes connecting the next-steps column with implementation strategies in the strategic plan and identifying the responsible parties.

The former ATD Team was reconstituted into the formal Strategic Priorities Committee, and they will lead and implement priorities and coordinate with work groups. Trustee Stephen McFadden asked about the President's responsibility in the hierarchy of committees. VP Humpherys explained that all members report to the President or a VP in Cabinet. The President is part of every category.

Trustee Thomas Stredwick asked about understanding the operational efforts while staying at the policy level. Trustee McFadden stated it is important for the public to understand the President is responsible for the entire college.

Trustee Stredwick asked if the President is accountable to the Monitoring Report or the Indicator sheet. Per the revised Carver Model, evaluating the college is the same as evaluating the President. Trustee McFadden requested an asterisk be added indicating the President is a responsible party for all efforts. Trustee Juanita Richards suggested Institutional Research also be involved in all efforts.

Dr. Humpherys stated the overall ratings this year are lower than previous years. In the past, there was a very low ratings response rate. This year, the ratings were completed at an all-staff in-service resulting in a much higher response rate of over 90%. Employees use the elements of the core theme objectives for their work plans.

VP Humpherys asked how much detail the trustees want to see in the budget allocation column, which documents how we are using resources to do the work. Trustee Anna Franz suggested attaching the source and line item in the budget.

3. **2018-19 Indicator Dashboard**

Dr. Humpherys led a discussion about the 2018-19 Indicator Dashboard and how it addresses the two accreditation recommendations.

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

student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3).

The core themes collectively comprise the objectives, and objectives collectively comprise the indicators. Guiding question is “do the indicators help us understand if we are meeting the objective [and to what degree]?” By fall, indicator targets will be set. The gray fields reflect one-time measures like the Convergence information, or qualitative measures. Improvement process includes employees reviewing indicators to determine the value they add and resulting in additions or deletions of indicators. The Indicator Dashboard is an evolving document that changes according to what the data tell us.

Trustee Franz confirmed the value of the indicator dashboard improvement plan. Trustee Stredwick stated that many of the indicators are lagging. Dr. Leas stated that ctclink will eventually provide more robust data tracking and the opportunity to employ leading indicators. Dr. Humpherys reminded the group that a lot of the data are available only once per year due to our annual cycle and limitations of the state legacy system.

The cycle of continuous improvement includes different scales and representation through departments, Shared Governance Council, Cabinet, and the institution as a whole. Institutional work plans include work groups and committees.

The annual institutional planning process includes the following steps:

Summer 2017 – department and committees summarizing their accomplishments from the previous year and goal setting for 2018-19; Incorporate annual institution planning process slide. Not all assessment results have budget implications.

Fall 2017 – Department and committees finalizing work plans for the current year.

Winter 2018 – Evaluate institution and departments based on indicator data. Departments submit budget requests.

Spring 2018 – Next steps adopted, budget developed, summarizing strategic accomplishments for 2018-19 and setting goals for 2019-20. Update indicator dashboard and strategic plan.

Trustee McFadden commended the leadership for articulating the detailed and thorough plan.

At 10:45 a.m. Board Chair Juanita Richards announced a 15-minute break followed by a one-hour executive session (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The meeting reconvened, and then the meeting was adjourned at 12:00 p.m. with no action taken.

Chair Juanita Richards

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting June 7, 2018, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards

2. Pledge of Allegiance

BBCC Business Information Management student and Marine Corps Veteran Tori Decker led the Pledge of Allegiance. She served in Afghanistan in Aviation Maintenance Administration.

3. Introductions

Nursing Instructor and Nursing Club Advisor Jen Brooks accompanied the club members who introduced themselves and where they will be working after graduation Lindsey Arnold (Kadlec), Diana Brown (Samaritan-resource), Tyler Brown (Spokane area), Jazelda Garcia (Samaritan- ER), Kyle Hickman Columbia Basin Health-Ephrata), Amanda Langendorff (Confluence-Infusion), Holly Perry (Samaritan-Resource), Zenaida Lopez (Kadlec), Dayanira Quintero (Central Washington Hospital), Lupe Villa (Central Washington Hospital), Sarah Lancaster (Regional-Yakima), and Brenda Standley (Hospice). The students are raising funds for the National Council Licensure Examination (NCLEX) review.

14. Exceptional Faculty Award

Nursing Instructor Mercedes González-Aller thanked the board and shared that she purchased an ARNP course with her Exceptional Faculty Award (EFA) and learned more about emergency room care, diabetic interventions, and research resources. The EFA funding provided required continuing education to maintain her RN certification.

4. Consent Agenda

a) Approval of Board Meeting Minutes April 12, 2018 (A); b) President's Activity Update (I); c) Accreditation (I); d) Student Success (I); e) Assessment (I); f) Finance & Administration Update; (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (I); j) Public Correspondence (I).

Motion 18-24 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

There were no public comments.

5. Remarks

- a. ASB President Marisol Lozano reported ASB and club activities ASB included the JATP trainees' at Lunchfests, Bingo Night, Face Painting and Balloon art events while they were on campus.

Something new that ASB implemented this quarter was Ice Cream Bar Mondays. ASB distributed ice cream bars and ice cream sandwiches all over campus, including the students located in the flight line buildings. It was greatly appreciated by those students in particular. This outreach was a great opportunity to serve students and develop a stronger bond with aviation students.

ASB sponsored a leadership training and almost all of the BBCC clubs participated, including residence life and ASB. A digital campus scavenger hunt competition involved students from different programs of study.

There was a great turnout for the Students vs. Faculty/Staff Softball Tourney, with the staff taking the win. Over 270 people attended the ASB Family Surf 'n Slide Night June 4. Today, ASB is sponsoring a Car Smashing Fundraiser; it's only a \$1 a swing.

M.E.Ch.A. is sponsoring a Volleyball Tournament next week. The Phi Theta Kappa Chapter members have been raising money through concessions at Wallenstein Theater. Aviation students sold specially designed t-shirts and held a car wash fundraiser recently. The Welding Club made and donated items for the Foundation's Cellarbration event. The Writing Club brought a guest author to campus, Derek Sheffield. The Lindy Hoppers attended a weekend-long Camp Jitterbug event in the Seattle area.

The 2018-19 ASB Officers are President Cydney Schaapman, Vice President Joshika Suresh, Secretary Laura Valenzuela, Programming Director Brynn Drummond, and Public Relations Officer Leah Dougherty.

The last 2017-18 ASB events are a Library campout next Tuesday, offering free pizza and soda for students studying in the library and an ASB fundraiser parking cars for graduation.

ASB President Marisol Lozano stated it was an honor to represent BBCC students and get to know the BBCC Trustees. She will continue working and in the fall, she will attend CWU to become a school psychologist.

- b. STAR Representative Barbara Collins shared Classified Staff news. The committee met with VP Kim Garza to discuss a vision statement, succession planning, and future membership. They will continue with program learning experiences as supported by positive survey data. The committee collected

donations for a wheelbarrow of flowers for the Foundation's Cellarbration! for Education event which raised \$160. A few Classified Staff member will attend the STAAC conference in the fall.

- d. VP Linda Schoonmaker introduced the Director of Facilities and Capital Projects James Saucedo to provide a Workforce Education Center (WEC) Building update. He stated the project is on schedule and currently waiting for the permit.
- e. VP Bryce Humpherys shared that following the meeting today three deliverables—strategic plan, operating budget, and monitoring report—will be accomplished. Employees will summarize accomplishments for the 2017-18 year and then begin the assessment process again in July with new goals and targets. Dr. Humpherys plans to have the report that is due to NWCCU September 17 completed by the end of August.

Dr. Humpherys discussed a document that defined FTE categories. One full-time equivalent (FTE) equals 15 credits. BBCC's annual FTE target is 1,754 on a three-year average. If we fall short of the target, it impacts our state allocation negatively. Currently, the state-supported FTE count is 1,339 which is 76% of our target. Based on projected winter quarter enrollment, we will end the year at 89% of our target. Summer enrollment will add to the state-supported FTE target amount. Enrollment is down to 93% statewide. This specific FTE information will begin appearing in the consent agenda enrollment report.

Dr. Humpherys reported that enrollment management strategies include strengthening evening and online offerings in the upcoming year, which would make it possible for full-time students to earn a transfer degree fully online or in evening classes. Low unemployment numbers indicate we should offer classes that working people can attend. We are clarifying pathways for adult education students, so they can move into college classes without barriers.

Another enrollment management strategy is strengthening relationships with local high schools and promoting College in the High School and Running Start. Acceptance letters were sent to all graduating seniors in the BBCC service district this year.

Adding men's and women's wrestling teams to athletics is another enrollment strategy. Mark Poth was appointed Interim Athletic Director in April of 2017. He was asked to develop a financial model because athletics was not on a sustainable trajectory. Local support and tradition supports wrestling and soccer teams; wrestling was chosen due to fewer overhead expenses. The new wrestling teams will implement AD Poth's financial model. Adding 50-100 students due to a sport has a large impact on a small, rural college. Recruiting students to compete from in-district and out of the district boosts enrollment. BBCC's athletic program has a reputation of academic excellence, including

higher GPAs, persistence, and completion rates. Most student athletes are transfer students which is currently BBCC's lowest enrolled area.

Trustee Anna Franz requested a presentation of the athletic financial model and data that support it.

Trustee Stephen McFadden asked about a soccer team in the future. VP Humpherys stated if the proposed model works as projected, soccer could be the next sport added at BBCC.

- f. VP Kim Garza announced that the Celebration luncheon is scheduled tomorrow, June 8, and 25 employees will be recognized. The WAC Public Hearing for the public records WAC was held yesterday with no public comments presented. Human Resources is continuing to post positions available.
- g. Dr. Leas provided the Foundation report for Executive Director LeAnne Parton. The gross income was up 22% over last year at \$138,000. One-day wine sales raised \$10,250. An \$800 donation was provided to the JATP for earthquake victims. The first \$30,000 Microsoft Data Center scholarship for tuition, books, and fees arrived June 1. The student's testing fees will also be covered when the course is completed. This will be a recurring scholarship.

Convergent will be on site starting June 18 for five months to facilitate a major capital campaign.

- c. Faculty Association President Salah Abed reported faculty news. English Instructor Matt Sullivan's Advanced Creative Writing students collaborated with Scott Hagel's oil painting and watercolor students. The paintings and stories by students will be on display in the Paul Hirai Fine Arts Building.

Librarian Libby Sullivan reported the June library table display features faculty and staff reading recommendations. Trustee Juanita Richards commented that she looked over the display and enjoyed perusing the books.

6. **TRIO Upward Bound**

TRIO Upward Bound Director Anita DeLeon shared information about the program. She has been with the program for 20 years and shares the goal of helping first-generation students go to college. President Lynden B. Johnson started the Economic Opportunity Act in 1964. TRIO has evolved from getting students through high school to getting high school students to college. The TRIO Student Support Services program started in 1968. BBCC is fortunate to have two TRIO programs on campus. There are other TRIO programs such as Talent Search, Education Opportunity Center, Veterans, and TRIO training serves. There are 956 Upward Bound programs in the US and 22 of the programs are in WA State. The TRIO McNair Scholars program is a pipeline program that helps student from the bachelor's to the doctoral level. The BBCC Upward Bound program has 117 students this school year.

TRIO Upward Bound (UB) is grant-funded every five years. BBCC is the highest funded UB program in the state. BBCC's six-week residential program is unique and covers four target high schools: Moses Lake, Othello, Royal City, and Warden. Staff recruit ninth-grade students who are US citizen or are in the process of becoming citizens and have a desire to attend college. Beginning July 1, there will be eleven high school graduates and 41 high school students on campus for the summer. Many UB students go on the TRIO SSS program. Students report that they feel like family in TRIO. The programs focus on strengths. Several of the TRIO and BBCC staff are TRIO alumni (Director Custodio Valencia, Academic Advisor Jasmine Martinez, Outreach Coordinator Vanessa Pruneda, and STEM Center/Emporium Lab Coordinator Veronica Guadarrama). The BBCC administration and campus is very supportive of TRIO. TRIO holds annual events such as an induction ceremony, college signing day, and summer banquet.

Board Chair Juanita Richards announced a five-minute break at 2:37 p.m. The meeting reconvened at 2:42 p.m.

7. 2018 Mission Fulfillment Monitoring Report

Dr. Bryce Humpherys referenced the discussion from the study session held May 29 regarding the Mission Fulfillment Monitoring Report. He said edits suggested at the study session were incorporated in the final version for approval.

Motion 18-25

Trustee Anna Franz moved to approve the 2018 Mission Fulfillment Monitoring Report. Trustee Jon Lane seconded, and the motion passed.

8. Strategic Plan

Dr. Humpherys discussed that the trustees were presented a summary of the strategic work during the study session held May 29. The strategic effort included feedback from trustees and employees throughout the year. Dr. Humpherys thanked all who participated in the workgroups, surveys, and forums.

Motion 18-26

Trustee Stephen McFadden moved to approve the 2017-20 Strategic Plan. Trustee Anna Franz seconded, and the motion passed.

Trustee McFadden stated the strategic plan represents significant investment by the institution, and he thanked the group for their discussion at the study session.

9. 2018-19 Operating Budget

VP Linda Schoonmaker shared the 2018-19 Operating Budget, noting that the expenses are high and the revenue is low. The funding for six aerospace FTEs were taken back by the SBCTC, which was expected.

Trustee Anna Franz noted the trend of increasing travel costs. VP Schoonmaker stated the trend reflects a shift of funding, increased professional development, and ctcLink training expenses.

Motion 18-27

Trustee Jon Lane moved to approve the 2018-19 Operating Budget. Trustee Stephen McFadden seconded, and the motion passed.

Board Chair Juanita Richards announced a thirty-minute executive session at 2:54 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session was extended by 10 minutes. The meeting reconvened at 3:34 p.m. with no action taken.

10. President's Evaluation

Board Chair Juanita Richards read President Leas' 2017-18 evaluation.

The Board of Trustees is pleased with the overall performance of the college and with President Leas during this evaluation period. At the December 14, 2017, board meeting, the Board agreed to move the annual evaluation of the President to its June meeting to align with the President's contract term and therefore acknowledges that President Leas has not had a full year to act upon the requests made in its previous evaluation dated November 14, 2017. Even with this shorter period of activity, the Board finds that Big Bend Community College has achieved the end statements as set forth in Board Policy 1000 under President Leas' guidance.

Dr. Leas continues to strive towards cultivating positive relationships with students, employees, community leaders, business and industry leaders, elected officials, members of the Washington State Community and Technical Colleges, institutional officials, and donors. Dr. Leas has continued to strengthen the college and its inclusive culture, while working to ensure every new and existing program and process keeps student success at the forefront. Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion. The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at Big Bend.

The Board of Trustees recognizes several successful accomplishments during this evaluation period addressing a majority of the Board of Trustee's expectations in the areas of transparency, advocacy, and communication from his previous evaluation.

- *Of paramount concern in the last evaluation was addressing the Notice of Concern issued by NWCCU. The Board acknowledges and appreciates the dedication of resources and collaborative approach implemented to address this issue and make significant progress on our 2018-2020 Strategic Plan. The strategic planning process employed an inclusive approach unlike any used at Big Bend before.*

- *Obtaining funding for the construction of the Workforce Education Center in addition supplementary funding to cover inflationary costs associated with the delayed action by our state legislature on the capital budget.*
- *The Board congratulates Dr. Leas on the successful efforts to replenish the aviation fleet to ensure that our aviation program continues to be current and sustainable.*
- *The Board further expresses gratitude for Dr. Leas' efforts to secure funding for the Workforce Education Center in the capital budget and supplemental capital budget.*
- *A successful year with the BBCC Foundation with Dr. Leas' guidance and leadership.*
- *Big Bend athletic programs continued to earn recognition for their achievements. Dr. Leas's vision is to increase the presence of our athletic programs to market Big Bend to our community and surrounding communities to encourage more student enrollment and revenues.*
- *The Board of Trustees commends Dr. Leas as he has made progress strengthening communication with the Board of Trustees through regular communication via email, meetings, and phone calls. In addition, Dr. Leas kept the Board of Trustees up to date regarding any potential concerns as well as informing the Board of all successful achievements involving the college, the employees and trustees.*

The Board also recognizes Dr. Leas' continued community involvement serving as an ambassador of the college with his involvement in the following activities:

- *Community involvement activities included Rotary Club, Rotary Scholarship Foundation Board, Samaritan Healthcare Strategic Planning and Finance Committee, Editorial Board for Columbia Basin Herald, Moses Lake School District's Schematic Design process for the new high school, Board of Directors Grant County Economic Development Council, Adams County Industry Council, Keynote speaker at Moses Lake Martin Luther King, Jr. event, and attended Quincy Valley Leadership Council meetings.*
- *Regionally, Dr. Leas continued to serve on the North Central Workforce Development Council for Grant and Adams counties.*
- *Statewide, Dr. Leas remained active with WACTC, continued to serve on the SBCTC's Long Term Advocacy Task Force, supported BBCC's hosting the AWB Rural Jobs Summit, participated in hosting Governor Inslee's visit to BBCC in February.*
- *Nationally, BBCC continued its membership in achieving the Dream, ACC, ACCT and the League for Innovation in Community Colleges. Under Dr. Leas' leadership*

Big Bend Community College was selected as a “Leader College” by Achieving the Dream.

As Dr. Leas enters another evaluation period at Big Bend, the board encourages and supports Dr. Leas in maintaining the positive contributions to the institution highlighted above while focusing on leading the college through the challenges and successes in the coming year.

In order to support the construction and development of the Workforce Education Center, the Board expects that Dr. Leas will continue outreach efforts to members of the College’s service district to secure funding of the portions of the project not funded through the capital budget. The Board also expects that Dr. Leas will lead the College in developing a workforce education plan that reviews the College’s current programs, ensures reflection of current community industry needs, identifies potential areas for growth, and ensures that programs continue to be sustainable including use of capital facilities including the new Workforce Education Center.

With the development of the new Workforce Education Center and declines in enrollment due to a low unemployment rate it is imperative that Big Bend develops a comprehensive communications and marketing plan that identifies objectives and key results associated with recruitment and enrollment strategies, legislative priorities, messaging outreach activities, community engagement, advertising, and key messaging for the college. In addition, an annual schedule outlining these activities should be provided to the Board as soon as possible but no later than the end of 2018.

The Board of Trustees encourages Dr. Leas to continue to develop current trustees through a welcoming onboarding process that includes the involvement of the entire board, continue education about the college and board involvement through the creation of an onboarding plan that allows the entire board to participate in the onboarding of new trustees.

Finally, the Board commends President Leas for his leadership in continuing to foster a culture of inquiry at Big Bend Community College and looks forward to his continued dedication to making the College a successful and sustainable part of our community.

With appreciation, the Board of Trustees congratulates our President, Dr. Terrence Leas, on another successful evaluation period.

Motion 18-28

Trustee Jon Lane moved to approve President Leas 2017-18 evaluation. Trustee Anna Franz seconded, and the motion passed.

11. Board Policies for information

BP 8057 Minority Owned Business Enterprises and Women Owned Business Enterprises was reviewed for action at the next meeting. BP 8030 Surplus Property was reviewed and advised no changes are needed. BP 8030 does not need to be reviewed at the next board meeting.

12. Board Policies for Action

BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct (10/30/14). Was reviewed and revised by VP Kim Garza; she incorporated AAG Jason Brown's feedback and revisions suggested by Trustee Franz during the April 12 meeting.

Motion 18-29 Trustee Jon Lane moved to approve BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct as presented. Trustee Stephen McFadden seconded, and the motion passed.

Motion 18-30 Trustee Anna Franz moved to approve BP8100 Grants and Contracts as presented. Trustee Jon Lane seconded, and the motion passed.

Motion 18-31 Trustee Stephen McFadden moved to approve BP2320 Vocational/Technical Program Advisory Committees as presented. Trustee Jon Lane seconded, and the motion passed.

13. Exceptional Faculty Award

Math/Science Instructor Dr. Jim Hamm shared about the three-day Chataqua titled "Radio Astronomy Update 2018: Pulsars and Gravitational Radiation, Dark Matter and Galaxy Evolution, the State of the Art in the Search for Extraterrestrial Intelligence" in West Virginia he attended. Dr. Hamm learned about radio astronomy and operated telescopes, and radio emissions from the sun and Milky Way. He also learned about a 20-meter telescope that students can connect to from a lab in his class on campus. Dr. Hamm expressed his appreciation for the funding.

15. Board Chair Elections

Motion 18-32 Trustee Anna Franz moved to approve the board chair matrix as presented with Trustee Jon Lane and Trustee Stephen McFadden moving into Chair and Vice Chair positions respectively. Trustee Stephen McFadden seconded, and the motion passed.

16. Board Assessment

Trustee Anna Franz reported that she attended the Strategic Planning Study Session (E-1, E-2, E-3, E-5, E-6), Cellabration! For Education (E-1, E-4, E-5), and the Workforce Education Center Groundbreaking (E-1, E-2, E-3, E-4, E-5, E-6). She also worked with Board Chair Juanita Richards to write the president's evaluation (E-1, E-5).

Trustee Stephen McFadden reported that he attended the Strategic Planning Study Session (E-1, E-2, E-3, E-5, E-6), Cellabration! For Education (E-1, E-4, E-5), the Workforce Education Center Groundbreaking (E-1, E-2, E-3, E-4, E-5, E-6), and the Othello Career Showcase planning meeting (E-4).

Trustee Juanita Richards reported that she worked on the president's evaluation (E-1, E-3, E-5). She also participated in an aviation tour with legislators (E-1, E-2, E-3), the TRIO Upward Bound Induction (E-2, E-6), the ACT Conference (E-1, E-3), the Workforce Education Center Groundbreaking (E-1, E-2, E-4, E-5, E-6), Cellarbration! for Education (E-1, E-2, E-4, E-5), Strategic Planning Study Session (E-1, E-2, E-3, E-4, E-5, E-6), and she signed achievement certificates (E-3).

Trustee Jon Lane reported that he attended the TRIO Upward Bound Induction Ceremony (E-1, E-2, E-3, E-6), aviation tour with legislators (E-3), ACT Conference (E-1, E-2, E-3, E-6), the Sonico Grand Opening (E-1, E-4) and a WELA Conference Call (E-1, E-3, E-6).

17. Next Meeting

The next board meeting is scheduled for August 9. Topics for the agenda include the board's self-evaluation and a presentation on the athletic programs' financial model.

18. Miscellaneous

Board Chair Juanita Richards thanked the trustees for their attendance and teamwork the past year. She complimented the Department of Communication for the extensive social media coverage of the college activities. She also complimented Developmental English Instructor Dawnne Ernette and Executive Director of the Foundation LeAnne Parton for funding the BBCC Writing Contest.

President Leas announced three Meritorious Awardees: Randy Fish is retiring after 32 years, Margie Lane is retiring after 30 years, and Petr Radchishin is retiring after 15 years.

Dr. Leas also announced that the BBCC Spring Concert is scheduled next Wednesday.

The meeting was adjourned at 4:12 p.m.

Chair Juanita Richards

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

- b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from May 25 through July 27, 2018, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

5/29/18	Board Study Session	Strategic Plan Retreat	E-1	BBCC	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
5/30/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Moses Lake LEAD Meeting	Community Engagement	E-4	Moses Lake	
5/31-6/1	WACTC Meetings	System Support	E-1	Centralia College	
6/4/18	Student Achievement Initiative Webinar	Student Success	E-2	BBCC	
	Discuss Employee Excellence Awards	Employee Experience	E-6	BBCC	
	Exit Lunch	Mission	E-1	Moses Lake	
	Committees	Discuss Accomplishments	E-1	BBCC	
6/5/18	Cabinet Meeting	Mission	E-1	BBCC	
	Grant/Adams Workforce Development Board Meeting	Community Engagement	E-4	BBCC	
	Long-Term Advocacy Task Force	System Support	E-1	Conference Call	
6/6/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Chemistry 163 Science Fair	Excellence in Teaching & Learning	E-3	BBCC	
	Grant County EDC President Duties	Community Engagement	E-4	Moses Lake	
6/7/18	Director of Facilities and Capital Project	Mission	E-1	BBCC	
	Board Meeting	Mission	E-1	BBCC	
	Legislative Contacts	Community Engagement	E-4	Othello	
6/8/18	Shared Governance Council	Mission	E-1	BBCC	
	Annual Celebration Luncheon	Inclusion & Climate	E-6	BBCC	
	Personnel Meeting	Discussion	E-5	BBCC	
6/11/18	Art Dept Tour	Excellence in Teaching & Learning	E-3	BBCC	
	Exit Lunch	Mission	E-1	Moses Lake	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	

	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
6/12/18	UAS/NOA Transforming Pathways	Integrity & Stewardship	E-5	BBCC	
	Grant County CHI Meeting	Community Engagement	E-4	BBCC	
	Personnel Meeting	Inclusion & Climate	E-6	BBCC	
	BBCC Spring Concert	Mission	E-1	BBCC	
6/13/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	HS21/GED Graduation	Student Success	E-2	BBCC	
6/14/18	Grant County EDC Executive Committee Meeting	Community Engagement	E-4	BBCC	
	UAS Tour with Rep Tom Dent	Community Engagement	E-4	BBCC	
	Cabinet Retreat Planning	Mission	E-1	BBCC	
	Legislative Contact- Senator Warnick, Rep Dent	Community Engagement	E-1	Quincy	
6/15/18	Foundation Auction Committee Meeting	Integrity & Stewardship	E-5	BBCC	
	Personnel Meeting	Inclusion & Climate	E-6	BBCC	
	Commencement	Mission	E-1	Moses Lake	
6/16/18	Nurses' Pinning	Mission	E-1	BBCC	
6/18/18	Campus Compact Conference Call	Community Engagement	E-4	BBCC	
	Event Scheduling Discussion	Community Engagement	E-4	BBCC	
	2 nd Quarter Avionics Certificate	Student Success	E-2	BBCC	
	Dinner with ASB Officers	Mission	E-1	BBCC	
6/19/18	Cabinet Meeting	Mission	E-1	BBCC	
	UAS/NOA Transforming Pathways Director Pat Ford	Integrity & Stewardship	E-5	Ephrata	
	Convergent Commencement Meeting	Integrity & Stewardship	E-5	BBCC	
	North Central Workforce				

	Board Meeting	Community Engagement	E-4	Moses Lake	
6/20/18	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Personnel Discussion	Excellence in Teaching & Learning	E-3	BBCC	
6/21/18	Personnel Discussion	Excellence in Teaching & Learning	E-3	BBCC	
6/25/18	Exit Lunch	Mission	E-1	Moses Lake	
6/26/18	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
6/27/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
6/28/18	Central Basin Healthcare Partnership	Community Engagement	E-4	Moses Lake	
	Grant County EDC President Duties	Community Engagement	E-4	Moses Lake	
7/2/18	Cabinet Retreat Planning	Mission	E-1	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Cabinet Meeting	Mission	E-1	BBCC	
	Grant County EDC Planning	Community Engagement	E-4	BBCC	
	Convergence WEC Planning	Integrity & Stewardship	E-5	BBCC	
7/5/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
7/6/18	Interview Candidate	Mission	E-1	BBCC	
	AeroTEC Discussion	Community Engagement	E-4	BBCC	
	Interview Candidate	Excellence in Teaching & Learning	E-3	BBCC	
7/9/18	Cabinet Retreat	Mission	E-1	BBCC	
7/10/18	Port of Mattawa Tour	Community Engagement	E-4	BBCC	
	BBCC Performing Arts	Excellence in Teaching & Learning	E-3	BBCC	

	Interview Candidates (x2)	Mission	E-1	BBCC	
	Rotary Check Presentation	Community Engagement	E-4	Moses Lake	
7/11/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
7/12/18	Grant County EDC Meeting	Community Engagement	E-4	BBCC	
	Moses Lake LEAD Presentation to Realtors Association	Community Engagement	E-4	BBCC	
	Personnel Discussion	Integrity & Stewardship	E-5	BBCC	
	Personnel Discussion	Integrity & Stewardship	E-5	BBCC	
	Dinner Meeting Legislative Contacts	Community Engagement	E-4	BBCC	
7/13/18	Shared Governance Council	Mission	E-1	BBCC	
	Interview Candidate	Mission	E-1	BBCC	
7/16/18	Interview Candidate	Mission	E-1	BBCC	
	Interview Candidate	Excellence in Teaching & Learning	E-3	BBCC	
	Tour AeroTEC	Community Engagement	E-4	BBCC	
7/17/18	Cabinet Meeting	Mission	E-1	BBCC	
	CWU Interim Exec Director Lauren Hibbs	Community Engagement	E-4	BBCC	
	Personnel Discussion	Integrity & Stewardship	E-5	BBCC	
	Interview Candidate	Mission	E-1	BBCC	
	Personnel Discussion	Integrity & Stewardship	E-5	BBCC	
	Rotary Foundation Board Meeting	Community Engagement	E-4	BBCC	
7/18/18	Grant County EDC Meeting	Community Engagement	E-4	BBCC	
	Convergent Meeting	Integrity & Stewardship	E-5	BBCC	
	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
	Board Chair Discussion	Mission	E-1	BBCC	
7/19/18	Discussion with Grant Program Officer	Mission	E-1	BBCC	
	Road Map to WA's Future				

	Workshop	Community Engagement	E-4	BBCC	
	BBCC Foundation Board Meeting	Integrity & Stewardship	E-5	BBCC	
7/20/18	Samaritan Brunch	Community Engagement	E-4	BBCC	
7/23/18	Grant Discussion	Mission	E-1	BBCC	
	Personnel Discussion	Mission	E-1	BBCC	
	Meeting with Moses Lake Port	Integrity & Stewardship	E-5	BBCC	
7/24/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Personnel Discussion	Integrity & Stewardship	E-5	BBCC	
7/25-27/18	WACTC Retreat	System Support	E-1	Stevenson WA	

End	This period	YTD
E-1 Mission	29	205
E-2 Student Success	3	17
E-3 Excellence Teaching/Learning	4	36
E-4 Community Engagement	18	103
E-5 Integrity & Stewardship	5	59
E-6 Inclusion & Climate	4	29

2018-19

End	This period	YTD
E-1 Mission	20	20
E-2 Student Success	0	0
E-3 Excellence Teaching/Learning	3	3
E-4 Community Engagement	15	15
E-5 Integrity & Stewardship	9	9
E-6 Inclusion & Climate	0	0

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

The Northwest Commission on Colleges and Universities (NWCCU) recently updated its Substantive Change Policy streamlining the process in some cases. In the past, colleges were required to submit lengthy analysis on how the college intended to implement the new program, budget, and verifications of college and state approvals. This was accompanied by significant processing fees.

Friday, July 20, BBCC submitted a request for NWCCU to approve an Associate of Applied Science degree program and the Certificate program in Manufacturing and Processing Support Technician under the new process. Within two hours, the program was approved which allows the college to advertise and offer financial aid for the program.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

In evaluating the success and planning the future of BBCC athletics, the college has examined the success of its student-athletes. Contrary to negative stereotypes of student athletes as apathetic toward their academic success, BBCC student-athletes have a tradition of academic excellence. Their success in either winning the President's Cup or taking second place over the past five years is evidence of this tradition.

To better understand the success of BBCC student-athletes, BBCC reviewed FTE generation, course success rates, grade point averages (GPA), and retention, transfer, or completion in 2016-17. The table below compares student-athlete performance to a comparable group of students. The comparison group consists of non-running start transfer students. Student-athletes' course success rates and retention, transfer, or completion rates were significantly higher than non-athletes. In addition, BBCC found that student-athletes generate more FTE per student than non-athletes.

Success of Athletes and Non-Athletes 2016-17

	Athletes	Non-Athletes^a
Number of students enrolled	100	1,359
Percent of enrollment	7%	93%
Percent of annualized FTE generated	11%	89%
Success rate ^b in classes*	86%	74%
Average cumulative GPA	3.08	2.82
Retained, transferred, or completed by Fall 2017*	81%	63%

^aTransfer students, excluding Running Start

^bSuccess is defined as earning a 2.0 GP or higher or a "pass" grade in the class

*Difference between groups is significant at $p < .05$ using Chi-square test of significance

Data retrieved from DW, 7/19/18

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Currently, BBCC is writing the NWCCU Ad Hoc Report addressing the assessment recommendation from BBCC's Comprehensive Report and Evaluation.

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

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

2017-18 Key Deliverables in the BBCC Annual Planning Process

August	September	October	November	December	January
<p><input checked="" type="checkbox"/> 8/16 Cabinet articulates foundational pieces of strategic plan.</p> <p><input checked="" type="checkbox"/> 8/16 Cabinet adopts Annual Planning Process for the 2017-18 year</p> <p><input checked="" type="checkbox"/> 8/29 IR & Vice Presidents develop updated Program Audit form (Renamed Annual Planning & Budgeting Worksheet)</p> <p><input checked="" type="checkbox"/> 8/25-9/8 Vice President of Learning & Student Success, Institutional Research and at 2-3 Cabinet members develop final draft of Core Theme Indicators</p>	<p><input checked="" type="checkbox"/> 9/7 Departments submit finalized Department Indicator sheets</p> <p><input checked="" type="checkbox"/> 9/11 Executive Team updates the college community on assessment, planning and budgeting processes & corresponding responsibilities of all employees</p> <p>9/11-15 Faculty</p> <p><input checked="" type="checkbox"/> a) Update Master Course Outlines</p> <p><input checked="" type="checkbox"/> c) Map Program Outcomes and Gen Ed Outcomes to their courses</p> <p><input checked="" type="checkbox"/> d) Determine their assessment schedule for the year</p> <p><input checked="" type="checkbox"/> e) Report any assessment work completed in 2016-17</p> <p><input checked="" type="checkbox"/> 9/15 Cabinet Work plans submitted</p> <p><input checked="" type="checkbox"/> 9/26 Cabinet adopts Core Theme Indicators to be used for the 2017-18 year</p>			<p><input checked="" type="checkbox"/> Cabinet adopts targets for Core Theme Indicators</p>	<p><input checked="" type="checkbox"/> Institutional Research releases 2018 Monitoring Report Workbook</p>

February	March	April	May	June	July/August
<ul style="list-style-type: none"> ☒ Departments complete and submit Annual Planning & Budgeting Worksheets ☒ Winter In-service – Faculty complete & submit assessment reports and budget request 	<ul style="list-style-type: none"> ☒ Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member ☒ Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success 	<ul style="list-style-type: none"> ☒ Cabinet members submit budget requests ☒ Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year ☒ Budget Taskforce/ Committee provides feedback on budget requests 	<ul style="list-style-type: none"> ☒ Spring In-service – Faculty submit assessment reports & annual accomplishments ☒ Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success ☒ Departments submit annual accomplishments & goals for next year ☒ Strategic Priority Groups summarize work from the year and identify next steps for following year ☒ Vice President of Learning & Student Success prepares final draft of 2018-2020 Strategic Plan ☒ Cabinet makes mission fulfillment evaluation decision 	<ul style="list-style-type: none"> ☒ Executive Team makes final decisions on budget requests (if State allocation is known) ☒ IR disseminates final Monitoring Report Cabinet recommends for approval by the BOT, <ul style="list-style-type: none"> ☒ - Final monitoring report ☒ - Updated Strategic Plan Board of Trustees adopts <ul style="list-style-type: none"> ☒ - Budget for next year ☒ - Final Monitoring Report ☒ - Updated Strategic Plan ☒ Departments determine changes to department indicators for following year 	<ul style="list-style-type: none"> ☒ Cabinet members complete 2018-19 work plans

BIG BEND COMMUNITY COLLEGE

Date: 8/9/2018

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Staff continue to attend Common Process workshops as they appear on the schedule with 12 currently pending. Business Process/Fit Gap sessions are occurring for those in the Deployment Group 2 (DG2), Clark, SBCTC, Tacoma and Spokane. Nominations for regional trainers are being accepted. The SBCTC is providing opportunity for Project and Change management training soon.

Facilities Master Plan: Continuing information gathering for the 'mini' update.

FAST FACTS: ADA Parking

BGCC has 1,711 parking spots spread across 25 separate parking lots. Spaces in each parking lot are counted separately to determine how many accessible spaces of each type are required in that particular lot. At a minimum, 46 of these are to be automobile accessible and an additional 19 are to be van accessible. Van accessible does not mean van only, but rather that the space accommodates a van. Any ADA designated vehicle may park in the van accessible ADA spaces. ADA spaces are to be closest to the accessible routes to the ADA entrances to the building(s) the parking lot serves.

Ongoing Capital Projects:

Workforce Education Center (New Building): Permitted. Footings and some stem walls are being poured. Mechanical and electrical contractors are on site now. Day 84 out of 480 and on schedule.

Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019 Biennium): Wrapping up for completion.

Replacement Elevator Building 1400: The Notice to Proceed (NTP) was issued 7/31/2018. Estimated to be completed by 9/25/2018.

Repair Access Routes: Engineers have begun work on schematic design for the Fire Access Lane between the van garage (4600) and the current automotive building. (3300) which will be the new AMT building (new 3200).

Replace DX Chiller Building 1200: Project is pending.

Various Storefronts Buildings 1100, 1300, 1500, 2000, 4200, 5000: NTP 7/31/2018, estimated completion 9/25/2018.

Various Windows and Door Hardware Buildings 1200, 1600, 3000: NTP 7/31/2018, estimated completion 9/25/2018.

History:

Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019)

6/07/2018: 95% of the equipment has been received. Final purchase orders were made this week.

4/12/2018: 90% of the equipment has been received.

3/08/2018: Big Bend Technology (BBT) is replacing end-of-life data center virtualization hardware and improving network infrastructure capacity to deliver double the current capacity for wireless connections. Most of the technology components have been ordered.

Replacement Elevator Building 1400

06/07/2018: Otis Elevator has provided a quote and information on replacing the machine works for the elevator. The passenger box will remain the same, but will be refurbished. Schedule is aiming to be completed before Fall quarter starts. Accommodations for employees, students and guests will be determined when we have the estimated 'downtime' schedule.

4/12/2018: DES for scheduling.

03/08/2018: The elevator is original to the building and is beyond its useful life. It is necessary to provide access for all to the 2nd floor. We have filed the Public Works Request with DES to begin the process.

Repair Access Routes

06/07/2018: Cost estimate received. Next step is scheduling timing of work.

4/12/2018: DES for scheduling.

3/08/2018: Various locations across campus have defective asphalt and concrete work impeding access for students. We have filed the Public Works Request with DES to begin the process.

Replace DX Chiller Building 1200

06/07/2018: Cost estimate received. Next step is scheduling timing of work.

4/12/2018: DES for scheduling

3/08/2018: At the end of its useful life and too costly for repairs. We have filed the Public Works Request with DES to begin the process.

Workforce Education Center (WEC) *formerly Professional Technical Education Center* (New Building)

6/7/2018: Notice to Proceed issued May 18, 2018—total project is to meet 'substantial completion' in 650 days. We are waiting for the Grant Co permit, but fence is up and both Lydig Construction and Apollo have construction trailers on site. Construction cost is approximately \$300 per sq ft.

4/12/2018: Construction Bid Opening April 11, 1:05pm.

3/08/2018: Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

01/17/2018: The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for action)

g. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Jeff Robnett accepted a promotion to the position of Building & Grounds Supervisor. This position replaces Randy Fish who retired in February. Jeff started his new position on June 16, 2018.

Dana Borschowa accepted the position of Simulation Technology Coordinator. This is a full-time, admin/exempt, grant-funded position replacing Andrea Elliott. Dana has been working in the Medical Simulation Technology program as Associate Faculty. Dana started her new position on June 18, 2018.

Rafael Villalobos, Jr. accepted a promotion to the position of Director of Transforming STEM Pathways Grant. This position replaces Heidi Summers who left BBCC on August 3, 2018. Rafael started his new position on August 1, 2018.

Anna Parton accepted the position of Curriculum Development Specialist. This is a full-time, admin/exempt, grant-funded position in the Transforming STEM Pathways Grant. Anna started her new position on August 1, 2018.

Kristin Young accepted the position of Testing Center & Tutoring Services Coordinator. This is a full-time, admin/exempt position replacing Margie Lane who retired in June. Kristin will start her new position on August 13, 2018.

Mackenzie Schoessler accepted the position of Program Assistant in the Workforce Education Services Department. This is a full-time, civil service position replacing Alicia Wallace who left BBCC in May. Mackenzie started her new position on August 6, 2018.

Barbi Johnson accepted a promotion to the position of Administrative Assistant 2 in Transitional Studies. This is a full-time, civil service position replacing Leah VanderStoep. Barbi started her new position on June 8, 2018.

David Mayhugh accepted the position of Math Instructor (1 year). This is a full-time, non-tenured faculty position. This position replaces Mike Cerna who left BBCC in January. A search process for the full-time, tenure-track position will commence in early 2019. David will begin his new position on September 17, 2018.

The following searches are currently open:

- Nursing Instructor, non-tenured
- HS21+/GED/ABE Instructor (1 year)
- Director of Enrollment Services & Registrar
- Director of TRiO Student Support Services
- Maintenance Mechanic 3 (HVACR emphasis)

The 2018 YTD Time-to-Fill rate is 59.87 days. This represents the time elapsed from the date a personnel requisition is approved until the date a job offer is extended. The goal for 2018 is to have a Time-to-Fill rate of less than 100 days. The 2017 rate was 76.1 days.

Retention:

There were six separations in June including 1-Retirement, 3-Other Job, 1-Relocation, and 1-Layoff. The turnover rate for the month of June was 3.141%.

The 2018 YTD turnover rate is 7.323%. Total separations include 7-Resignation/New Job, 2-Retirement, 1-Layoff, 1-Relocation, and 3-Resignation/Personal Reasons. The goal for 2018 is to have a turnover rate of 12% or less.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/2018

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

Current Membership as of April 1, 2018

<u>Lead Roles:</u> Barbi Johnson, Co-chair Lead Barbara Collins, Co-chair Assistant Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev
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Committee Business and Updates:

The training calendar for 2018-19 is not completed.

Employee Recognitions:

Tana Richins completed her AAS degree and graduated with the class of 2018 at Big Bend Community College. Starr Bernhardt, completed her Master of Science in Management and Leadership degree from Western Governors University, and CarlaLouise Christian earned her Master of Business Administration also from Western Governors University.

Three retirees received the 2018 Presidential Award for Meritorious Service. Randy Fish retired in March 2017, Margie Lane retired in June 2018, and Petr Radchinshin retired August 2017. They were recognized for their long-term record of professional excellence and customer service. Two were recognized by their nominator(s) for going above and beyond in many circumstances, and for their engagement in community activities and events. They also held classified staff leadership roles at BBCC and supported student engagement.

Robin Arriaga was recognized for the most hours (69) logged for training and professional development for 2017-2018.

2017-2018 Trainings:

There are currently 70 full-time classified staff members. Classified staff training hours logged for campus webinars, conferences, and other professional development since last reported totals 97. (May 16 to June 30-see page 2 for complete report)

Training Name	Date(s)	Participants	Hours
Heat Related Illness/L&I; webinar	May 3	Nancy Theis	.25
PPMS User Group Meeting; BCCC campus	May 10-11	Amber Jacobs Karen Okerlund	14.25
Clearinghouse Enrollment Error Resolution; webinar	May 15	Debbie Simpson	1.0
BFET Billing Training; Spokane	May 15-16	Barbi Johnson	14.0
Residency Updates for Undocumented Students; webinar	May 16	Cassandra Fry	1.0
Ctc Link Packaging Training; online	May 17	Cassandra Fry	4.0
NRS Data Quality Refresher, online	May 17	Barbi Johnson	2.0
Primo VE Administrator Training; online	May 17-21	John Anderson	6.0
WorkSource Summit Conference; Moses Lake	May 18	Barbi Johnson	2.0
Ctc Link Loan Disbursement	May 22	Cassandra Fry	4.5
Ctc Link Training; Moses Lake & Spokane	May 22-24	Amber Jacobs	20.0
POCFW; Highline College	June 6	Barbi Johnson	5.0
Veteran SCO; Quarterly Webinar	June 12	Cassandra Fry	1.5
Direct Loan Configuration; Webinar	June 20	Cassandra Fry	1.5
Transitioning to College with CCRS; Walla Walla College	June 8	Barbi Johnson	8.0
Diversity Conference; Olympic College	June 21-22	Julia Gamboa	12.0
Grand Total			97.0

Prepared by Barbara Collins and Barbi Johnson

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The included spreadsheet shows final Spring Quarter enrollment information. As anticipated, the numbers confirm our continuing drop in enrollment. One anomaly is the indicated drop in Contract Funded enrollment. Due to a misunderstanding of how to enter contact hours. The issue was found and corrected after last spring. The current year number of FTEs is accurate. There is a small increase over 2016. Contract Funded FTEs are not included in our enrollment target.

As of July 31, Summer Quarter enrollment was down compared to last year at that time. State enrollment FTEs are down 4%.

Fall Quarter enrollment is also down compared to last year at that date. State enrollment FTEs are down 4% for fall, also. We have four more New Student Registration Sessions scheduled.

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of June 30, 2018, we have collected \$4,047,939 or 101.2% of the budgeted amount. As of June 30, 2017, we had collected \$4,175,492 or 99.3%.

TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of June 30	\$ 4,047,939	\$ 4,175,492
As a % of annual budget	101.2%	99.3%
Left to collect to meet budget target	\$ 0	\$ 24,508

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

SPRING FINAL ENROLLMENT REPORT					
Spring HEADCOUNTS					
	2018	PERCENT CHANGE	2017	2016	2015
ETHNIC ORIGIN					
Amer. Indian/Alaska Ntv	17	-35%	26	33	24
Asian/Pacific Islander	66	20%	55	49	37
Black	25	-29%	35	33	39
Hispanic	811	-11%	914	923	861
White	1,128	-15%	1,325	1,425	1,302
Other/Unknown	443	-9%	487	432	321
SEX					
Female	1,312	-14%	1,530	1,511	1,325
Male	1,169	-10%	1,299	1,367	1,247
Not Coded	9	-31%	13	17	12
STUDENT STATUS					
Full-time (12 or more crs)	1,235	-2%	1,256	1,354	1,341
Part-time (less than 12 crs)	1,255	-21%	1,586	1,541	1,243
Percent full-time	50	13%	44.2	46.8	51.9
BY FUNDING SOURCE					
State	1,732	-7%	1,856	1,931	1,892
Shared Funding					
Grant/Contract	340	-35%	526	554	345
Community Service	44	-41%	75	52	45
Non-reportable	374	-3%	385	358	302
BY TIME/LOCATION					
On-Campus Day	1,820	-5%	1,912	2,150	1,998
On-Campus Evening	184	-5%	193	179	140
Off-Campus Day	341	-40%	566	384	268
Off-Campus Evening	145	-15%	171	182	178
Running Start	378	-5%	397	355	346
International	6	-33%	9	12	8
TOTAL HEADCOUNT	2,490	-12%	2,842	2,895	2,584
Spring FTES					
	2018	PERCENT CHANGE	2017	2016	2015
STATE FUNDED					
ABE/ESL	160.5	1%	158.2	166.6	132.8
Academic	722.1	-6%	771.0	864.7	867.9
Occupational	463.3		464.9	473.8	495.4
TOTAL STATE FTES	1,345.9	-3%	1,394.1	1,505.1	1,496.1
OTHER FTES					
Community Service	1.1	-61%	2.8	3.1	1.4
Contract Funded	66.7	-53%	143.3	65.2	55.4
Running Start	357.0	-5%	374.7	341.0	280.5
Other (Employ., Sr. Cit.)	8.7	-18%	10.6	14.0	17.7
GRAND TOTAL FTES	1,779.4	-8%	1,925.5	1,928.4	1,851.1
SBCTC ENROLLMENT TARGET ATTAINMENT					
	2017/18	2016/17	2015/16	2014/15	
ANNUAL FTES	1556.4	1648	1725.1	1673.7	
TARGET	1754	1748	1725	1727	
PERCENT OF TARGET	89%	94%	100%	97%	

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #3: CONSENT AGENDA (for information)

j. Safety & Security Update

Campus Safety Report – July 2018

Miles on Campus Patrol: TBD at end of month

Hours on Campus Patrol: TBD at end of month

Hazardous Chemicals in Inventory: 1403 products

Case Number	Report Date	Report Time	Report Incident Types	Location
No incidents reported 7/1 to 7/31				

In order to report on all tasks performed by the Campus Safety Department, the monthly report is divided into the program areas which are managed by Campus Safety.

Program Area 1: Clery Compliance Officer

- Director Foreman attended one week of Clery Act training at the annual conference of the National Association of Clery Compliance Officers and Professionals in Baltimore, Maryland.
- Efforts are now being applied to improve BBCC's Clery compliance, including rewriting the college's Annual Security and Fire Report and associating over 110 BBCC policies with the requirements of Clery.
- Non-compliance with the Clery Act can lead to civil penalties of up to \$54,789 per violation and the loss of eligibility for BBCC to offer federal financial aid.

Program Area 2: Environmental Health and Safety

- Efforts continuing through the summer to address safety concerns in Building 1200 science labs.
- With the 7/31/18 departure of Kristine Sarles, a new Chemical Hygiene Officer will need to be identified in order to continue our compliance efforts. This person needs to be strong in all skills regarding managing chemical hygiene and disposal.
- The college's Accident Prevention Plan is being updated.
- The college's Chemical Hygiene Plan is still under development (progress stalled until new Chemical Hygiene Officer is hired).
- The college's Waste Management Plan is nearly complete.
- The college's biohazard exposure policy is nearly complete.

Program Area 3: Emergency Management

- The college's Multi Hazard Plan is undergoing an update with completion expected by the end of summer quarter.
- Emergency procedures for BCC off-site programs is being discussed by Director Foreman and Dean Faviola Barbosa.
- Due to departures of employees, vacancies on the college's Crisis Management Team will need to be filled. Awaiting that selection by the cabinet. Those selected will then need to complete training in order to be successful in their roles.

Program Area 4: Title IX Investigation

- None for this period.

Program Area 5: CARE Team (behavior intervention team)

- None for this period.

Program Area 6: Site security

- Minimal patrols Monday-Friday between 7:45 a.m. and 7:00 p.m. due to limited weekday staffing.
- Administrative responsibilities for program areas 1 through 5 outweigh the available weekday (class day) time.
- The lion's share of patrols happen nights and weekends.

Prepared by Director of Safety & Security Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #6: Social Justice Leadership Institute (information)

BACKGROUND:

Student Success Center Coordinator Diana Villafaña will present information from the Social Justice Leadership Institute she attended.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #7: WAC 132R-136-080 Posting of Materials (action)

BACKGROUND:

Director of Communication Matt Killebrew proposed revisions to WAC 132R-136-080 Posting of Materials. The public hearing for comment is scheduled August 22, 2018, at 2:00 p.m.

Prepared by the President's Office.

RECOMMENDATION:

WAC 132R-136-080 Posting of materials. The college encourages free expression. Use of college facilities as provided herein, however, does not accord users the opportunity to post commercial solicitations, advertising or promotional materials without permission.

Permission for posting (~~(literature)~~) printed or graphic material in the various restricted areas provided, therefore, shall be obtained from the (~~(vice president of student services or his/her designee)~~) office of communications. Permission to post (~~(literature)~~) printed or graphic material does not accord users immunity from legal action (~~(which)~~) that may occur from posting said material.

~~((ASB campaign rules govern special poster and sign locations for ASB elections. Information on these special policies, restricted areas and regulations is available in the office of student programs.))~~

Posting of posters, signs and other publicity or promotional materials is permitted only in (~~(locations)~~) specified (~~(above)~~) locations. All materials sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face and be stamped in approval from the office of communications. Any materials not carrying this stamp, will be removed.

The college has designated one bulletin board that is accessible during business hours to all or most employees and students, upon which any person who is lawfully on campus may post materials without prior approval. The location of this board is outside of the inside entrance to the campus bookstore and is labeled "Community Bulletin Board."

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #8: WAC 132R-04 Student Code of Conduct (information)

BACKGROUND:

Revisions to WAC 132R-040 Student Code of Conduct were made to clarify the definition of a “student” and delete duplicative language. The public hearing for comment was held August 2, 2018, at 9:30 a.m.

Prepared by the President’s Office.

RECOMMENDATION:

WAC 132R-04-015 Definitions. For the purposes of this chapter, terms are defined as follows:

(1) "Student conduct officer" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. The vice president of learning and student success will serve as the student conduct officer or may appoint a designee.

(2) "Conduct review officer" is a college administrator designated by the president to be responsible for receiving and facilitating appeals from student disciplinary actions and for reviewing initial decisions issued in a brief adjudicative proceeding. The conduct review officer shall be designated by the president and shall be authorized to grant appropriate relief upon review. The director of student programs will serve as the conduct review officer, unless otherwise designated by the president.

(3) "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary and to reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

(4) "Disciplinary action" is the process by which discipline is imposed by the student conduct officer against a student for a violation of the student conduct code.

(5) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the disciplinary committee. Appeals of all other appealable disciplinary action may be reviewed through brief adjudicative proceedings.

(6) "Respondent" is the student against whom disciplinary action is being taken.

(7) "Service" is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) By sending the document to the college assigned email, once one has been generated, and by certified mail to the party's last known address.

Service is deemed complete upon hand delivery of the document or upon the date the document is emailed, if possible, and deposited into the mail.

(8) "Filing" is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review by a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

(a) Hand delivery of the document to the school official or school official's assistant; or

(b) By sending the document by email and first class mail to the recipient's college-assigned email and office address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

(9) "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(10) "Student" (~~includes~~) is defined as all persons taking courses at or through the college, including those concurrently attending secondary or postsecondary institutions and college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code) (excluding those trainings occurring through the Center for Business and Industry Service and the Japanese Agriculture Training Program), irrespective of modality. Persons who withdraw after allegedly violating the student code of conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students" for the purposes of this chapter. "Continuing relationship" is established when a student is registered for an upcoming term or has indicated an intent to do so via a transaction, such as submitting a financial aid application for an upcoming term.

(11) "Business day" means a weekday, excluding weekends and college holidays. If a time period is not specifically stated in business days, then calendar days apply.

(12) "Complainant" means any person who files a complaint alleging that a student or student organization violated the standards of conduct for students. Complainant also refers to the college when the college files the complaint.

(13) "Sexual misconduct" has the meaning ascribed to this term in WAC 132R-04-057.

AMENDATORY SECTION (Amending WSR 17-22-054, filed 10/25/17, effective 11/25/17)

WAC 132R-04-057 Student code of conduct violations. The college may impose sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit an act of misconduct. Misconduct for which the college may impose sanctions includes, but is not limited to, any of the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, or fabrication.

(a) Cheating includes, but is not limited to, any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes, but is not limited to, taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment, and also includes providing false or deceptive information in an instructional course concerning the completion of an assignment.

(2) **Other dishonesty.** Acts of dishonesty include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) **Obstructive or disruptive conduct.** Conduct not otherwise protected by law that interferes with, impedes, or otherwise unreasonably hinders:

(a) Any instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(4) **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, bullying is repeated or aggressive unwanted behavior, not otherwise protected by law, that humiliates, harms, or intimidates the victim.

(5) **Cyber misconduct.** Cyber misconduct including, but not limited to: Cyberstalking, cyberbullying, or online harassment.

(a) Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person.

(b) Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third-parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person.

Property for the purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

(7) **Failure to comply with directive.** Failure to comply with the directive(s) of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

(8) **Weapons.** Possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm, unless previously authorized by the vice president of learning and student success. This policy does not apply to the possession of a personal protection spray device, as authorized by RCW 9.91.160. This policy is subject to the following exceptions:

(a) Commissioned law enforcement personnel in the state of Washington, legally authorized military personnel while in performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment;

(b) A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(c) The president or designee may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(9) **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) **Alcohol, drug, and tobacco violations.**

(a) Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug (including anabolic steroids, androgens, or human grown hormones), narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, except in accordance with a lawful prescription for that student by a licensed health care professional.

(d) Tobacco, electronic cigarettes, and related products. The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college, or in any location where such use is prohibited, or in any location other than the parking lots, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas.

"Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.

(11) **Disorderly conduct.** Conduct which is disorderly, lewd, indecent, or obscene, that is not otherwise protected under the law.

(12) **Discriminatory conduct.** Conduct which harms or adversely affects any member of the college community because of race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(13) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

(a) **Sexual harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's programs or activities or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of sexual harassment and means threatening or emotionally distressing conduct based on sex. This includes, but is not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(c) **Sexual violence.** "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

(i) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(iii) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(v) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent: Clear knowing and voluntary permission to engage in mutually agreed upon activity. For consent to be valid, there must be actual words or conduct indicating freely given agreement to the act at the time of the act. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent can be withdrawn by either party at any point. Consent to engage in one activity, or past agreement to engage in a particular activity, cannot be presumed to constitute consent to engage in a different activity or to engage in the same activity again. There is no consent where there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person cannot consent if they are unable to understand what is happening or are disoriented, or if they are asleep or unconscious for any reason, including due to alcohol or oth-

er drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapable of consent has engaged in nonconsensual conduct.

(14) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See supplemental definitions: "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(15) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

(16) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the college's electronic use policy.

(17) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) **Safety violations.** Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(19) (~~Violation of other laws or policies.~~ Violation of any federal, state, or local law, rule, or regulation or other college rules or policies.

~~(20)~~) **Abuse of process.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:

- (a) Failure to obey a subpoena or order to appear at a hearing;
- (b) Falsification or misrepresentation of information;
- (c) Disruption, or interference with the orderly conduct, of a proceeding;
- (d) Interfering with someone else's proper participation in a proceeding;
- (e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
- (f) Attempting to influence the impartiality of, or harassing or intimidating, a student disciplinary committee member; or
- (g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

~~((21))~~ (20) **Unsafe vehicle operation.** Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

~~((22))~~ (21) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

~~((23))~~ (22) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

~~((24))~~ (23) **Aiding or abetting.** Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #9: Athletics/Wrestling Financial Model (information)

BACKGROUND:

VP Bryce Humpherys will share details of the financial model for the 2018-19 Wrestling Program.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #10: President's Employment Contract (action)

BACKGROUND:

The Board may discuss the president's employment contract.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #11: Board Policy for Information (information)

BACKGROUND:

The trustees expressed a desire to review their board policies during the board retreat in October. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the first reading for the following policies.

BP 6000 Institutional Fund Balances & Contingencies (12/12/13)

VP Linda Schoonmaker reviewed and revised BP6000. AAG Jason Brown also reviewed the BP.

BP 6100 College Tuition and Fees (6/9/16)

VP Linda Schoonmaker reviewed and revised BP6100. AAG Jason Brown provided feedback for the revisions.

BP 6110 College Tuition and Fees – Refund Policy (5/21/15).

VP Linda Schoonmaker reviewed and revised BP6110. AAG Jason Brown provided feedback for the revisions.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board discuss the policies listed.

BP6000 INSTITUTIONAL FUND BALANCES, RESERVES AND CONTINGENCIES BP6000

BP6000.1 General Statement

Institutional fund balances fall into two categories - Dedicated and Discretionary. The Dedicated Fund category includes:

- Grants and Contracts (Fund 145)
- Plant (Fund 147)
- Dedicated Local Fees (Fund 148)
- Operating portion of tuition collections *(Fund 149)
- Central Stores (Fund 440)
- ~~Data Processing Replacement funds — Center for Information Services (CIS)~~
- Motor Pool (Fund 460)
- Associated Student Body (Fund 522)
- Bookstore (Fund 524)
- Parking (Fund 528)
- Child Care Center (Fund 570)
- European ATEC COP Reserves (Fund 570)
- ~~Aviation (Fund 570)~~
- ~~European Project (Fund 571, Debt Reserve)~~
- Housing and Foods (Fund 573)
- Payroll Clearing Fund (Fund 790)
- Agency (Fund 840)
- Grants in Aid (Fund 846)
- Student Loans (Fund 849)
- Work Study (850)
- Financial Aid (Fund 860)
- ~~Operating Budget Contingency~~
- ~~President's Contingency~~

Fund source areas included in the Discretionary Fund category include:

- International Students (Fund 145)
- Administrative fees and interest earnings on Grants and Contracts (Fund 145)
- Running Start (Fund 145)
- Excess Enrollments (Fund 148)
- Interest on dedicated local fees (Fund 148)
- Excess tuition collections (earnings realized above the allocation and above budgeted expense) (Fund 149)
- Interest on Operating Fees *(Fund 149)

BP6000.2 Reserve & Contingency Policy

The establishment of adequate reserves policies for Big Bend Community College (BBCC) is required to meet the Board of Trustees objectives to implement financial standards that will assure fiscal viability by the establishment of reserve funds for current operation, capital debt, and new program offerings. The Vice President for ~~Financial & Administrative Services~~ Finance & Administration shall provide a report of reserve balances during the annual financial report to the Board.

Reserve Funds for the following purposes are identified as follows:

Operating Reserves: The College will maintain an operating reserve of up to three months of the operating budgeted expenditures.

Unplanned Capital Repair and Replacement Reserve: This reserve covers the largest (e.g. HVAC or roof system) failure that might occur in or outside the biennial capital repair and minor improvement funding.

Debt Reserve: The purpose of this reserve is to provide for debt payments on the COP.

Planned Future Operations: The purpose of this fund is for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College.

Other Reserves: As warranted by Board action other reserves may be created.

Contingency Fund: The President is expected to start each fiscal year with dedicated contingencies of at least 2.5% of the total General Operating Budget as contained in the State General Fund (Fund 001) and Operating Tuition Fund *(Fund 149). Two percent of the General Operating Budget shall be set aside to establish an Operating Budget Contingency account and .5% of the General Operating Budget shall be set aside to establish a President's Contingency account.

The existence of Contingency Fund balances shall not negate Article ~~XXIV~~ XXXIV of the Negotiated Agreement between the Faculty Association and the Board of Trustees. The Article ~~XXIV~~ XXXIV Reduction-In-Force Policy shall prevail in the event of financial emergency regardless of Contingency Fund balances.

Following the annual fund balance review the President is authorized, provided there are demonstrated sufficient discretionary fund balances, to budget excess fund balances to meet the needs of the College.

~~*Tuition is distributed as follows~~ Tuition fees consists of “building fees,” as defined by RCW 28B.15.025, and “operating fees,” as defined by RCW 28B.15.031. The “building fees” portion of tuition fees is deposited into the ~~includes collections for the~~ State Building Fund. The “operating fees” portion of tuition fees is deposited into the Operating Tuition Fund with the exception of, ~~ASB Service & Activity Fee~~, college Financial Aid 3.5% funding, and the Community & Technical College Innovation Fund. ~~In addition to tuition fees, the board also collects an ASB Service and Activity Fee.~~ Only the operating portion of tuition is retained by the College for use in the operating budget.∴

Retained Locally for Operating Budget	75.7%
Remitted to the State Building Fund	9.6%
ASB Service & Activity Fee	9.6%
Financial Aid	3.5%
Innovation Fund	1.6%

Tuition fees ~~and maximum services and activities fees~~ for state-supported college credit programs shall be established and annually adjusted under the provision of RCW 28B.15.067~~400~~ and as set out by the State Board for Community and Technical Colleges.

Services and activities fees shall be established by the Board of Trustees under the provision of RCW 28B.15.045 and subject to the limitations of RCW 28B.15.069(2).

The Board of Trustees shall charge to and collect from each student registering for any quarter such tuition and fees, services and activities fees for services, including but not limited to laboratory fees under the provision of RCW 28B.15.100. Current fees charged are provided in the quarterly schedule.

Community service classes are self-supporting. Therefore, fees vary with each class offering and students will be charged accordingly.

Additional NON-instructional fees and special fees to cover unique instructional costs or expendable instructional material related to any course offered by District 18 are assessed by District 18 Board of Trustees, per RCW 28B.15.031.

~~6100.1 In accordance with RCW 28B.15.100, tuition fees and maximum Services and Activities fees are set by the State Board for Community and Technical Colleges.~~ The President of Big Bend Community College is authorized to set NON-instructional and special instruction fees less than \$200.

BP6110 COLLEGE TUITION AND FEES--REFUND POLICY**BP6110**

In accordance with RCW 28B.15.~~600~~[Sec.2605](#), the Big Bend Community College Board of Trustees has established a refund policy. Enrolled students who officially withdraw will receive a refund of tuition and fees according to the schedule in Administrative Process 6110.

Financial aid recipients who withdraw are subject to the Return to Title IV aid regulations and the State of Washington regulations depending upon the type of financial aid they received. Institutional refunds will be used to repay any financial aid funds the student owes as a result of withdrawing.

Higher Education Act, 20 U.S.C. § 1091b, 34 C.F.R. § 668.22, [RCW 28B.92.150](#), [WAC 250-20-051](#), ~~[RCW 28B.76.520](#)~~.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #12: Board Policy for Action (action)

BACKGROUND:

The trustees expressed desire to review their board policies during the board retreat in October. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the second reading for the following policies.

BP8057 Minority Owned Business Enterprises and Women Owned Business Enterprises Policy (12/28/2001). VP Linda Schoonmaker reviewed and revised BP8057 and AAG Jason Brown will provided feedback during the board meeting on June 7.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board approve the policy as presented.

COMMITMENT

Big Bend Community College is committed to maximizing opportunities for certified businesses to contract for public works and the acquisition of equipment and goods and services through increased participation by minority, ~~and~~ women, ~~and socially and economically disadvantaged-~~ owned ~~and controlled~~ businesses to the maximum extent possible, as provided for under ~~WAC~~ RCW Chapter 39.19 RCW and the provisions of ~~Title WAC 326-40~~ WAC.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #13: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

Trustee Activity Report

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

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, October, 4, 2018. The next regularly scheduled board meeting is on November 15, 2018. The board may discuss dates to conduct a board self-evaluation.

Prepared by the President's Office.

RECOMMENDATION:

President Leas requests that the Board confirm the date of the upcoming meeting.

BIG BEND COMMUNITY COLLEGE

Date: 8/9/18

ITEM #15: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Jon Lane may discuss miscellaneous topics.

Chair Jon Lane will discuss trustee communication.

Upcoming ACT activities for trustees' calendars are listed below:

ACT Legislative Action Committee Retreat, November 8, 2018, DoubleTree by Hilton Seattle Airport

ACT Fall Conference, November 9, 2018, DoubleTree by Hilton Seattle Airport

ACT Winter Conference, January 21-22, 2019, Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

New Trustee Orientation, January 21, 2019, Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Transforming Lives Award Dinner, January 21, 2019

No-Host Social: 5:30 to 6 p.m.

Dinner: 6 to 8 p.m.

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Winter Legislative Contact Conference, January 21-22, 2019

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

ACT Spring Conference, May 23-24, 2019, Marcus Whitman Hotel and Conference Center, 6 W Rose Street, Walla Walla, WA 99362

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Prepared by the President's Office.

RECOMMENDATION:

None.