



Board of Trustees Regular Board Meeting

**September 10, 2015
1:30 p.m.**

ATEC
Hardin Community Room

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

Fall 2015 Campus Events

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

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



2015-16 BBCC Volleyball Team



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, September 10, 2015, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Stephen McFadden
Chair

Anna Franz, J.D.
Vice Chair

Jon Lane

Juanita Richards

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
 inspires every student to be
 successful.

Mission

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

Action

- | | |
|-----|---|
| A | 1. Call to Order/Roll Call
Pledge of Allegiance – Army Specialist Donnie Brown |
| I | 2. Introductions – New Employees |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes August 6, 2015 (A) b. President’s Activity Update (I) c. Accreditation (I) d. Assessment (I) e. Capital Project Report (I) f. Safety & Security Update (I) g. Human Resources Report (I) h. Classified Staff Report (I) i. Enrollment Report (I) |
| I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB President – Blake Springer b. Classified Staff Representative – Starr Bernhardt c. Faculty Association President – Kathleen Duvall d. VP Financial & Administrative Services – Linda Schoonmaker e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza g. Executive Director BBCC Foundation – LeAnne Parton |
| I | 5. Title V Presentation – Director Terry Kinzel,
Instructional Designer Nursing Andrea Elliott |
| I | 6. Workforce Investment Opportunity Act – Director Tyler Wallace
-----BREAK----- |
| | Executive Session |
| I/A | 7. President’s Evaluation & Contract – Trustees |
| I | 8. Board Policy for Information – VP Mohrbacher |
| I | 9. Assessment of Board Activity – Trustees |
| I/A | 10. Next Regularly Scheduled Board Meeting – Trustees |
| I | 11. Miscellaneous – Chair Stephen McFadden, President Leas
Adjournment |

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

NEXT MEETING REMINDER – October 29, 2015

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

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting August 6, 2015, are included for approval.

A clerical error was made on the numbering of a motion during the March 5, 2015 board meeting. Upon the board's approval, the error will be corrected.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes of the regular board meeting August 6, 2015, and renumbering the motion from the March 5, 2015 board meeting.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 6, 2015, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

The Pledge of Allegiance was led by Trustee Jon Lane.

1. Call to Order

Present: Jon Lane
Anna Franz
Mike Villarreal
Stephen McFadden (via conference phone during budget item)

Absent: Juanita Richards

2. Introductions

Dr. Leas introduced James Saucedo, who is succeeding Andre' Guzman as the Director of the STEM Grant. James attended BBCC as a student before moving on to WSU. He has been working in the STEM area with engineering curricula. Andre' Guzman accepted a Dean position with Everett Community College. This change has been approved by the grant project officer.

Dr. Leas also introduced VP of Finance and Administration Linda Schoonmaker. VP Schoonmaker formerly held the same position at Clover Park Technical College.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes June 12, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Capital Project Report (I); f) Safety & Security; g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (A);

Motion 15-41 Trustee Jon Lane moved to approve the consent agenda.
Trustee Mike Villarreal seconded, and the motion carried.

Vice Chair Anna Franz stated item 5 "Trustee Emeritus" would be moved up on the agenda next.

5. Trustee Emeritus

Former Trustee, Mike Blakely, was in attendance for the meeting. Trustee Jon Lane stated Mike Blakely served BBCC meritoriously for two terms (2004-2014). He is very deserving of this honor. Mike Blakely stated he is very appreciative, and this honor binds him to BBCC for the rest of his life.

Motion 15-42 Trustee Jon Lane moved to award Emeritus status to former Trustee Mike Blakely. Trustee Mike Villarreal seconded, and the motion carried.

4. Remarks

- a. An ASB representative was not available to attend the meeting.
- b. Trustee Anna Franz congratulated Classified Staff Rep Robin Arriaga for receiving the 2015 STTACC (State Training for Technical and Community Colleges) Exemplary Staff Award and presented the award to her. Robin is an HR Consultant Assistant 2, and she also earned the 2015 Outstanding Classified Staff Award. Nominator and fellow Classified Staff member Barbara Collins stated, "Robin's care, concern, and integrity make a difference for the Big Bend. She is a key component for making Big Bend a great place to work!"

Robin thanked President Leas and VP Garza for their support of the STAR committee and her personally. She stated the STAR committee provides professional development opportunities to Classified Staff members. She is very honored to be a part of this great team. Their recent community service project to help foster care children with a school supply drive resulted in lots of donations. Robin thanked the BBCC book store for providing a discount for donated items. The STAR committee will share home baked cookies for all next Friday.

Classified Staff Representative Robin Arriaga shared Classified Staff training opportunities.

- c. Faculty Association President Rie Palkovic reported many faculty members are taking trips this summer. Psychology Instructors Dr. Holloway and Dr. Leonard met Columbia Basin College faculty online to share psychology information. Instructor Rie Palkovic spent two weeks in Florence and studied art history. Faculty Association President Rie Palkovic introduced in-coming President Kathleen Duvall. History Instructor Chris Riley will serve as Vice President. New officers are effective September 1.
- d. VP Linda Schoonmaker reported that RGU Architects was selected as the PTEC architect. A scoping meeting is scheduled next week to begin the pre-design. Preliminary work is beginning on the remodel of the Financial Aid and Registration areas of the 1400 building. VP Schoonmaker began reviewing construction documents for the women's softball booth, some revisions will be made due to the budget. The Simulation Lab in the 1700 Nursing Building is continuing and funded by Title V funds. Work also continues upstairs in the 1400 Administration Building.

Laurie Uhrich from RGU Architects presented the updated Facilities Master Plan (FMP), which includes the goals and objectives of the college. The FMP is a living document and will continually progress. Based on feedback from campus

groups, creating an on-campus identity was a priority. Flags and a common color scheme to bring life to the older buildings are being explored. The immediate priority PTEC facility will house several technical programs. The next priority, based on survey responses, is the Allied Health and Wellness Center that will be an addition to the DeVries Activity Center.

6. **2015-16 State Operating Budget**

Executive Director of the Business Office Charlene Rios presented the budget. One of the major new items for the 2015-16 fiscal year is the decrease in tuition charges, which save about \$25 for a student taking 15 credits.

The 2016 unrestricted base budget is \$7,955,134. The health insurance rate paid by BBCC, which is a pass through, increased from \$662 per month per employee to \$840 per month per employee. Running Start enrollment is elevated considerably. The tuition amount of \$4,200,000 plus carryover of \$2,103,957 and other items result in a total operating budget of \$16,422,299. Tuition backfill in the amount of \$204,000 is also expected. Last year the board reserves were \$373,000. This year reserves are just over \$400,000.

Executive Director Rios explained that the pie charts compare sources of operating funds and expenditures by program. While the proportion of state funds remained consistent at 57% last year and this year, tuition for 2015-16 will drop from 29% to 26%. State funding has consistently decreased since it was 66% in 2011. Expenditures budgeted by program for 2016 are 43% instruction, 6% academic administration, 4% library, 12% student services, 18% administration, and 17% maintenance & operations.

It is important to note that half of the board reserves are located in the instructional accounts, and the other half is in the administrative services accounts.

Large additional budget expenditures include \$40,000 for sabbaticals, \$100,000 for Ramona Munsell to write grants, \$100,000 for ctclink, \$35,000 for State Auditor's Office, accreditation fees, \$15,000 for ALMA modernization in the library, ctclink, and the Student Success Center Retention position. Funding for VP Mohrbacher's position was split between administration and student services, this year he is budgeted entirely from administration. The travel budget for the board also increased slightly.

Trustee Jon Lane asked about technological improvements to the ATEC building. Executive Director Rios explained that ATEC does not make money, and we are not sure where the funding for improvements would come from at this time.

Operating funds are up 2% to 52% and grants, contracts and proprietary funding is down 2% to 48% compared to last year.

Trustee Mike Villarreal commented that he appreciates the work and effort for the presentation. Trustee Stephen McFadden thanked Executive Director Rios for the width and breadth of detail in her report.

Motion 15-43

Trustee Mike Villarreal moved to approve the 2015-16 Operating Budget. Trustee Jon Lane seconded, and the motion carried.

4. Remarks continued

- e. VP Bob Mohrbacher reported there are more pathways to determine which class students should take. In the past, BBCC used only placement testing before, now we are using Smarter Balance information too. This change has resulted in a 12% increase in placements into college level English and a 3% increase in placements into college level math in the past three years. High school transcripts may also be used to place students later this year.

The TRiO grant was renewed for five years and will continue to support students. Director of TRiO Custodio Valencia and the TRiO team do a great job. The TRiO students have an 84% completion rate.

- f. Dr. Leas provided the HR update in VP Kim Garza's absence. He referred the trustees to the consent agenda. HR has been very busy recruiting and filling positions for the new academic year.
- g. Executive Director of the Foundation LeAnne Parton reported the JATP 50th anniversary was celebrated July 15 with many visitors from Japan. She is currently planning a business breakfast event with industrial alliance members and business leaders. STEM information and college needs will be shared with the group. A catalog is being developed with a college needs list. An RFP for investment services has been developed and distributed for the Foundation under Foundation Chair Ron Cone's leadership.

7. Revised Student Code of Conduct

VP Mohrbacher reported that the Revised Student Code of Conduct was approved by the board a few months ago. The revisions are based on state and national level conversations, and there are additional revisions as advised by AAG Mirisa Bradbury. AAG Bradbury stated this version is consistent with all WA community colleges. This code may be amended at a later date based on changing case law.

8. MOU for Compensation

The legislature authorized a 3% salary increase for all state employees. The Memorandum for Understanding details how the Faculty Association has agreed to distribute the 3% increase.

Motion 15-44

Trustee Jon Lane moved to approve the MOU regarding compensation dated August 6, 2015. Trustee Mike Villarreal seconded, and the motion carried.

10. Assessment of Board Activity

Trustee Mike Villarreal reported that he attended graduation activities.

Trustee Jon Lane reported that he attended the JATP celebration, and it was a great quality program. He also toured the new Mitsubishi hangar and stated they plan to hire a lot of technical employees. Trustee Lane also attended the WACTC Retreat at Sun Mountain Lodge as the ACT President-Elect.

Trustee Anna Franz reported that she attended graduation activities and represented the board at the JATP 50th anniversary. She also submitted an application for reappointment to the board.

11. Next Regularly Scheduled Board Meeting

The next regular board meeting is scheduled Thursday, September 10, 2015.

The Carver Model Policy Governance Training is scheduled Wednesday, September 2, 2015, from 8:00-1:00 p.m. on campus.

The board retreat is scheduled Wednesday, September 9, 2015, from 9:00-4:00 p.m.

Motion 15-45

Trustee Jon Lane moved to approve the meeting schedule as presented. Trustee Mike Villarreal seconded, and the motion carried.

12. Miscellaneous

Psychology and Criminal Justice Instructor Dr. Ryann Leonard was awarded the 2015 ACCT Pacific Region Outstanding Faculty Award. She will be recognized at the ACCT Conference in San Diego in October.

Dr. Leas is serving as Vice Chair of the WACTC Capital Budget committee and will participate in scoring capital proposals. This experience will provide good insights into capital project process and qualifying proposals.

The 50th anniversary of the Aviation Flight Training Program will be celebrated in the spring.

Dr. Leas shared that during the ATD Kick-off Institute in Cincinnati, the new president, Dr. Karen Stout, asked the audience to consider flipping the idea of making students “college ready” to community colleges being “student ready.” Many of the students we serve are first generation, ESL, etc. We need to meet students where they are and provide support services to help students reach their goals. Financial aid, registration, and the business office need to be warm and welcoming to students who don’t know how to navigate our system. Dr. Leas said to take this one step further; BBCC can’t be student-ready unless we are employee ready. Orientation for new students and employees can be

overwhelming; we provide information to new students/employees while they have no framework or context for the information. This may be an improvement area.

Trustee Mike Villarreal stated during the Othello School District Admin Retreat, they discussed the book *Blind Spot*. He shared the importance of treating new employees like a new member of a family. Rather than expect new employees not to make any mistakes, we need to use these opportunities for teachable moments. New employees don't know the BBCC culture and procedures.

The meeting adjourned at 3:10 p.m.

Anna Franz, Vice Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from July 24, 2015, through August 28, 2015 follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

7/27/15	Title V Director Terry Kinzel	Program Support	BBCC	
	Aviation 50 th Celebration	Planning	BBC	
	Dean of Institutional Research Valerie Parton	Program Support	BBCC	
7/28/15	Personnel Meeting (2)	Supervision	BBCC	
	Updated Brag Sheet	Discussion	BBCC	
	Board Agenda Review	Guidance	BBCC	Trustee Anna Franz
7/29-31	WACTC Meetings	System Support	Winthrop	
8/03/15	Leave			
8/04/15	North Central WorkForce Development Council	Community Engagement	Moses Lake	
	Foundation Meeting	Foundation Support	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
8/05/15	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Dissertation Discussion	Employees Support	BBCC	
	Mission Fulfillment Timeline	Guidance	BBCC	
8/06/15	BBCC Board Meeting	Guidance	BBCC	
8/07/15	Shared Governance Council Meeting	Information Sharing & Coordination	BBCC	
8/10/15	Rotary Program Planning	Community Engagement	BBCC	
	STEM Breakfast Planning	Program Support	BBCC	
	Policy Governance Training Planning	Guidance	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Aviation Meeting	Program Support	Port of Moses Lake	
8/11/15	Leave			
8/12/15	WACTC Conference Call	System Support		
	Personnel Discussion	Guidance	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	WA Wellness Program	Employee Support	BBCC	

	Dean of IR Valerie Parton	Program Support	BBCC	
	Personnel Discussion	Supervision	BBCC	
	Policy Governance Training Planning Conference Call	Guidance	BBCC	Trustee Stephen McFadden
8/13-15	Leave			
8/16/15	Cabinet Meeting	Information Sharing Consultation	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	
	Rotary Scholarship Foundation Board	Community Engagement	BBCC	
8/19/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Rep Tom Dent	Community Engagement	BBCC	
8/20/15	Personnel Discussion (2)	Supervision	BBCC	
	Foundation Meeting	Support	BBCC	
8/21-24	Leave			
8/25/15	Wellness Effort	Employee Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Community Member	Discussion	BBCC	
8/26/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Representative from Congressman Dan Newhouse Office	Legislative Contact	BBCC	
8/27/15	Personnel Discussions (2)	Employee Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation Update

BBCC's Mid-Cycle Evaluation visit from the Northwest Commission on Colleges and Universities (NWCCU) is scheduled for October 5-6, 2015. Our Mid-Cycle Evaluation Report was forwarded to NWCCU on August 27, 2015. We are currently working on the logistics of the visit, including coordinating travel plans for the evaluators and preparing resources and documentation for the evaluators while they are on campus. We look forward to working with NWCCU on this evaluation visit.

Prepared by VP Bob Mohrbacher, Dean Valerie Parton.

RECOMMENDATION: none

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for information)

d. Assessment Update

BACKGROUND:

Faculty will return to campus on September 14, 2015. At that time, they will be completing departmental assessment reports for AY 2014-15, based on data collected by faculty during the last year; they will also be compiling departmental assessment plans for AY 2015-16. The departmental assessment reports form the basis of BBCC's Annual Assessment Report that will be published in March.

Prepared by VP Bob Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

Ongoing Projects:

Professional Technical Education Center (New Building): Currently working on the project schedule with architect and DES for a completion date of pre-design and submittal to the Office of Financial Management (OFM) in the spring of 2016.

Building 1400 Student Center Remodel: Beginning backward planning for the timeline to make completion of June 30, 2017.

Women's Softball Announcer's Booth: The NTP (Notice to Proceed) was received August 31 for a start date of September 14.

Simulation Lab: Sheetrock installation is occurring now, and painting is scheduled for the week of the September 7; then electrical and casework installation. Current outlook is completion at end of September.

Minor Improvements- Building 1400 Upstairs Remodel: We have scheduled the next available dates (September 2 & 9) with a third-party moving company to move all the furniture, filing cabinets, etc. out of the railroad car storage units in the parking lot and return the items upstairs. Most of the desk units will require reassembling and possible reconfiguring (if space allows) by our staff before we will begin to physically move personnel. (Dr. Leas and Melinda are scheduled to move in September 18 at their request.)

History:

Professional Technical Education Center (New Building):

08/06/2015: Architect selection has been awarded to RGU Architects for the pre-design and design of PTEC.

Building 1400 Student Center Remodel:

8/06/2015: The funding agreement was signed with DES, and RGU Architects will begin design services for the remodel of the financial aid, registration, and admissions area.

Women's Softball Announcer's Booth:

8/06/2015: The contractor has been selected, and we are working on keeping the initial construction contract within the budget. The initial proposal exceeded the budget, and we removed a few tasks from the contractor that our own maintenance and operation department will perform at a lower cost.

Simulation Lab:

8/06/2015: Removal of asbestos materials has been completed and construction of room footprints/layouts has begun. Finish materials (carpet, laminate, flooring and casework) have been selected. Camera placement has been finalized and coordinated with the technology department (BBT). Title V funds have been increased to \$314,000.

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

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

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

Minor Improvements-Building 1400 Upstairs Remodel:

8/06/2015: The architect has prepared the punch list for the final items the contractor must complete. A minor issue with the elevator caused expensive last-minute repairs. Hand railing on stairs is the last major portion of the work to be completed. We are hopeful that we will have started the process of actually occupying the space again by the time of the BOT meeting.

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

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

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

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

Facilities Master Planning:

8/06/2015: Final editing review has occurred, and the FMP has been printed and is presented to you today.

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

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

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

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

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

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for information)

f. Safety & Security Update

The Safety & Security update is following.

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.



MONTHLY REPORT AUGUST 2015

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	965
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	0
SAFETY INCIDENTS REPORTED	2
TIMELY WARNINGS ISSUED (as per Clery Act)	0
EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)	3 (SEVERE WEATHER)
FIRE EVACUATION DRILLS CONDUCTED	2
HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)	1206

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

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

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

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

Race bias	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0
Intimidation									
Race bias	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0
Destruction, damage or vandalism of property									
Race bias	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0
Criminal Offenses									
[510] Bribery	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	1	0	0	1
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	2	0	0	2
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0	0	0
[23H] Other Larceny	0	0	1	0	0	0	0	0	1
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0	0
NIBRS Group B Offenses									
[90A] Bad Checks	0	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	1	0	0	1
[90D] Driving Under the Influence	0	0	0	0	0	0	1	0	1
[90E] Drunkenness	0	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0	0	0
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0

Vehicle Collisions										
	Non-injury	0	1	0	0	1	0	0	0	2
	Injury	0	0	0	0	0	0	0	0	0
Other Type Incident (Not categorized)										
	Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0	0	0
	Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0
	Hostile Person - No Assault/Crime	0	0	0	0	0	0	0	0	0
Fires										
	All incidents	0	0	0	0	0	0	0	0	0

Total Combined Incidents

21

Notices Against Trespass Issued										
	Non student banned from dorms	1	0	0	1	0	0	0	0	2
	Student banned from dorms	0	2	0	1	0	0	1	0	4
	Non student banned from campus	0	0	0	0	0	1	0	0	1
	Student banned from campus	0	0	0	0	0	0	0	0	0
	Total									7

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for action)

g. Human Resources

BACKGROUND:

Recruitment & Selection:

David Gillett accepted the position of Systems Engineer-Network Administrator. David replaces Clint Hansen, who relocated earlier this year. David's first day of work at BBCC will be September 1.

Katie Ralph accepted the position of Fiscal Tech 1. This position replaces Yvonne Ponce, who accepted a promotion to a Fiscal Tech 3. Katie's first day at BBCC will be September 3.

The position of Simulation Technology Coordinator has been posted. This is a new admin/exempt position working under the Title V cooperative grant with Columbia Basin College.

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

- TRiO SSS Academic Advisor

Training:

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

Sarah Adams-

Spark Grant Summer Institute on July 15-17 in Leavenworth

Daneen Berry-Guerin-

Workforce Dean Leadership Training on July 13-15 in North Bend

TSA General Aviation Security Course Online on July 22 at BBCC

Boeing Manufacturing Workforce Initiative Webcast Online on July 29

Jeremy Iverson-

WAVES (Western Association of Veterans Education Specialists) on July 26-29 in Anaheim, CA

Kim Jackson-

Student Activities Development/Association for the Promotion of Campus Activities on July 17-19 in New York

Green Dot College Training on July 27-30 in Annville, PA

Bonnie Jeffery-

Recruitment to Retention: Transforming your Student Ambassador Program Webinar on July 7 at BBCC

Career Services Institute West Conference on July 10 in Portland, OR

ATD FW: GoToWebinar - Basecamp Introduction and Overview on July 16 at BBCC

Linda Schoonmaker-

WA State IT Security Awareness Training Online on July 23 at BBCC

WA-State Getting to Know the IT Position Description Online on July 23 at BBCC

Tyler Wallace-

Leadership Training for Workforce Deans on July 13-15 in North Bend

Supporting Quality Team Teaching on July 16 at Cascadia College

Project I-DEA Webinar via Collaborate on July 22 at BBCC

IBEST Admin Training Webinar via Collaborate on July 28 in BBCC

Tom Willingham-

Getting Started with Microsoft InfoPath online through You Tube, Lydia.com on June 19

The Art of Negotiations online through Alison.com on June 23

LabSim Webinar (for use with BIM classes-online support) Online on June 24

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

Classified staff training was held on September 3 and focused on **Navigating the Department of Retirement Systems Website Maze**, presented by Robin Arriaga. Next month's training will be held on October 15 and will focus on **Online Security & Safety/Computer Technology**, provided by Tony Lidbetter.

The STAR Committee is planning a community service project in October to collect new or gently used warm winter gear for school-aged children in Moses Lake. The STAR Committee is working with a representative from DSHS to finalize details of the project and will share more information when it becomes available.

STAR members agreed that instead of planning training from January through December and rotating members on/off the committee at the end of the calendar year, the committee will follow a September through August schedule. Two new committee members joined on September 1 and new "officers" were elected to start on the same date. 2015-16 STAR Committee members are: Robin Arriaga (Human Resources, Classified Staff Co-Representative), Barbara Collins (Title V, Classified Staff Co-Representative), Alicia Wallace (Workforce Education Services, Secretary), Tony Lidbetter (Big Bend Technology, Co-Publicist), Cassandra Fry (Counseling/Financial Aid, Co-Publicist), Ted Mata (Word Services, Treasurer), Starr Bernhardt (Institutional Research), Heidi Bratsch (Health Education), Barbi Johnson (Business Office & Registration), Donnie Brown (Big Bend Technology). As they rotate off of the committee, we would like to thank Mikaela Pinger (Aviation) and Kathy Aldrich (Library) for their service to classified staff through the STAR Committee!

The STAR Committee is in the process of planning another **Active Shooter and Campus/Personal Safety** workshop for November 6. Local law enforcement officers, Kyle Foreman, Jeremy Seda, Luis Alvarez, and members of the BBCC Brazilian Jiu-Jitsu Club will provide information and demonstrations on various safety issues. All employees will be invited to attend this training. More details will be released closer to the event date.

The committee is also currently planning monthly training sessions for the upcoming year. The 2015-16 Classified Staff Training Calendar will be finalized and released publically in the near future.

Additional Classified Staff Training (July 2015)

Name	Department	Training	Location	Date(s)
Ruth Coffin	Registration	GoArmyEd Degree Management Video and Documents	BBCC Campus	July 6
Rita Jordan	Financial Aid	Service Student Veterans in Public Institutions Conference	Auburn, WA	July 14
Heidi Bratsch	Health Education	STTACC Conference	Walla Walla, WA	July 29-30
Hope Candanoza	Adult Basic Education	STTACC Conference	Walla Walla, WA	July 29-30
Carla Louise Christian	STEM	STTACC Conference	Walla Walla, WA	July 29-30
Barbara Collins	Title V	STTACC Conference	Walla Walla, WA	July 29-30
Taisa Timofeyev	Workforce Education Services	STTACC Conference	Walla Walla, WA	July 29-30

Prepared by Starr Bernhardt.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #3: CONSENT AGENDA (for information)

- i. Enrollment Report

BACKGROUND:

The 2014-16 FTE report as of August 31, 2015, is included for your review. Our FTE annual target number for 2015-16 is initially set at 1709 annualized FTE. Summer quarter state-funded FTE is currently up 12% over Summer Quarter 2014. Headcount for summer is currently up by 23 (3.5%).

The tuition amount budgeted for 2015-2016 is \$4,200,000. As of July 31, 2015 we have collected \$355,639 or 8.5% of the budgeted amount. As of July 31, 2014 we had collected \$304,036 or 6.9%.

TUITION COLLECTION REPORT
As of July 31, 2015. and July 31, 2014

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$ 4,400,000
Total Collections as of July 31, 2015.	\$ 355,639	\$ 304,036
As a % of annual budget	8.5%	6.9%
Left to collect to meet budget target	\$ 3,844,361	\$ 4,095,964

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

RECOMMENDATION:

None

F.T.E. REPORT

2014-2016

	<u>QTRLY FTEs</u>	<u>ANNUAL FTEs</u>
1st year (14-15)		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
2nd year (15-16)		
SUMMER	358.2	119.4
FALL	1406.3	468.8
WINTER		0.0
SPRING		0.0
TOTAL	<u>6785.6</u>	<u>2261.9</u>
1st year annual FTE Target	5181	1727
2nd year annual FTE Target	5127	1709
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2261.9
Past year + current year allocation		3436.0
% of allocation target attained to date		65.8%
Add'l FTEs to meet minimum 96%	3110.1	1036.7
Add'l FTEs to meet target 100%	3522.4	1174.1
FTEs over funding level - 1st year	-159.9	-53.3
FTEs over funding level - 2nd year	-3362.5	-1120.8

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #5: Title V (information)

BACKGROUND:

Director of Title V Terry Kinzel and Instructional Designer for Nursing Andrea Elliott will present Title V information. Due to the growing use of technology in healthcare, medical simulation has become an increasingly critical educational tool for hospitals, colleges, and other environments where hands-on medical training is needed but clinical opportunities may be limited. Therefore, the increasing role of simulation in medical and Allied Health education highlights a need for individuals who are specifically trained to program, maintain, repair, and provide training for simulation equipment. In order to meet the needs of our community, Big Bend Community College will shortly be offering the Medical Simulation Associate in Applied Science – Transfer degree.

Prepared by Instructional Designer for Nursing Andrea Elliott.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #6: Workforce Investment Opportunity Act (information)

BACKGROUND:

Director of Adult Education, Tyler Wallace will share information regarding the Workforce Investment Opportunity Act (WIOA). July 22, 2014 President Obama signed the WIOA to reauthorize the Workforce Innovation Act (WIA). This year, 2015-2016, is a transition year under the law, and it will go into full effect on July 1, 2016. The law changes the focus of Adult Basic Education and how we work with local partners such as the Workforce Development Council (WDC). It ushers in a new era in basic skills of concentrating on college and career readiness with more efficient and effective partnerships. This presentation will consider the current accomplishments of Adult Basic Education at Big Bend Community College and what work needs to be done between now and July to be in compliance with the new regulations.

Prepared by Director of Adult Education, Tyler Wallace.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #7: President's Evaluation & Contract (information/action)

BACKGROUND:

The trustees may discuss the president's evaluation and contract.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #8: Board Policies (for information)

BACKGROUND:

The following board policy drafts are included for your consideration and subsequent action at the next meeting.

BP 7800 Firearms and Dangerous Weapons

The draft revision of BP7800 updates the language. This policy was last updated in 2002.

RECOMMENDATION:

None.

BP7800

FIREARMS AND DANGEROUS WEAPONS

BP7800

- 7800.1 Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet-guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.
- 7800.2 Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.
- 7800.3 Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility is controlled by the Office of Student Activities and is accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding holidays).
- 7800.4 Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction of the college. The Vice President of Instruction or other designee shall review any such request and may establish conditions to the authorization.
- 7800.5 Firearms owned by the institution for use by special interest groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams, must be stored in a location approved by the Vice President of Student Services or any other person designated by the President of the college. Said firearms must be checked out by the club advisor or coach and are to be used by legitimate members of the club or teams in the normal course of the club or team's activity.
- 7800.6 Violators shall be subject to appropriate disciplinary or legal action.

Reference WAC 132-117-010

BP7800 FIREARMS AND DANGEROUS WEAPONS

BP7800

- 7800.1 Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet-guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.
- 7800.2 Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.
- 7800.3 Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the Resident Halls Coordinator. The storage facility for all other students is in the Registration office and is controlled by the Associate Vice President of Student Services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Thursday and 8:00 a.m. through 2:30 p.m., Friday, excluding holidays.
- 7800.4 Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction & Student Services of the college. The Vice President of Instruction & Student Services or other designee shall review any such request and may establish conditions to the authorization.
- 7800.5 Violators shall be subject to appropriate disciplinary or legal action.

Reference WAC 132R-117-010

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Bob Mohrbacher and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

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

BACKGROUND:

The next regular board meeting is scheduled for Thursday, October 29, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 9/10/15

ITEM #11: Miscellaneous (information)

BACKGROUND:

The back-to-school breakfast will be held Monday, September 14, 2015 beginning at 7:30 a.m.

ACT has provided information regarding the Transforming Lives process for this year. Staff are beginning the internal process to present nominations for your consideration during the October 29 board meeting.

Prepared by the President's Office.

RECOMMENDATION:

None.

ACT is gearing up to launch the 2016 Transforming Lives awards program. Several people last year requested additional planning time be provided so this announcement is going out about a month sooner than in the past.

What are Transforming Lives Awards?

The Transforming Lives awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The Transforming Lives program began in 2012 and has continued annually since that time. Each of the 34 colleges has its own selection process. It is this process that needs to be activated in order for the 2016 awardees to be forwarded to ACT.

What do we need you to do?

If you set your college's board agenda, please list "2016 Transforming Lives Awards" on your next board meeting agenda and make sure your board works through the timing.

Things we don't know quite yet...

Usually, by the time of our initial contact, we know if the awards criteria will have a general focus or if the focus will be on a specific area (such as STEM three years ago). However, because of the speeded up timeline, the Awards Committee has not yet met to make that determination. We will follow up with that information when it is available.

When is the deadline?

The deadline will be set at our first conference call in September. Once the deadline is set, it will be emailed to the listserv.

Draft timeline: The draft timeline below is for this year's process. (This is from the Awards Committee members' perspective.)

September

- Develop criteria and nomination form for committee members to review.
- Send nomination form to colleges.
- Forward nomination information to PIOs.

November

- Schedule conference call for **early December** with committee members to select five awardees.
- Deadline for nominations to be submitted.
- Packets sent out to committee members.
- Committee members review nomination packets.

December

- Conduct conference call with committee members to select five awardees, each of whom will receive \$500 and be asked to speak at the Transforming Lives Dinner.
- Notify all nominees and key college staff (presidents, assistants, and the individuals who submitted the nominations) of the selection.
- Send announcement to trustees, State Board members and Presidents.
- Forward the announcement to PACTC with information on what ACT covers, lodging and registration for the dinner.
- Determine number of booklets needed.

January

- Print booklets.
- Confirm all nominees' attendance (and guests) at Transforming Lives Dinner. ACT will reimburse the cost of travel, lodging and other related travel expenses (for those living more than 50 miles away).