

Big Bend Community College

Board of Trustees Regular Board Meeting



**Thursday, September 20, 2012
1:30 p.m.**

ATEC
Hardin Community Room

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

Fall 2012 Campus Events

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

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

September	20	Board of Trustees Study Session & Meeting; Hardin Room 10:00 a.m.
	21	Women's Volleyball vs. Walla Walla CC 6:00 p.m
	24	Fall Quarter Begins
	26	Women's Volleyball vs. Blue Mtn. CC 6:00 p.m.
	27	ASB Sponsored Back to School BBQ 4:00 – 7:00 p.m. ATEC Courtyard \$5.00
October	1	Trustees meet with NWCCU Accreditation Evaluators, 9:30-10:30 a.m.
	4	ASB Sponsored Kickball Tourney 5:30 p.m. Softball field
	9	ASB Sponsored Hawaiian Haystack Lunchfest ATEC 10:30 a.m. – 1:00 p.m. \$5.00 student/staff \$7.00 non-student/staff
	16	ASB Sponsored Speaker Mark Elliott "What Makes you Tic?" 1:00 p.m. ATEC Free of Charge
	18	ASB Sponsored Free Movie Night – Lee Theater – Ephrata 7:00 p.m.
	19	Women's Volleyball vs. Yakima Valley CC 6:00 p.m.
	20	Women's Volleyball vs. Treasure Valley CC 1:00 p.m.
	25	ASB Sponsored Halloween Dance 9:00 p.m. – Midnight Masto Conference Center \$5.00/person
	29	Star Night, Masto Conference Center, 6:00 p.m.
November	1	Board of Trustees Study Session & Meeting; Hardin Room 10:30 a.m.





COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Thursday, September 20, 2012, 1:30 p.m.
ATEC- Hardin Community Room

Governing Board Members:

Mike Wren
Chair

Mike Blakely
Vice Chair

Jon Lane

Anna Franz

Stephen McFadden

Dr. Terry Leas,
President

Serving the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including courses and training for university and college transfer, occupational and technical programs, basic skills and developmental education, community and continuing education, pre-employment and customized training for local business and industry, and support services for students to help promote student access, success and retention.

**Innovation/Partnerships
Access
Student Achievement
College Climate
Resources**

- | | |
|-----------------|---|
| Action | |
| A | 1. Call to Order/Roll Call
Pledge of Allegiance |
| I | 2. Introductions |
| I/A | 3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting Minutes June 11, June 14, August 9,
Special Meeting Minutes June 14, August 9,
August 23, 2012 (A) b. President's Activity Update (I) c. Student Success (I) <ul style="list-style-type: none"> Student Achievement Initiative Academic Master Plan d. Accreditation (I) e. Assessment Update (I) f. Capital Project Report (I) g. Security Update (I) h. Human Resources Report (I) i. Enrollment Report (I) j. Legislative Update (no information) (I) |
| I | 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) <ul style="list-style-type: none"> a. ASB Representative ASB President Jazlyn Nielsen b. Classified Staff Representative –Tana Richins c. Faculty Representative – Mike O'Konek, Faculty Assn. President d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Bob Mohrbacher f. VP Human Resources & Labor – Kim Garza |
| I | 6. Exceptional Faculty Award –Jim Hamm |
| A | 7. Board Policy Updates- VP Kim Garza |
| I | 8. Annual Campus Security & Fire Report- VP Hamburg, Director Foreman |
| A | 9. Resolution 2012-2 Delegation of Authority- President Leas |
| A | 10. 2012-13 Proprietary Budget, Financial Statements – President Leas, VP Gail Hamburg |
| -----BREAK----- | |
| | Executive Session |
| I | 11. Honorary Degrees- President Leas |
| I | 12. Facility Naming Policy- President Leas |
| I/A | 13. Board Retreat Items- President Leas |
| A | 14. Assessment of Board Activity- Board |
| A | 15. Regularly Scheduled Board Meeting– Board |
| I | 16. Miscellaneous- President Leas |
| A | 17. 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 – Regular Meeting November 1, 2012, 1:30 p.m.

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.

**BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18**

7662 Chanute Street
Moses Lake, Washington 98837

Thursday, September 20, 2012, 10:00 a.m.

**HARDIN COMMUNITY ROOM
GRANT COUNTY ATEC BUILDING 1800**

BOARD STUDY SESSION AGENDA

- 1. 2012-13 Proprietary Budget and Financial Statements**
- 2. Policy Governance Evaluation**

The Board of Trustees of Community College District 18 have scheduled a Study Session on Thursday, September 20, 2012, 10:00 a.m. in the Hardin Community Room, Grant County ATEC Building 1800.

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.

Information: If you have any questions please contact Doug Sly (793-2003), Director of Public Information, Big Bend Community College.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Meeting Minutes June 11, 2012
Regular Meeting Minutes June 14, 2012
Regular Meeting Minutes August 9, 2012
Special Meeting Minutes June 14, 2012
Special Meeting Minutes August 9, 2012
Special Meeting Minutes August 23, 2012

BACKGROUND:

The minutes of the Regular Meetings June 11, June 14, and August 9; and Special Meetings June 14, August 9, and August 23, 2012; are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Monday, June 11, 2012, at 4:20 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Mike Blakely
Anna Franz
Stephen McFadden
Mike Wren
Jon Lane

Board Chair Mike Wren announced the Board would adjourn to Executive Session provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee for 45 minutes. At 5:05 p.m. the executive session was extended by 10 minutes.

At 5:15 the meeting was reconvened. Board Chair Mike Wren announced a 10 minute break. The meeting reconvened at 5:25 with no action taken.

Chair Mike Wren said the BBCC Presidential search process started in February and has been a great process with a lot of people working hard over the past few months. The Trustees' visits to the candidates' campuses were very valuable and worth the money and effort.

The results of the presidential characteristics campus survey revealed that faculty and staff want a president with a doctorate degree, who is kind, personable, trustworthy, open minded, honest, down to earth, with integrity, humble, good communicator, professional, etc. After considering three applicants who are all current presidents for the position, they are all clearly qualified. The preferred candidate embodies the characteristics listed as important in the campus survey. Trustee Wren stated Dr. Terry Leas is his preferred candidate.

Trustee Anna Franz stated the visits to the candidates' campuses were vital but did not make it easier because all candidates are highly qualified. Dr. Temte and Dr. Leas displayed abilities to foster leadership within their campuses. The best fit for BBCC is Dr. Leas. At his current campus he has empowered faculty and administration to build bridges to the community and this is important with our tight ties to industry.

Trustee Jon Lane thanked Trustees Wren and Blakely and the initial screening committee for their hours of work through the search process. Any of the three finalists would be a good choice. The open forums on our campus were formal and it was hard to get a true feel for the candidates. During their home campus visits it was easier to get to know them. Trustee Lane's preferred choice is Dr. Leas. Dr. Leas has been Rotary president twice, his staff report that he develops leaders in all levels of employees. He will be aggressive in getting support at the state level and a good fit for BBCC with integrity.

Trustee Stephen McFadden has written about several CEO searches by government entities in last few years. The diverse group brought together in the screening committee made the Trustees' efforts much easier. He has recommended adapting this process for other searches in his community. Trustee McFadden was initially opposed to the expense of sending all Trustees to the candidates' home campuses. The information he gathered by visiting the home campuses played a key role in his final decision. He said Dr. Leas is a leader of leaders and he supports him for BBCC President.

Trustee Mike Blakely stated one of the reasons all Trustees visited the home campuses was to demonstrate to BBCC employees and service district that their best interest was at the heart of the search. Even though it was expensive for all five Trustees to visit, it was more cost effective than hiring a consultant. He said he supports Dr. Leas as he will adopt the culture of BBCC more quickly. Dr. Leas is low key and he operates well. When Dr. Leas came to Moses Lake for his interview he arrived three days early to get to know the area communities and toured campus by himself.

Motion 12-28 Trustee Mike Blakely moved to offer a Presidential contract to Dr. Terry Leas. Stephen McFadden seconded the motion and the motion carried.

The minimum annual salary for the position listed in the search brochure was \$175,000. Dr. Leas possesses a doctorate and to offer a competitive salary it was proposed to offer him \$185,000. Trustee Mike Blakely said this is the only time to reward him. The \$185,000 is a significant raise from what Dr. Bonaudi earned. Trustee Jon Lane commented that staff and faculty have not received an increase in pay for several years.

Motion 12-29 Trustee Jon Lane moved to offer Dr. Leas the annual salary of \$185,000. Trustee Anna Franz seconded the motion and the motion carried.

Board Chair Mike Wren stated he will call Dr. Leas and Kim Garza, Executive Director of HR will prepare the contract.

There is a Regular Board meeting scheduled Thursday, June 14 and Trustee Wren hopes to have a negotiated contract prepared for Dr. Leas.

The meeting adjourned 4:39 p.m.

Mike Wren Chair

ATTEST:

William C. Bonaudi, Secretary

**BIG BEND COMMUNITY COLLEGE
BOARD OF TRUSTEES
STUDY SESSION STATE OPERATING BUDGET**

June 14, 2012

Present: Mike Blakely
Anna Franz
Jon Lane
Mike Wren

Absent: Stephen McFadden

Chair Mike Wren announced the college has a signed employment contract with Dr. Terrance Leas, and he introduced Dr. Leas. President Bonaudi introduced Nancy Tracy, BBCC Foundation Office Manager. President Bonaudi reminded all present the meeting was being streamed live on MediaSite.

VP of Financial and Administrative Services Gail Hamburg shared the tentative budget information for the period 2012-13. VP Hamburg introduced Char Rios, Director of Business Services, who has been working with VP Hamburg on the budget. The new fiscal year begins July 1, 2012.

VP Hamburg explained the process for establishing the new budget. Beginning with the initial allocation from the State Board for Community and Technical Colleges (SBCTC), which is based on the FY 2012 budget, adjustments are made for one-time variable funds. The second adjustment is pass-through adjustments, which are intended to have a net zero impact on the base budget. An example is if a rate goes down, expenditures are decreased. Then the new and variable allocations are added or deducted. For this year that includes the Student Achievement Initiative (SAI) and permanent budget reductions. Then they add SBCTC earmarks and legislative provisos. There are no legislative funding changes for this year. Last, tuition and local revenues are added to complete our Fiscal Year 2013 budget.

New items for 2013 include state funding for adjustments to employee rates for health benefits. Insurance rates are changing from \$850 per month per employee to \$800 per month. There is a reduction to provide a pool of student initiative funds, which are distributed later in the year based on the net gain in student achievement points. There is a onetime reduction for customized training program, which is to be allocated later in the year based on an application process.

There is a permanent budget reduction of \$53,282, based on efficiency savings. We knew this reduction was coming, and it was passed in the 2011-13 biennial budget.

There is no new general reduction in the supplemental budget.

A temporary budget reduction will be restored in the 2013-15 budget. Also, there is a temporary 3% salary reduction, which also will be restored 2013-15 budget.

VP Hamburg indicated Page 3 of the budget shows the sources of our funding. The FY2013 base budget is \$7,777,207. Pass through adjustments to the base have a zero impact to our budget. These adjustments include a change in the pension rate, the PERS/TERS Plan 1 COLA has been suspended, a health insurance reduction that is \$107,000, and a slight change in the workers' compensation rate.

The SAI funds are put in a pool and reallocated later this year based on the gain in points. President Bonaudi said this is a conversation the Trustees will hear at the TACTC meeting. If you recall, when the SAI was initially set up, it wasn't supposed to take money from the colleges; it was to be funded by the legislature.

Budget Reductions include the FY 2013 permanent budget reduction of \$53,282, and a general one-time reduction of \$134,604. The cut of \$134,604 will come back in the next biennial budget. There is a one-time budget reduction for Customized Training Program of \$28,542. Those funds will be distributed later based on an application process. Also there is a temporary 3% salary reduction of \$203,724, which will come back in the next biennial budget.

The SBCTC earmarks and legislative provisos include the Disability Accommodation, Opportunity Grant, Students of Color and Worker Retraining Base.

The initial 2013 general funds state operating allocation is \$7,947,005. Projected tuition of \$4,008,600 is an increase of \$400,086 over last year. Carryover / indirect cost recovery/ excess enrollment of \$1,524,352, Running Start funds of \$400,000 and ABE/ESL Grants of \$178,033 are included.

The total 2013 operating revenue budget is \$14,057,990. This budget includes the 2.5% reserve funding level, per board policy, for this year is \$342,878.

Page 5 shows comparisons to last year's budget. FTE's are decreased by 19. This is because we have not received our worker retaining variable allocation yet. We anticipate receiving this shortly, so we will get the 19 FTE back. Our unrestricted base budget looks startling when you see it reduced \$850,106. The biggest part of that is the permanent budget reduction last year of almost \$750,000.

That has been rolled over into the base budget this year. The other \$100,000 is the ins and outs down the column of FY 2012.

Last year's 3% salary reduction of \$204,011 was put back into our base budget, and \$203,724 was deducted for 2013. Last year we received a reduction for ERP advance planning of \$30,138. This was put back in our budget for 2013. President Bonaudi stated this is for the new state-wide accounting system. It is out to bid currently. It will be an on-going cost, but this year they did not take the funds from our budget.

A one-time reduction last year of \$63,802 was put back in our base budget this year. This year the one-time reduction is \$134,604.

The permanent budget reduction last year was \$749,559, this year it is \$53,282.

The one-time reduction for Customized Training Program is \$28,542 this year.

BIG BEND COMMUNITY COLLEGE

	FY 2012	FY 2013	Actual Reduction
Budget Reductions:			
General One-time Reduction	-63,802	134,604	-70,802
Temporary 3% Salary Reduction	204,011	203,724	287
Permanent Budget Reduction		-53,282	-53,282
Total			-123,797
Reductions To Be Reallocated in FY 2013:			
One-time reduction for Customized Job Training		-28,542	-28,542
Student Initiative Pool		-23,076	-23,076
Total			-51,618

The general one-time reduction of \$63,802 was met with permanent reductions last year, so this year we only have to make reductions for the difference of \$70,802. The temporary salary reduction reduction of \$204,011 from last year was put back in our budget this year. This year the reduction was \$203,724, so we were really \$287 to the good this year. The permanent budget reduction is \$53,282. The actual budget reductions for this year are \$123,797, and we were able to accomplish that out of the increase to tuition.

We do have additional reductions of \$51,618 but these are to be reallocated in FY 2013. President Bonaudi noted the “no-cut budget” really amounted to a lot less cuts than the \$800,000 and \$1.2 million we were hearing during the legislative sessions. Trustee Blakely said every year we get more one-time budget cuts. VP Hamburg replied if we do not receive these one-time cuts next year, we can begin to rebuild. VP Hamburg said with our initial allocation budget of \$7,947,005, adding tuition and recovery funds, the 2013 budget is very comparable to last year’s budget.

Page 7 shows 57% of our funding comes from the state, 15% from recovery, and 28% from tuition. More of the burden is going to our students with the increase in tuition. VP Hamburg indicated page 8 shows where our money is spent. Instruction has 46% of the budget, last year they had 45% and the 2011 system average was 52%. Academic administration expenditures are 3% of the budget, it was 3% last year and the 2011 system average was 4%.

Library expenditures are 3%, last year it was 4% and the 2011 system average was 3%. Student services expenditures comprise 12% of the budget, last year they were 13%, and the 2011 system average is 13%. Administration expenditures are 19% of the budget, last year they were 18%, and the 2011 system average was 16%. Maintenance & Operations is 17%, it was the same last year, and the 2011 system average was 12%. We are always several percentage points higher in this area because we have old buildings and they require more funding to maintain.

VP Hamburg reviewed how each program fund is budgeted, starting with Instruction. Instruction includes classroom and laboratory activities, community service instruction, and ABE/GED. The principle changes and focus for the next fiscal year includes an additional 12% tuition increase; program assessments (audits); Workfirst, new focus on vocational training and IBest, focus on student success and efficient delivery of instruction; Basic Foods Education Training Grant (BFET); and new in the budget is \$50,000 added for classroom and faculty office technology. With the budget cuts of the last four years, we have not been replacing computers and that is a priority. We have also included funding for one new faculty position. We don't know yet what that position will be. The pie chart on page 11 shows how Instruction spends their funds by expenditure type. Salaries are 69%, benefits 22%, supplies 6%, travel 1%, and equipment 2%. The percentages are identical to last year.

Page 12 and 13 shows Academic Administration which is Instructional Deans, Deans of Professional / Technical Programs, Dean of Arts & Science, and Dean of Institutional Research & Planning. Principle changes and focus this year include enrollment management, student retention, student recruitment, faculty support and a full-scale accreditation visit. Page 13 details how Academic Administration spends their funds. The pie chart show 97% between salaries and benefits, and the percentage was 97% last year, divided a little different. Supplies and travel remain the same, 2% and 1%, respectively.

Pages 14 and 15 list the Library budget. VP Hamburg said Dean Tim Fuhrman does an excellent job of providing information. Included in this area are; the Dean of Library Resources, Developmental Education, eLearning, English Skills & eTutoring; Library and Information Literacy Instruction; reference services; collection development; interlibrary loan; media equipment services; and, production and updating of student ID cards. Principle changes and focus include collections of online and multi-format based resources, instruction and assistance in the research process, support of lifelong learning and personal discovery. Recent spring quarter changes include the Foreign Language lab closed due to budget cuts, and with the assistance of a Weinstein donation, the library began checking out netbooks for short-term student use. In FY 2013 there will be a shift in library staff duties and responsibilities due to a retirement, and Dean Fuhrman will be focused on the software transition from Angel to Canvas. Page 15 shows the Library budget is very similar to last year. There is an increase in their equipment budget to begin updating the IT equipment. We will also use some of the student technology fee to continue updating their equipment.

Page 16 covers Student Services, which includes Associate Vice President of Student Services, admissions / registration, financial aid and counseling, Opportunity Grant and Running Start, multicultural services, disability services, GED testing services, career placement services and student activities. Principle changes and focus include enrollment management, student retention and recruitment, advisor training / improved advising, program assessments (*audits), continuation of the Opportunity Grant, and online student services tools.

Pages 17 and 18 detail Student Services expenditures. There is a big decrease in salaries. The main reason is because the state operating budget can no longer fund athletic services. Athletics are funded by the students' services and activity fee, which is 9.7% of total tuition.

The bottom of page 17 shows a difference in workforce training because worker retraining variable has not been allocated yet. Other expenses are similar to last year. The total budget is \$1,698,422, and expenditures are almost identical to last year percentages.

Pages 19 and 20 show the budget for Institutional Support, which includes the President's office, Vice President for Financial and Administrative Services, Vice President of Instruction/Student Services and the Executive Director of Human Resources & Labor. This also includes community relations, Foundation, fiscal services, telephone / communications, word services and administrative computing. Principal changes and focus are enrollment management, student recruitment and retention, advance the Academic Master Plan and the Facility Master Plan, continue work on the campus-specific Emergency Response Plan based on the National Incident Management Systems (NIMS), Program assessments and a full-scale accreditation visit.

Page 20 details how the money is spent. Also included is the other half of the 2.5% reserve (\$171,439) in the administrative supplies. We also increased the accreditation budget because of increased expenses for their visit this year. The total budget is \$2,623,802, and the expenditures are almost identical to last year.

Pages 21-22 show the Maintenance & Operations budget. This includes custodial services, maintenance trades, vehicle maintenance, grounds, utilities, safety and security and theatre and activity center management. Principle changes and focus include repairs and minor improvements, building maintenance and energy costs, STEM and Title V building remodels and additions. We are going through an Energy Service Company (ESCO) audit, in order to be eligible for some of the new grant funds. The financial match is 3-1. It is a great opportunity for us to improve efficiencies. We continue to work on the recommendations from Mike Campbell, Director of Center of Excellence for Homeland Security, from his report. There was \$100,000 in the budget last year to start working on those recommendations. We didn't spend it due to the proposed budget cuts. With our new budget this year, we have advertised for a new Director for Campus Safety and Security. This is one of the recommendations from the report. There is very little difference in last year's budget to this year.

Trustee Blakely asked if ESCO were auditing our cooling and heating systems, and asked if it was free. VP Hamburg said they are auditing our cooling, heating and lighting, and the audit is free. They go through every building, and they calculate the savings we can achieve. Initially they think we probably have three projects. This is the first time there is funding available. Trustee Blakely said the PUD has a grant program available. VP Hamburg said we are working with the PUD on lighting for the old hangars. It is exciting to have new things going on so we can make improvements on campus. One of our goals is to improve outside lighting.

Page 23 shows the grand totals of all the programs. The pie chart shows the division of funds, which are very typical for educational entities.

Page 24 shows the total institutional funds. We went through the State Operating Budget of \$14,057,990. In two more months we will look at grants / proprietary budget, which is about 55% of our budget. The Operating budget is 45%. Grants were a little higher last year because of the Fairchild AFB contract, which we won't have this year. Total institutional funds are \$31,498,510.

Trustee Blakely asked what the state is saying about the revenue next year. VP Hamburg said the next revenue forecast is the third week in June, and she is hearing the revenues will be similar to current revenues, and without the big cuts. President Bonaudi stated a topic among presidents is the mandatory salary reduction for classified staff groups that are represented by unions. It was very clear that reduction would apply to classified staff who are union. Our classified staff are not represented by a union and will not be required to take the 3% salary cut. There was a ten minute break at 10:54 a.m.

President Bonaudi said the second part of the work session is to present the second of the three monitoring reports based on the Academic Master Plan. The first was on Access, this report is on Programs. Key to this is the fact that all the program areas provided information on how are they doing. This is an important document because for many of them it is the first time they considered, "What do I need today and what do I need tomorrow?" There is an extensive list of appendices detailing the audit. Instructional deans are finding this valuable to track unexpressed needs. President Bonaudi introduced Dean Valerie Kirkwood. The Monitoring Report covers placement testing and the audits previously discussed.

Tab X in the back of the report includes the Educational Program summaries. This covers enrollment, equipment, facilities and staffing. Each report concludes with their recommendations for change.

This report highlights how the college promotes both instructional and support services for our students' success.

Placement testing is an important entry point for our students. Dean Kirkwood shared a Math placement testing graph. The red bar at the top shows how many people who test

actually get into college level math. This is a challenge for Big Bend and other colleges as well.

Trustee Lane asked about the number of students being placed into college math at four-year universities. Dean Kirkwood said she didn't have that information. President Bonaudi said we could gather information.

The English placement testing graph shows more students than usual placed into College Level English this year. There wasn't as much high school campus testing, which may have included juniors who weren't ready to attend BBCC. This year, there was a Washington State study. Part of that was the development of a records reciprocity agreement, which means students who take their placement tests in another college, can bring their results here, within a year. Some students are coming here to take their placement tests even if they are going to Columbia Basin College. Advising is really important to student success. Dean Kirkwood referred to a chart on page six which shows data about Hispanic and white females receiving advising, the male students are not doing as well. There are many activities in place, including Title V's Student Success Center. Information is being gathered regarding their events, and data shows more males are attending.

Dean Kirkwood introduced Starr Bernhardt, Research Analyst, to talk about pre-college math progress. Ms. Bernhardt said they wanted to provide a general review of student progress and success through pre-college math.

Success and progression in pre-college math became an area of focus due to the Achieving the Dream effort (ATD). Low success rates are not just a local problem, but throughout the state and nation. That is concerning because these classes are essential gate-keeper courses. If students fail to pass into higher level, it can prevent them from reaching their ultimate goals. Ninety-five (95%) of our students place in pre-college level math. If they want to move into STEM (Science, Technology, Engineering, and Math) related careers, higher level math is vital to their success. Students can pass a class with a 0.7 grade point, however internal and national research show if they don't get a 2.0 grade point or higher, their likelihood of being successful in their next level class is low.

The figure on page 3 represents all students who took a pre-college level math course anytime last year. We follow them into next level follow their success there. We did this for all three levels for our pre-college math courses. Half of the students succeed with a 2.0 or better. This is very predictable, and we are working to improve this with various support systems. Of those who earn 2.0 or higher, only 64% move to the next level. Of those, only half succeed with a 2.0 grade point or higher. What this shows is one in five of our initial cohort move on and are successful.

Ms. Bernhardt introduced Tyler Wallace, STEM Grant Math Instructional Specialist. BBCC is working on the Emporium model math courses, where students work in a computer lab and increase their success rates.

At Big Bend there are three courses of pre-college math; pre-algebra, beginning algebra and intermediate algebra. Students have the ability to choose a lecture course or a computer lab course.

The final Emporium model is a big computer lab, comparable to a one-room schoolhouse. The computer can dynamically change the course to the students' needs. The students can all be in the same place at the same time, resulting in more flexibility in scheduling.

The students receive a pre-test at the beginning of each unit. Some students do very well with negative numbers but struggle with fractions. In the past those students have to retake the entire 5 credit course, when they only need fractions. If a student gets 85% on the pre-test, they can skip a unit. They can spend the time on the areas they need, instead of what they already know.

The students watch five minute videos on each concept. After the video, they can do a "concept checkpoint," by answering two problems correctly then they can move on. They may view four to six videos before they receive their homework assignment. They are required to achieve 80% accuracy on their homework assignment before they can start the next lesson. They have to receive 80% on the practice test, and should get at least 75% on the final test. As a result, students' test scores go up. A lot of our students are first generation and they don't have the study skills or past experience on how to be successful in a math class. This forces the student to have successful study skills and brings a positive experience with math.

Another feature of the Emporium is the flexibility of student pace. Students can pretest a couple of units, maybe skip a unit, and can complete a unit early. The student can start right away on the next course, and potentially complete two courses in one quarter. This will help students move through pre-college levels more efficiently, quicker and successfully.

Units 6, 12 & 18 are like final exams, which the students take when they are ready for the exam. If a student is motivated enough they can skip a course. This saves the student money and time.

Trustee Lane asked if the students pay for a five-credit course for each class. Instructional Specialist Wallace said they pay for five credits each quarter, so if they finish two classes in one quarter, they save money. Staffing considerations include one instructor and four tutors (three active, one live lecture).

This idea was piloted spring quarter, and students are still taking their final exams. Tyler showed a graph which calculated the student averages currently collected, which shows a 74% success rate for the first quarter of the Emporium classes. This is reflective of other Emporium classrooms across the nation. Mr. Wallace thanked the instructors who worked with him on the project.

There is still a transition as we don't have a computer lab with 68 computers. The pilot was finished with two classes of 30 each. All summer quarter courses will be offered in the Emporium model.

By fall quarter, there will be one computer lab of 38 computers with one instructor and two tutors in ATEC and the computer science lab will allow a lab with 20 computers, for a total of 58 computers. There will be major reconstruction in the math building to provide a full implementation computer lab for 68 students.

Trustee Lane asked if support in the learning center will change. Instructional Specialist Wallace said outside of class tutoring will still be offered, and are looking at how tutoring can be more helpful for students.

Students coming to BBCC are not as prepared as they were 10 years ago for many reasons. Trustee Lane said this could be because some students take a class in their sophomore year, and no more math classes. VP Mohrbacher said that is a big issue; there can be a gap in math classes. The college is starting conversations with local high schools. Providing a math refresher before students take math placement tests may impact placements.

VP Hamburg shared her experience with two Phi Theta Kappa students talking about their math classes. They had the Emporium math class, and were talking about how they were succeeding, how they understood and were excited about math.

Trustee Franz asked if there are studies which show how students make the transition from the Emporium model for pre-college level math to the lecture model. Instructional Specialist Wallace said the University of Idaho math instructors haven't noticed a change. Data from two community colleges in Tennessee suggest students who move out of the Emporium model are just as successful, if not more successful, as students using the lecture model.

Trustee Wren asked why we wouldn't continue the Emporium model. Mr. Wallace said we need to follow the data, and choose a method that shows to be successful. Dean Kirkwood introduced Mandy Mann, BBCC's Medical Assistant Coordinator and Instructor.

Instructor Mann said the Medical Assistant program began in 2006 and always has full enrollment 24 students a year, and also a waiting list.

The medical assistant is an important member of the health care team. They are qualified by education and experience to work in a medical office, and act as a liaison between the patient and doctor. It is of vital importance for the medical assistant to be included in the medical practice.

BBCC offers two options; a one-year certificate option can be completed in four quarters, or a two-year Associates in Applied Science completed in six quarters. Once students go out in the field, they find the two year degree allows them to continue in health care education. Some classes in the two-year program are also required for the LPN certificate.

BBCC nursing graduates are eligible for Health Care Assistant License Categories A, C & E and qualified for phlebotomist certification. Graduates are injection certified, which the clinics in our area value.

Classes offer maximum flexibility for students. A student can work a full-time job or stay home during the day because evening and weekend classes are offered. Clinical procedure classes are on Saturdays. The program is IBest which allows for a second instructor on weekends.

At commencement, out of 19 students, 18 students will walk with their two-year degree. Instructor Mann is currently advising 68 students. The program is full; graduates have an 81-86% employment rate six months after graduating. At least four clinics have asked for more students.

Trustee Wren asked about enrolling more students in this program. More than 24 students a year will flood the market and put a damper on over all outcomes for employment. Trustee Wren asked if demand increased, could we provide more classes. A lab instructor could be added to allow more students. VP Mohrbacher said there are other issues regarding barriers; it is a less efficient operation to add six more students.

Dean Kirkwood introduced Dr. Clyde Rasmussen, Dean of Professional Technical Programs, to talk about the Aircraft Rescue and Fire Fighting Training Program. Dr. Rasmussen said airport firefighters are required to have recurrent training annually. With the Port of Moses Lake, BBCC set up a program to provide this training. It is a very successful program. Instruction begins in the classroom. The Port of Moses Lake maintains the property where the burn pit is located. Firefighters receive a certificate from BBCC and the FAA. BBCC provides a one-day and five-day burn, officer training (Assistant Fire Chief or Fire Chief), and truck training. BBCC is always looking for instructors because the program has grown and been very successful. Instructors have been hired from Spokane, Tri Cities, Sea Tac and Grant County Fire District #5. BBCC received two Osh Kosh fire trucks from Spokane International Airport. The trucks are utilized extensively for training, and meet the needs for large and smaller airports. Our training satisfies the FAA requirements for live burn training. Dr. Rasmussen invited the Board to come out to the burn pit to watch a fire. This spring had the largest class of firefighters, from Washington, Idaho, Oregon and Alaska and personnel from the U. S. Coast Guard stationed at Port Angeles. Last week we received a request from the Coast Guard station in Astoria for custom training. Pendleton is asking for customized training for airport personnel, the Air National Guard, and other departments.

Custom classes can be developed to meet individual training needs and BBCC will be working with the Fire Training Center in North Bend.

Trustee Blakely asked about the chances of expanding into a full-time firefighting training unit.

Dr. Rasmussen said they hope to do more expanded training, and are interested in talking to Spokane Community College, who also have a fire training program. Trustee Lane asked how this program financially aids the college. Dr. Rasmussen said the program is self-supporting. President Bonaudi said we split the fees with the Port of Moses Lake. Dr. Rasmussen said a portion of the fees pay for the maintenance of the pit.

Dean Kirkwood introduced Sandy Cheek, Director of Basic Skills and the Japanese Agricultural Training Program. She will highlight BBCC's award winning Integrated Basic Education and Skills Training (IBEST) CDL program. Director Cheek said based on the desire to move students from basic skills to the college system an idea developed to put two instructors together in a classroom; one is a basic skills expert and one is a professional technical instructor. The Basic Skills Instructor is there to assist students who need help in study skills, reading, writing and doing work at a college level. In 2004, our legislature provided funding for a pilot project for IBEST. BBCC started a CDL program with six students that has been tremendously successful. Our focus group was primarily agriculture workers. We have a 90% pass rate. These programs can have a multi-generational impact.

As BBCC received more funding, the program was expanded. In 2006, BBCC was nominated for a Bell Weather award. In 2007 we were featured in a national journal, the *Chronicle of Higher Education*. A reporter visited BBCC for several days, and wrote a really thoughtful piece on our role in educating rural America. Providing services that will help people who live and work in our communities is important. This winter BBCC was nominated for and won the Governor's award for best practices in workforce training.

Director Cheek said a week ago, she received a call from the State Board for Community and Technical Colleges regarding a 90-second video they wanted for IBEST. BBCC will be featured at the National Conference for Latino Elected Officials. The key note speakers are President Obama and Mitt Romney. The video was played and it highlighted a student who spent much of his youth in prison. After working for a time, his company started background checks and he lost his job. He enrolled in the CDL program and is currently employed locally.

Trustee Blakely said he thinks a tradition of this class is that they take their test in English, when they could take the test in Spanish.

Dean Kirkwood said the program audits show a common theme and reveal a reflection of the budget cuts. How can BBCC provide the same level of service as in the past with less money? We are focusing on our efficiency, what can we change? and what can we do better?

Trustee Lane said someone once said good things happen when you go off campus. This report highlights how our programs compare to other programs in the state, and what ideas work. Dean Kirkwood said that is the strength of our system, we have 34 community colleges and can collaborate on ideas.

Chair Mike Wren adjourned at 12:15 p.m.

Mike Wren Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, June 14, 2012 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: Mike Blakely
Anna Franz
Jon Lane
Stephen McFadden
Mike Wren

2. Introductions

Trustee Mike Wren said, after several months of search, he would like to introduce the new president of Big Bend Community College, Dr. Terrence Leas and his wife Loyal.

Dr. Leas said he was very honored and pleased to be selected. He is impressed and inspired by the great work done at BBCC. President Bonaudi said Dr. Leas will start August 23, 2012.

3. Presidential Search Update

Because the Board previously discussed appointing an interim president for the period July 1 to August 22, 2012, with all the authority of a president, President Bonaudi recommends the Board appoint Vice President Hamburg to Interim President with the appropriate stipend.

Motion 12-30 Trustee Mike Blakely moved to appoint VP Gail Hamburg Interim President from July 1 – August 22, 2012. Trustee Jon Lane seconded the motion and the motion carried.

President Bonaudi explained the board has discussed taking a recommendation from a consultant to have a facilitated get-acquainted session between the Board and the new President, to talk about organization and policies. Dr. Leas' first day on campus coincides with the Board/Administrative Retreat, when the last of the monitoring reports on outcomes is covered. President Bonaudi recommends Dr. Rich Cummins, the current president of Columbia Basin Community College, to serve as facilitator. Dr. Cummins is available in July and would negotiate a date in the future. President Bonaudi asked if the Trustees would like to have the orientation prior to the Wild Horse retreat, in place of or after the retreat.

Trustee Stephen McFadden said this is his first Board retreat, and he would like to attend the Board retreat first, and the orientation second. He would like to know what the Board goals for the coming year are before the orientation. Trustee Jon Lane asked what Dr. Leas thought would be better; to meet with the Trustees first, or start in his position as President. Dr. Leas said he thinks the facilitated meeting between the President and Board, to see how we are aligned philosophically, would help inform any discussion regarding strategic planning at the secondary meeting. Trustee Lane said the monitoring report is appropriate to help the Board align their goals. Dr. Leas recommended holding the regular scheduled retreat, and if possible have an earlier orientation.

Several dates for the orientation were discussed. President Bonaudi said the regular Board of Trustees meeting scheduled for August 9 has often been cancelled because of the retreat scheduled later that month and is a possible date. There was unanimous consent for the date of August 9, 2012, and more details will be provided later

President Bonaudi welcomed Dr. Leas and his wife Loyal and said this is a very welcoming community.

4. Consent Agenda

a) Approval of Regular Board Meeting Minutes April 5, 2012; Special Board Meeting Minutes May 3, May 14, May 17, May 21, 2012; (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I);

Motion 12-31 Trustee Mike Blakely moved to approve the consent agenda and Jon Lane seconded it. The motion carried.

5. Remarks:

- a. ASB representative Rhylee Ashlee listed the activities the ASB sponsored, including the second dodge ball tournament, with 55 people in attendance. ASB sponsored the annual Spring Fling event and awards ceremony. Chemistry Instructor John Peterson received the outstanding full-time faculty award and PE Instructor Mike DeHoog received the outstanding part-time faculty award. Attendance was about 350 people, including JATP students. This past Monday ASB sponsored the annual family Surf & Slide event, which 188 people attended. Tuesday was free pool all day, and the game room was crowded. That night was the library campout from 4:00 to 6:00 p.m. with studying and free pizza. ASB will be selling cold water at commencement for \$1. Next week the new ASB officers will attend the annual Leadership Conference Retreat in Leavenworth.

Yesterday and today Phi Theta Kappa held their book buy-back bake sale, to benefit Relay for Life. This Saturday the Nursing Club will hold a yard sale at Penhallurick's True Value beginning at 7:00 a.m.

- b. Tana Richins, Classified Staff Representative, reported the Classified Staff In-Service was held on April 22, 2012. This year BBCC invited other class classified staff from Region D, which includes community colleges from Spokane, Tri-Cities, Walla Walla, Yakima, and Wenatchee. The conference turned into a mini-STTACC conference. Paula Duggan was the key-note speaker, and she presented the theme for the day which was "Seasons of Change, Stepping Outside your Comfort Zone." There were a number of workshops offered to fit a variety of personal and professional development. The evaluations came back with great reviews. 31 classified staff employees from BBCC attended, and 55 from other schools.

Recent Classified Staff Training was as follows:

April 4– 6 Starr Bernhardt attended the Research and Planning Commission Sprint Conference at Clark College in Vancouver.

Teresa Curran-Sweeny received five credits for taking an online Cataloging I Course from Highline Community College winter quarter.

April 13 T.C. Bergen, Brad Beuckman, Sergio Cervantes, Todd Davis, Randy Fish, Jeff Robnett, Robert Russell, Jim Tincher and Angel Uresti from M & O attended a security training to obtain badge access training needed to access airport property at the Port of Moses Lake, Grant County International Airport Terminal building.

Tina Bessett, Yvonne Ponce, Barb Riegel, Connie Rodrigues, Barbi Schachtschneider, Angie Smith, Hope Strnad and Howard Temple attended a TSA Security Awareness Training on April 17 at the BBCC Flight Training Center.

April 25, 2012, Todd Davis, Randy Fish and Nancy Theis attended the NIMS Training and Quincy Bus Crash debrief with Kyle Foreman at BBCC.

Starr Bernhardt attended training on the National Student Clearinghouse in Coeur d'Alene, Idaho on May 21.

May 31 and June 1 Angie Smith attended a Payroll & Personnel Management Systems and Spring Users group meeting at Columbia Basin College in the Tri-Cities. Karen Okerlund and Karen Girone participated in the same training via BBCC Blackboard.

- c. Faculty Representative Mike O’Konek said faculty has been busy wrapping up the school year. He received a report from Matt Sullivan, BBCC English instructor. Two meetings ago, the world book night give-away was discussed. Matt, his wife and Carolyn Riddle gave away 63 books to BBCC Students, and with the cooperation of Caren Courtright, Director of the BBCC Bookstore, students were able to use the Literature III books for their classes.
- d. VP Gail Hamburg said she would like to give an update on the Title V and STEM construction projects. She thanked the faculty and staff who attended meetings so the plans could be developed. The Department of Corrections (DOC) will perform asbestos abatement and help with moving several offices. Student Support Services is moving temporarily to Building 1000. Everything will be moved out of the wing in the 1200 building for the remodel. The project manager from GA is coming on Friday to give final approval of the plans so they can be put to bid. VP Hamburg has been assured the work will be done by the end of December.

VP Gail Hamburg said as discussed in the budget presentation during the study session, the college is hiring a Director of Safety and Security. The new director will develop and implement policies and procedures related to fire, safety and security, will coordinate drills and inspections, and will be responsible for NIMS training, in addition to all the requirements the college is responsible for reporting. They will also be responsible for the training across campus, which includes Classified Staff, Administrative Exempt and Faculty.

- e. Vice President Bob Mohrbacher reported students are flying helicopters. It has taken a good part of the year to get the program running. The helicopter program started off-schedule from the fixed-wing instruction. As fall approaches, they will get on the same schedule, as fixed-wing students take some of the same classes such as meteorology. The college is in partnership with Inland Helicopter from Spokane. Allan Bly from Inland Helicopter is here and flying with students.

Inland Helicopter was interested in partnering with BBCC because they have veterans who can’t get full funding unless they are affiliated with an accredited college. It will be a very good partnership.

- f. Executive Director of Human Resources Kim Garza said she has been at the college for three weeks, and she thanked everyone, for being gracious and patient with her. The Title V Activity Coordinator position has been filled.

6. Board Retreat

President Bonaudi confirmed the board retreat is scheduled on August 23, 2012, and will cover the final monitoring report and the Board self-evaluation. The President/Board orientation retreat is tentatively scheduled for August 9, 2012.

7. Exceptional Faculty Award

President Bonaudi introduced Dan Moore, who is an instructor for the Aviation Maintenance Technology Department. Dan thanked the Board for the opportunity to take part in working with AJAC (Aerospace Joint Apprenticeship Committee), which is part of the Air Washington initiative established to keep aerospace in Washington. Instructor Moore was asked to be involved with the FAA to rewrite the rules in which students are taught Airplane and Power Plant Maintenance. These rules are not up to date with and sometimes don't make sense in today's world. Instructor Moore thanked the Board for the opportunity; it has been a very big eye opener to see how slow and cumbersome that process is. The change should be approved by 2015.

President Bonaudi asked if the FAA liked his curriculum. Instructor Moore said a lot of the verbiage AMT instructors have been fighting over concerns hours vs. proportions, the rule vs. the order. During the visit to Chicago, they totally rewrote that section. FAA does not understand education. They believe someone can sit in a classroom for a certain amount of time, they will learn something, rather than using a competency-based format. The rule doesn't list hours, rather it lists proportions of theory and other lessons. BBCC has been using a competency-based format. It has been hard argument to get the FAA to understand that.

President Bonaudi said when the new rules are adopted, Instructor Moore's curriculum will be the model. Trustee Wren asked how many people were involved. There were a 25 people involved including representatives from industry, FAA, and schools.

8. Exceptional Faculty Award Nominations

VP Bob Mohrbacher said he has three more nominees for exceptional faculty awards. Rie Palkovic has requested funding to attend a portrait-drawing workshop at the Gage Academy of Arts in Seattle. Nursing Instructor Jennifer Brooks has requested funding to attend the National League of Nurses Education Summit in Anaheim, California. Physics Instructor Jim Hamm requested funding to attend two three-day Chautauquas by the National Science Foundation. These are great projects, and VP Mohrbacher said he hopes the Board will support them.

Motion 12-32 Trustee Anna Franz moved to approve the recommendations to award Exceptional Faculty Awards to Rie Palkovic (\$2,000), Jennifer Brooks (\$2,000) and Jim Hamm (\$2,000). Trustee Mike Blakely seconded the motion. The motion carried.

9. Resolution 2012-1

President Bonaudi said The Northwest Commission on Colleges and Universities has criteria related to presidential succession. They want to make sure something is in the by-laws to ensure the institution carries on in the absence of the President. With the retirement of Vice President Moos and the hiring of Executive Director Garza, this resolution needs to be adopted.

Motion 12-33 Trustee Mike Blakely moved to accept Resolution 2012-1. Trustee Stephen McFadden seconded the motion. The motion carried.

10. 2012 Programs Monitoring Report

Dean of Institutional Research Valerie Kirkwood said this morning during the study session the monitoring report was reviewed, and several staff made presentations. She hopes the Board would approve this report.

Motion 12-34 Trustee Mike Blakely moved to accept the 2012 Programs Monitoring Report. Trustee Jon Lane seconded the motion. The motion carried.

11. Budget

VP Gail Hamburg said the fiscal year 2012 -2013 State Operating Budget was reviewed in the study session this morning, and she recommends the budget be accepted as presented.

Motion 12-35 Trustee Anna Franz moved to approve the 2012-13 State Operating Budget. Trustee Stephen McFadden seconded the motion. The motion carried.

12. Governance Institute for Student Success (GISS) Refresher

President Bonaudi said a couple of the Trustees attended the spring TACTC meeting where the GISS was discussed. The BBCC hosted TACTC meeting will provide a refresher. IR&P did an overview before the 2011 conference. Dean Kirkwood will give a quick recap of the preparation in advance of GISS.

Dean Kirkwood said the Student Achievement Cohort Data is the same information as GISS, just now they are calling it Student Achievement. Basically, it is a national initiative which allows our college to look at other college data, to see how our students are doing compared to; for instance, Columbia Basin College. This allows us to make comparisons, where we are the same, where we are higher and so forth. It is for Trustees to see how to develop policies to influence student success.

2006 and 2007 was the base year for cohort data. Students who started in the fall were followed to see how well they did.

Trustees are used to seeing the Student Achievement Initiative information. There are two major differences between SAI and SA cohort data. SAI measures annual achievement gains for all students and rewards colleges for total point gains. SA cohort data follows student cohorts to examine their cumulative achievement as well as other gains they made over time.

The SA cohort data timeline is 2006 -2007 and 2009-2010. SA cohort consists of all new students full and part time in fall 2006 and 2007. It excludes Running Start students, and students who have not listed an intent code. The three groups examined are academic transfer, workforce, and basic skills.

The criteria for the academic transfer cohort students are students who earn a degree within four years or transfer within four years without first earning a degree and students still enrolled four years after who made at least one achievement point gain before leaving college.

The criteria for workforce students are students earning a degree or short-term certificate, such as our CDL program, within four years. Basic Skills cohort data is for students who obtained their GED, transitioned from lower level to upper level or advanced at least one full skill level within four years.

Some questions to consider: where are the achievements gaps? We compare Hispanic to white students. What contributes to any of the gaps, and is there more info to further explore. How do these data impact institutional priorities? What additional data could be collected to help bring more clarity? What might be possible policy implications based upon these types of data? How do you plan to enhance Board engagement around data and student success and equity issues? We have enough data now to start to see trends.

Dr. Bonaudi said the real issue is they are trying to standardize the records we keep to make comparisons between schools to see where the best practices and student successes are. We usually report any student who attends during an academic year.

These are only counting those who enroll in the fall, including full-time and part-time fall enrollees. There is concern regarding student success, progress and retention and how to translate that concern to policy; e.g., measuring cohorts that are a four-year performance; how does that translate to policy statement so you can address what you think is more important. There is a real commitment to help Boards across the state become more involved in data-driven decisions.

Trustee Jon Lane asked if that would be a priority for Dr. Leas to attend the TACTC meeting. A book of exhibits for the Trustees will be made available for Dr. Leas.

13. Assessment of Board Activity

Trustee Jon Lane thanked the presidential selection committee and Mike Wren for the number of hours they worked. Trustee Lane attended a meeting at the Grant County EDC, they are restarting their Retail Task Force committee. As we recruit people to our community, they want retail. We are obtaining information to show people who may want to come to Grant County to open a business. We want to show them statistics which shows them they can be successful. Derek White is a relative newcomer to Moses Lake and is heading up this committee. Trustee Lane set up a tour of the Boeing Renton plant for 18 people from Moses Lake. The tour included people from REC, Takata, and Genie. The focus of the tour was LEAN Manufacturing. Boeing will bring a group here to tour REC, Takata, Genie, and SGL. Trustee Lane said he attended the Chamber of Commerce Response Team meeting; the topic of interest at the meeting is the completion of irrigation east of town. There is a proposal moving forward without Federal and/or State monies.

Trustee Anna Franz attended various college events and the presidential search committee meetings. Also, Trustee Franz attended city council meetings through her job and some community events.

Trustee Mike Wren attended presidential search committee meetings and VP Moos' retirement reception.

Trustee Stephen McFadden reported he was impressed as a new trustee and a journalist who has monitored searches at the corporate level with the manner the college moved forward in the presidential search. He is proud to welcome Dr. Leas to the campus. Trustee McFadden said May 10 was his two-year remission mark as a cancer survivor. He said Cellarbration! for Education was stellar, first-rate, and the best community auction he has attended. Trustee McFadden said he has been reappointed to and will be attending a meeting of the Adams County Development Council tonight.

Last week he, Dr. Bonaudi and Doug Sly gathered at the library in downtown Ritzville; eight computer stations are now live.

Trustee Mike Blakely attended a BBCC baseball game and met the new coach. He reported he also attended Cellarbration! with his wife and a guest. He participated in the presidential search committee process, attended VP Moos' retirement reception, wrote thank-you notes to the unsuccessful candidates, attended board meetings and the CDL graduation ceremony. Trustee Blakely said he made contact with former Chair of Trustees of Wenatchee Valley College. He also applauded Trustee Wren and the presidential search process.

14. Miscellaneous

President Bonaudi referred to a chart that shows information that indicates to which institutions our students transfer. This information will also be posted on the BBCC website.

Commencement is tomorrow night, and we have a record number of degrees to award. Dr. and Mrs. Leas will be attending commencement and will be introduced to the community.

Adjourned 2:40 p.m.

Mike Wren Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting on Thursday, August 9, 2012, 9:00 a.m. at Pillar Rock Grill, 1373 Rd F.2 NE, Moses Lake, WA.

1. Call to Order

Present: Mike Blakely
Anna Franz
Jon Lane
Stephen McFadden
Mike Wren

Chair Mike Wren welcomed the group and introduced Columbia Basin College President Rich Cummins as the facilitator of the President/Board Orientation Retreat. Dr. Cummins stated he worked with Chair Mike Wren and President Leas to determine the agenda for the morning. He will review the Community and Technical College system, core principles of Carver Policy Governance and promote Trustee/President conversations.

WACTC Overview

Each Washington state community and technical college is independent and autonomous locally. The State Board for Community and Technical Colleges (SBCTC) is the fiscal and policy agent for WA community and technical colleges. The Legislature provides funding to the SBCTC and the SBCTC determines how to distribute the money based on FTEs (Full Time Equivalents). The SBCTC also creates policies regarding funding. The Student Achievement Initiative is an example of a skim on all CTCs to create a pool of money that is then shared based on student achievement points earned at each college.

The Washington Association of Community Technical College (WACTC) group is made up of the 34 Presidents and 3 Chancellors of the Washington community and technical colleges. This group meets monthly to strategize moving the system forward. The most important job of each Board of Trustees is the hiring of their President.

Trustee Mike Blakely shared his frustration regarding the lack of capital funding for BBCC. Dr. Cummins explained that several years ago the WACTC group agreed on criteria on which to judge capital funding requests and those requests are approved by the WACTC Capital Budget Committee on which six Presidents sit. There are three capital project categories: growth, remodel and new. Dr. Cummins stated there has been some conversation within WACTC to change the structure of the committee and revise the criteria to eliminate any bias on the capital committee.

Policy Governance

Columbia Basin College was the first WA community colleges to adopt policy governance. Currently, BBCC, Centralia and Green River Community College work under policy governance. This structure removes micromanaging from the Trustees and empowers the President.

Dr. Cummins listed key points of policy governance.

- Trust in trusteeship- high value placed on needs of the community, what does the larger group want to achieve? This is defined by BBCC's mission statement.
- One voice- Following group discussions it is important that decisions are unanimous to provide confidence and assurance. Board decisions are based on policy. Policy is determined by the broadest value i.e. nested bowls. The largest bowl is the policy and can be refined to the smaller ideas (smaller bowls) at the Board members' comfort level. BBCC's policy governance demonstrates this by stating the policy goal and then providing more detail in a, b, c, etc.
- Define and delegate rather than react and ratify- Trustees define expectations for the CEO, delegate to the CEO and then assess the outcomes.

President Leas asked how Trustees handle complaints about the college by community members. The Trustees discussed listening to issues and then passing the information on to the Chair for sharing with the President if appropriate. When necessary the Board will discuss issues being careful not to inflame situations. If there were large issues community members would attend the Board meetings to express their concerns. It's important to follow the policies in place and it is helpful for the AAG to attend the Board meetings. Dr. Cummins stated policy governance is like a mobile and when one piece is off balance it effects the other pieces. The Board needs to be careful responding to one issue over the many.

- Ends determination- monitoring the progress toward the Ends is a pivotal duty.
- Control the staff- Executive Limitations address this area. The Trustees don't tell the President what to do but they do set parameters on what the President should not do. It is important for the Board and President to share healthy conversations with relevant information. The group agreed with the "no surprise" policy. It will be important after Dr. Bonaudi's long tenure for President Leas to have his own footprint.

Dr. Leas stated he has an open and transparent communicating style. The Trustees agreed that Dr. Leas will manage employee tensions and bring them to the Trustees' attention if necessary.

- Board self-evaluation- Board should design its own explicitly designed self-evaluation processes that further the high value work of holding the needs and desires of the community.
- Policy linkage- this is spelled out clearly in BBCC's policy governance. The Board should not interfere if the institution is making progress toward the Ends and regular progress reports (monitoring reports) are shared showing progress.

- CEO evaluation- CEO performance should be evaluated against policy criteria.
- Servant leader- the Board Chair is the servant leader to the Board and the Board is the servant leader to the community.

It is important to note that AAG Charnelle Bjelkengren works for the Board. If there was an issue with the President he would be represented by an HR AAG.

Social settings including a quorum of the Board need to avoid violating the Open Public Meetings Act and also the appearance of any violation. Social interactions are important for getting to know each other and it is important that no decisions about the college are made at social events that are not posted as Open Meetings. Dr. Cummins elaborated that each Trustee is a representative of the community. Taxpayers deserve to know all decisions that are made about the college. Recently the AAG advised that conferences being attended by more than three Trustees should be posted as meetings.

The Board rates the President's performance based on the Ends statements and progress on the Ends statements is presented in the three monitoring reports. The monitoring reports are inquiry based and presented for Trustee/staff interaction. BBCC's annual process includes review and discussion of significant amounts of data at a Board/Administrative Retreat each fall. Dr. Cummins stated a huge value of policy governance is the focus on the Ends. Trustee Jon Lane noted grantcountytrends.ewu.edu is a great resource.

Trustees shared some of their challenges. Trustee Mike Blakely stated the budget situation has caused BBCC to hire more part time instructors. Also, many Running Start students from Quincy can't get into their first choice classes due to the reduced course offerings.

Trustee Stephen McFadden indicated most Ritzville graduates choose EWU or Spokane Community College. There has been an increase in BBCC staff visits to Ritzville. He would like to see more BBCC outreach to the Ritzville/Lind area to generate interest and encourage Ritzville/Lind graduates to see BBCC as an education option. The community knowledge center is functional at the community library and it needs to be promoted in the community. Access issues need to be anticipated prior to promotion of BBCC in Ritzville. Dr. Cummins commented the Access issue is a good discussion. If BBCC pushed Running Start in the Ritzville/Lind communities it would take away some of their K-12 funding. What are some other ways to increase access in rural locations?

CBC, also an Hispanic Service Institution (HIS) institution, is part of the Sage Consortium (central WA community colleges) working on back office efficiencies.

Trustee Mike Wren commented that the Board's ratings of the outcomes during the Board retreat each fall is well received.

Trustee Jon Lane stated BBCC is in a competitive market with online universities. BBCC needs to institutionalize outreach efforts not just based on Trustees' interest; institutional intentionality vs. personal dependency. Trustee McFadden mentioned message branding is important. Trustee Lane stated BBCC's aviation program is key for the college; we have a prime location to expand on aviation opportunities.

The Board sets annual goals at the Board/Admin Retreat each fall. Trustee Lane stated he would like to sustain what is good and make any changes indicated based on policy and data. President Leas' role is to create a strategic plan.

Trustee Wren noted that he appreciates Terry's relational management style. He would like to see BBCC build partnerships with the data centers and new industrial growth organizations. Trustee Blakely commented that Lisa Karstetter is connected with the data centers and he could work on setting up a meeting with her and the data center representatives. The President will meet the new REC Silicon CEO at the Grant County EDC luncheon on August 23.

The Trustees and President talked about conducting a service district "listening tour." They would also like to pursue more interaction with the BBCC Foundation Board.

The Trustees discussed providing President Leas with performance feedback quarterly (every other Board meeting) in executive session and/or open session.

The meeting adjourned at 1:00 p.m.

Mike Wren Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 9, 2012 at 1:35 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Mike Blakely
 Anna Franz
 Jon Lane
 Stephen McFadden
 Mike Wren

2. College Update

Interim President Gail Hamburg reported that Senator Patty Murray was on campus August 8 for a Veterans' Forum. President Hamburg attended an Economic Development Forum at the Port of Moses Lake hosted by Senator Murray the same date. President Hamburg shared our budget cut issues as well as our new programs and services as a result of grants and partnerships. BBCC's new helicopter program adopted specifically to meet requirements for Veterans to use their GI Bill was a highlight of President Hamburg's discussion. Senator Murray plans to return to campus in October.

The Math/Science building and Student Success Center (SSC) remodel bid opening was held July 25. The contract was awarded to TW Clark. They also built the Fine Arts Building and the first SSC build. The notice to proceed will be issued August 27 and the work should be completed by the start of winter quarter.

President Hamburg stated the accreditation report will be printed tomorrow in preparation to send to our evaluators for their visit to BBCC October 1-3.

The Energy Service Company (ESCO) audit is being completed. The lighting and HVAC are primary focus areas. ESCO performs the audit and writes a grant to request 30% funding of the revisions indicated. If BBCC follows the recommendations of the audit there is no cost for the audit and BBCC will fund a 70% match to the grant.

3. Introductions

Interim President Gail Hamburg introduced Kyle Foreman, Director of Campus Security and Safety. Director Foreman has 25 years experience with public safety and risk management and recently retired as Battalion Chief of a fire department. He has extensive experience with emergency management and continues to work with Grant County Sheriff Tom Jones.

Director Foreman shared a hand out detailing his “first 100 days” plan. He has implemented safety and security department branding for uniforms, posters and the website. With assistance from the M&O crew he has put into place hazardous waste handling, disposal and storage procedures. The Clery Act report has been completed along with the updates and education that went along with that. Reporting forms are being updating as well as the campus-wide all hazards plan and safety and accident prevention plan. Director of M & O Todd Davis, and Criminal Justice Instructor and BBCC Safety Committee Chair will accompany Director Foreman to the first Campus Security Summit in Washington state in a few weeks.

VP of Human Resources and Labor Kim Garza reported a grant funded AMT instructor has been hired. This will allow more students to enroll in the program. Due to Jose Esparza resignation to move on the Portland Community College the Coordinator of Outreach position description will be revised to include tracking all outreach activities. Director of TRiO Student Support Services Jerry Workman has announced his retirement and that position will posted. A tenure track nursing instructor position will be posted as a result of Instructor Marsha Asay’s retirement. She has been a good liaison between BBCC and Samaritan Hospital.

Trustee Mike Blakely stated he will propose the Fine Arts Building be named the Hirai Fine Arts Building to honor Paul and Ginny Hirai and their significant financial and supportive contributions to BBCC and the JATP program.

The Trustees commended President Hamburg for her leading the college through the summer awaiting President Leas’ appointment August 23.

President-Elect Leas reported he and the Board enjoyed a productive retreat this morning. He stated he appreciates the Trustees’ commitment to BBCC and looks forward to good working relationships with them.

The meeting adjourned at 2:00 p.m.

Mike Wren Chair

ATTEST:

Gail Hamburg, (Interim President) Secretary

**Board/Administrative Retreat
Pillar Rock Grill
August 23, 2012**

Trustees Present: Mike Wren
Jon Lane
Anna Franz
Stephen McFadden
Mike Blakely

Present: President Leas, Kim Garza, Bob Mohrbacher, Gail Hamburg, Doug Sly, Valerie Kirkwood, Starr Bernhardt, Melinda Dourte

The meeting convened at 7:00 a.m.

Academic Master Plan (AMP) Outcomes

Dean of Institutional Research Valerie Kirkwood explained that there are posters around the room for Trustees to note their ratings and comments of the outcomes. If rating any of the outcomes was awkward the Institutional Research (IR) department can add or revise data for next year. The AMP Committee and Cabinet reviewed and analyzed this information and recommended revisions before presentation to the Trustees.

The recently submitted NWCCU Accreditation report was provided for each Trustee, and it includes core themes based on the Trustees' End Statements. After the Accreditation visit in October, BBCC will begin the cycle again with Standard 1 and working to have the AMP (strategic plan) and accreditation report connect full circle with minimal duplication of effort. Each Trustee was asked to complete the green outcomes rating sheets provided to them in advance. The information from the green sheets will be transferred to the posters today. Trustee Stephen McFadden commented that this is a difficult task to rate after only being on the Board a short time.

Chair Mike Wren encouraged everyone to ask questions throughout the exercise this morning. This is a good time to reevaluate and talk about what we are measuring. President Leas stated there are themes described in the workbook that are common to other institutions. He plans to listen closely to the context of the information to deepen his understanding of Big Bend Community College. Staff members are here to answer questions. Some discussions may result in revisions to the AMP in 2014.

VP Bob Mohrbacher stated there are two kinds of assessment; summative (rating) or formative (talking through sharing information). This rating exercise feels summative, and it is also formative. If anyone feels highly critical of an outcome, it is important to talk through that and be honest with low scores. Dean Kirkwood stated it is great to have new Trustees and staff also to share new perspectives on the data. This exercise helps set direction and work plans for college staff. Trustees noted their ratings on the posters.

President Leas complimented IR Dean Valerie Kirkwood and Analyst Starr Bernhardt for their work on the data gathering and formatting into more understandable information. The references to additional pages within the text were very helpful.

Chair Mike Wren officially welcomed President Leas.

Outcome A.1 Use of college resources improves student success

(Trustees' written comments in *italics*.)

Ratings 17-24

Overall is there adequate use of college resources?

Yes, there is adequate use of college resources, should still continue to raise the bar.

Which services and resources impact student success?

New Student Orientation (NSO), TRiO, grant funding, direct contributions (Pell Grants).

The organization is doing all it can do. It's up to the students to take advantage (Grants, SSS, NSO).

Interactive resources seemed to be the most effective, e.g. labs and orientation. Counseling formal and informal, Student Success Center, great Library staff/facilities, on-line Lectures, NSO.

The group discussed this outcome. During BBCC's Achieving the Dream Initiative, the first year experience was set as a priority resulting in New Student Orientation. This effort continues to be successful. Other items that would be helpful include retention of data tracking progress of students receiving Pell grants and retention of scholarship recipients. Consistently, receiving a Pell grant is the best predictor of retention in all AtD schools. There is pressure at the federal level to eliminate the Pell grant. This will be a substantial loss for many of our students.

The Academic Early Warning (AEW) System started in 2012. Faculty refer the names of students who are lagging behind early in the quarter. BBCC staff contact each student and talk to them or leave a voice mail. VP Mohrbacher commented we do not have a baseline yet. The tracking software is from Walla Walla Community College and Clark College. It is easy to track the contact attempts, but the specifics of the student contact are not easily tracked. That portion of the software will be rewritten.

Trustee Mike Wren talked about what we are trying to ask with this outcome: are enough people using the resource? Are the people using the resource doing well? Dean Kirkwood stated this outcome is used to help determine where to put resources to support student success.

Suggested outcome questions revision: Which are the most effective college resources? What is the effect on students who access those resources? What do we want to measure?

VP Mohrbacher stated ASB event attendance data showed more male students attend events with food. Will providing food at other events increase the males' attendance? Students who attend NSOs are tracked to follow their progress.

Trustee Mike Wren said collecting data to support the two sub-questions listed above will help identify the portion of the environment over which we have control. TRiO serves 200 students, and they are very successful.

On the bottom of page 3 of the Outcomes workbook are data on seven items from the CCSSE survey. Eighty-one (81%) of the students polled feel they are receiving the support they need to succeed. That is great information, but the remaining 19% who do not feel we are providing support need to have follow-up questions to determine what would be helpful to them. We are doing well compared to other colleges. Follow-up questions could be added to the CCSSE survey by BBCC. We've done CCSSE two years in a row funded by Title V. Dean Kirkwood indicated we get more information from our spring enrollment survey. She would like to refine the spring survey. Retention, success, and completion are the focus of our efforts. As resources shrink, can community colleges be the place to explore, or is our first priority to serve those students who have a plan and specific goal? How do we balance the two groups?

Staff rated this outcome: average 20, range 15-22. The same high-touch services were listed as having the highest impact.

A.2 Increased college contact with potential students leads to increased enrollment

(Trustees' written comments in *italics*.)

Ratings: 15-20

Does BBCC have adequate contact throughout the service district?

Yes 1, No 2.

Are there specific areas in which we should focus recruitment and outreach efforts?

1) FTE target #'s imply "yes" but it "feels" otherwise, 2) "Activity" doesn't always indicate pass/fail. 3) What is the best measurement of this? If FTE – then "25." More continuity from high schools to BBCC, - "Going Rates" – Do we ask why/why not BBCC? Is Moses Lake data so much higher because of physical or relational proximity?

Students in outlying areas are selecting other community colleges, why? That means there is a segment of the market we are not reaching- better delivery of our message, marketing, presence.

Tailor marketing message to different target demographics, e.g. online courses for outlying areas, how does the general public learn about BBCC and programs without direct mailing?

Joint meetings with local school boards/counselors and teachers that influence college choice.

Trustee Stephen McFadden suggested mailing post cards directing people to the website as an alternative to mailing the class schedule. It is important to market BBCC's online courses.

President Leas asked about internet access for the service district population. The Grant County trends website has that data. The community knowledge centers are intended to help provide internet in our outlying communities. Discussed sharing the BBCC message about the community knowledge centers over coffee and donuts at community events. Beth Laszlo, Title V Coordinator, will begin providing training. The

new Outreach Advisor, Ms. Erika Morales, has a revised job description, which includes centralizing outreach and communication and working with social media. Many daily newspapers are moving to publishing four days a week as a result of internet connectivity. BBCC's large geographic area makes outreach a daunting task. BBCC is well known in Moses Lake, Ephrata, Quincy and Othello, but other communities are disconnected. High visibility throughout the entire service district is important. Why are BBCC athletes recruited from outside our area? BBCC staff need to connect with the high school teachers, counselors, etc. Counselors and school district staff need to be polled about their interaction with us. How could we strengthen our relationships with the teachers and counselors?

Legislators made it clear that we should not use resources to compete against other community colleges. We need a message that celebrates our students' successes consistently. The nursing program has a 100% pass rate on the first try of the NCLEX exam. This is a huge mark of success; we need to emphasize BBCC's reputation for excellence in learning. Trustee McFadden said the new Ritzville Hospital CEO doesn't know BBCC. Is there a BBCC app for smart phones? Need to be able to connect from cell phones. Need to convince area newspapers that BBCC is local by sending information related to students from their areas. Our students have a great social time on our campus; are we more than a commuter campus? Students report they want informal areas on campus to meet; this is being incorporated and more tables are in the hallways at ATEC. Need more areas for socializing. Staff and faculty had similar comments using faculty and students to connect with other

A.3 Meet or exceed state FTE target

(Trustees' written comments in *italics*.)

Ratings 20-25

Staff ratings were lower.

Maximize efficiencies, increase tuition revenues, maximize quality and quantity, how do we exceed FTE target, what is our growth strategy?

Is this a good outcome? Do we need to raise the bar? FTE is impacted by many external factors. BBCC needs to be in tune to the economic development of Grant and Adams counties. What trainings do our communities need, and how much expansion will there be? Do we service our counties or WA state? This outcome is tied to our legislative funding. Two years ago, we reached 108% of our target FTEs and had to close some classes based on budget. Qualified instructors and classroom space is also an issue. We may fall below the target this year.

Maybe A.2 is the balancing act of A.3. Comments for A.3 may be more appropriate to A.2.

Are we adding value to the experience of our students? Are we retaining students? We don't want BBCC's open door to be a revolving door. The goal should always be above the target to provide a margin, and there is always room for improvement. Do we have a growth strategy? Are we meeting or exceeding the needs of the college district? Educational attainment in the service district is low.

We know the legislature is cutting back on state funding and the revenue from increased enrollment is critical. It is difficult for our less affluent student population to

afford increased tuition revenue. Why are we measuring this? If we don't meet the target, funding is taken away.

We need to grow our communities by growing our student base. Want to preserve access to learners and provide supportive services and quality experience; state of the art equipment, labs, shops, and instruction make this more possible. Successful students are prepared to transfer to a four- year school or enter gainful employment. There is a delicate balance between quality and quantity.

BBCC provides 10% of the tuition revenue (up to our FTE target) back to SBCTC for capital projects. All excess enrollment (above the FTE target) revenue stays at BBCC. Most instructors can handle 30 students. There is a point at which the excess enrollment no longer pays for itself because we have to open more classes. The break over point is around 110% of the FTE target. Where do we maximize quality and quantity? SBCTC is working on the 2013-15 operating budget and wondering about additional FTEs funded at \$10,000 each. Presidents felt \$10,000 was too much and suggested the FTEs be funded at \$5,000-\$7,500. The Proprietary Budgets and Financial Statements will be presented during the September 20 Board meeting, and excess enrollment revenue will be detailed.

President Leas stated he has seen institutions save money and starve programs.

Board Chair Mike Wren announced a five-minute break at 9:17 a.m.

The group reconvened at 9:22 a.m.

B.1 Students complete courses with a grade of passing or 2.0 grade point or better

(Trustees' written comments in *italics*.)

Ratings 13-19, staff ratings 14-22

Overall success rate of 73% is not adequate.

Dean Kirkwood explained that the 2.0 grade is nationally known as the standard for success in the next level class.

Are there areas of concern or best practices we should focus on?

Areas like math need improvement – concerning as the problem involves core subjects.

Pre-college math and English.

How much control do we have over students' ultimate grade? – see Tab B1 Seven point drop since 2007/2008, why?

Math/Science success rates, why are they slumping more/struggling.

Trustee Blakely indicated Quincy High School is not emphasizing science because they are focused on reading and math. Some reasons for low success rates in this area include part-time teachers, high school graduates not well prepared, no practical application of math problems, and adults returning to school after extended time away.

There is ongoing discussion with faculty about where the benchmark should be. If a "C" is an average grade and 73% of students are above average that is okay, but if the students are not prepared to move to the next level that's a problem. The nursing students in allied health excel. Are there divisions or student groups that are more

representative of the problem? The pre-college math issue has been on-going, but we think the emporium math classes are helping; there has been an 8% jump this year in this area. It is critical not to have those students swirling and retaking math classes. When students succeed in the math class and move on, that opens a seat for the next student.

President Leas asked if we believe as an institution that 100% of our students are capable of success. With open-door enrollment, we do not limit enrollment based on education level. The placement tests help redirect students to adult basic education classes when appropriate.

Many faculty members believe the high schools are not preparing students for college. BBCC fills a need for students who cannot get into four-year schools directly from high school.

Dean Kirkwood asked if we want to continue to look at the aggregate data or specific courses. She referred to the 30 highest enrollment classes list (tab N). Faculty want to be sure we do not lose rigor and keep grade inflation down. Resource prioritization needs to be directed toward gatekeeper courses. Defining success as earning a 2.0 grade pushes toward competency based, and that is happening more and more.

Some classes have pre-requisites. Some classes have rubrics and standards (e.g., nursing) others do not; varies from one instructor to the next.

Every learner should be able to succeed. The Student Achievement Initiative (SAI) ties performance to the funding. SAI funding is based on student progression. We have a high needs population.

Consider revising the B.1 outcome?

B.2 Advising and counseling lead to improved student retention and success

(Getting students to go to advising!)

(Trustees' written comments in *italics*.)

Ratings 17-20, staff ratings 14-22

Are overall advising efforts adequate?

Yes, with specific areas we can target for improvement.

No.

Are there any groups of students that are falling behind? If so, please list:

Hispanic males.

Where or what can we improve in our advising efforts?

How much outreach is made to students who don't use advising resource?

Mandatory new student orientation.

"Try" to track all advising efforts.

Shows to be very effective in the area that needs it most..."students with no clear intent" (11% increase).

Hispanic males- what techniques can close the gaps?

Better attendance at NSO.

Focusing on tracking all advising efforts this year. Students without intent need advising.

Mandatory NSO is coming this year. Title V is working on online NSO to accommodate students who can not attend on campus. The advisor data portal software will facilitate tracking and will be installed by IT soon. We know counseling helps with student success; how do we get students to utilize advising? Previously we had mandatory advising, and we have a current policy for students with less than 30 credits requiring mandatory advising. Mandatory will be most effective when students see the value of thinking about their educational paths. Faculty have suggested providing more training for advisors/counseling staff. Need to encourage our male students with the right message. Every student should get a phone call from staff.

B.3 Students persist to attain completions, certificates or degrees

(Trustees' written comments in *italics*.)

Ratings 10-21, staff ratings 12-23

Is our graduation rate adequate?

No. First impression: we want a higher success rate.

In addition to the IPEDS graduation rate, what other measures should we use to gauge our completions success?

Certificates awarded. Try to determine the students' educational goals.

Are there any groups of students who are falling behind?

Should we establish a "hard number" goal vs. "better than...?"

45% increase in AA completion is awesome!

Why the trend drop (page 91)?

We're not falling behind, this is the time to strive for better accomplishment rates.

Ever vigilant, not comfortable or satisfied.

Completions have gone way up. Page 93 shows progress with groups. The cohort information on page 91 is from the IPEDS information and includes new students in the fall 2008. It shows if they completed a degree or certificate by spring 2011. BBCC is consistently higher than comparison groups in completions.

Part of the community college mission is to provide training that does not necessarily lead to a degree. Students gaining skills for a better job are considered successful even if they do not complete a degree or certificate. Ninety-five percent (95%) of students test into developmental math. When students "swirl" in developmental math rather than progress through the levels, it really slows their completion rate.

Retention rates are rising; all students are on the upward trend right now. There are more males in the educational pathways. In the last 5-7 years, the grants have had an accumulative and systemic impact on our students by funding the Student Success Center, mentoring, and more.

C.1 Resource awareness and recruiting activities result in increased enrollment in specified groups

(possible subset of A.2)

(Trustees' written comments in *italics*.)
Ratings 17-20,

Are there specific programs that need to set new enrollment goals?

When we reach/approach a goal, benchmark. Then it's time to raise the bar. To strive for more enrollment to ensure sustainability. Review/assessment of what works or doesn't.

Are there any groups of students we should focus on for increasing enrollment?

Transfer students, promote the success that BBCC students have when they complete AA/AS degrees then transfer.

Tab "T" some groups successful, but overall...not so much, contributing factors? Want Running Start students, they become disenchanted when they don't get into classes.

The CDL, aviation, industrial systems, and nursing program students are very successful. The medical assistant program dropped and Early Childhood Education (ECE) reduced their offerings. Efforts in these programs are paying off. AMT enrollment increased after staff contacted potential students on other community college waiting lists.

There was discussion comparing Outcome A.2 (Increased college contact with potential students leads to increased enrollment) and C.1 (Resource awareness and recruiting activities result in increased enrollment in specified groups). C.1 is at the program level and a subset of A.2.

Running Start kids are motivated, and we want those kids. They often cannot get the classes they want.

These outcomes have been effective. The Board discussed merging Outcomes A.2 and C.1 and agreed that it was a good idea. Having our counselors and outreach people out in the communities makes a difference.

C.2 Utilization of technology and eLearning lead to student engagement and success

(Trustees' written comments in *italics*.)
Ratings 17-20, staff ratings 10-20

What do you notice about trends in eLearning-enrollment and/or success?

eLearning is most successful when combined with one on one meeting/monitoring by qualified faculty/staff.

Immediate/specific feedback is critical.

Enrollment (when adjusted for sections offered) trend is positive, can't tell about trend for success with only 1 year data shown. Love emporium math!

eLearning is area ripe for growth.

Need to understand why various subjects/divisions are more/less successful.

Are you aware of other technology utilization that may be impacting student engagement and success?

Our cell phones- 24 hour connections, a benefit and a curse.

Faculty members have commented that some classes require face-to-face interaction. There are specific skills for online instruction, and faculty members need to attend online instructor training. The BBCC website also needs to be enhanced.

The next step for elearning includes making online classes more participatory and multi-faceted. It is hard to collect data on equipment being used by faculty. Online textbooks will change students' interactions. More resource awareness for faculty is important. This outcome is developing and led by instruction.

The Emporium math model shows the approach to get people up to speed and then back to traditional lecture classes. But in the future, even though it may be counter culture, it is important to pursue what is successful for the students.

People make the difference at BBCC. The Trustees ratings and staff ratings are more closely aligned this year. Refining outcomes and gathering good data facilitates good assessment activities.

Dean Kirkwood and Starr will sift through the faculty, staff, and trustee comments and detail the items. The summary comments and monitoring report can be added to the redbook during the November 1 Board meeting.

Some faculty and staff see outreach as everyone's job, and others see it as not their job.

BBCC has joined the National Community College Benchmarking Conference, which aggregates higher education data nationally. BBCC will receive data comparing us to other schools in the areas of retention, financial, and human resource information. Financial and success data will be merged. Many groups on campus will be able to use the data.

Trustees discussed the value of hearing the personal stories of faculty and students at Board meetings. The Foundation Board have added a BBCC employee presentation to their agenda, and it has been well received.

The Board recessed to attend the Grant County Economic Development Center luncheon held in the Masto Conference Center at 11:00 a.m.

The Special Board meeting reconvened at 1:15 p.m. in the Hardin Community Rm.

All Trustees were present.

Chair Mike Wren asked the Trustees to transfer their ratings and comments regarding their Board goals from their green sheets to the posters around the room.

President's Evaluation

The Trustees reviewed the President's evaluation tool. They discussed meeting with the President in executive session during every other meeting for evaluation feedback and then a more formal evaluation at the six-month point.

Trustee Jon Lane asked President Leas about his former evaluation process. He set goals for the year in consultation with his administrative team and presented them to his Chancellor. There were also system goals imposed on all of the Minnesota community college presidents, i.e., improve access for minority students. The data regarding the goals were provided at the end of the year, and the President and Chancellor reviewed it together.

Trustee Mike Blakely stated it will be difficult to accomplish everything within six months. Trustee Mike Wren shared three primary goal areas:

1. Board/President interact as a team
2. Spend time building credibility with the BBCC employees
3. Community outreach

The Trustees discussed using President Leas' transition plan and the three points listed above for the first year and then using the more elaborate evaluation tool during President Leas' second year at BBCC. Terry Leas agreed that his initial primary goals are to build relationships with the Board, staff, college community, external community, school districts, and higher education institutions. This will be a formative evaluation. President Leas said he recognized an up-to-date marketing plan is important.

Trustee Stephen McFadden asked about a timeline for President Leas to develop a vision for BBCC and generate improvement ideas. Is six months enough time?

Trustee Jon Lane asked if President Leas plans to give a State of the College address or some other avenue for informing the public about BBCC progress.

Trustee Mike Wren stated the "honeymoon" during the first year provides a unique opportunity to make changes with less resistance.

Trustee Anna Franz commented she would like to understand how President Leas' goal of creating a "culture of evidence" will impact policies.

In six months, the Board will evaluate President Leas based on the following three criteria. The Board will also meet with President Leas in executive session every other meeting to provide feedback.

1. President's transition plan
2. President's relationship with the board
3. President's relationship with college staff

President Leas or the Board may tweak the evaluation process as needed.

Board Goals

The Board reviewed their goals. The Trustees agreed to keep all goals as they are currently written. Each Trustee agreed to adopt one of the five Board goals to champion.

#1 INNOVATION/PARTNERSHIPS - *The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish*

and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.

This goal was rated between 15-20 on a 0-25 scale; the average rating is **18**. The area for improvement noted was “more participation.” Trustee Mike Wren will champion this goal. Ideas shared to move forward with this goal included developing a matrix of criteria to recognize people/organization, involve the Foundation, and public recognition. The Board wants to publicly recognize individuals and organizations that support the college.

#2 ACCESS- *The Board will establish and maintain policies to ensure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.*

This goal was rated between 20-23 on a 0-25 scale. The average rating is **21**. Trustee Anna Franz will champion this goal. There was discussion about scheduling joint school district meetings and meetings with other community organizations “listening sessions.” This policy was characterized as “right on target.”

#3 STUDENT ACHIEVEMENT- *The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.*

This goal was rated between 10-25 on a 0-25 scale; the average rating is **20**. Trustee Mike Blakely will champion this goal. The Trustees will sign notecards for individuals at Board meetings. A Trustees’ activity calendar will be shared in order for Trustees to “sign up” to attend college events ensuring Board representation; the Board members want to be present to show their support of student success.

#4 COLLEGE CLIMATE - *The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.*

This goal was rated between 21-23 on a 0-25 scale; the average rating is **22**. Trustee Jon Lane will champion this goal. The Trustees will sign notecards for individual staff members to recognize achievement and be supportive of BBCC employees. An area needing additional supportive activities is campus security. The Board acknowledged the hiring of Kyle Foreman was a very positive step.

#5 RESOURCES - *The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel, and equipment. Board members will be*

involved at the local, regional, state, national, and international levels to identify opportunities to secure additional resources for the college.

This goal was rated between 19-21 on a 0-25 scale; the average rating is **20**. Trustee Stephen McFadden will champion this goal. Exposure to other community college campuses during the President's search revealed how far behind BBCC is in capital projects. The Trustees and President Leas will accompany VP Hamburg on a campus tour to detail the needs of the campus. Trustee McFadden and President Leas will accompany VP Gail Hamburg to a capital projects meeting.

The Trustees will begin to evaluate Policy Governance during the Study Session on September 20.

The meeting adjourned at 2:50 p.m.

Mike Wren Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from August 9, through September 11, 2012.

Prepared by the President's Office.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/9/12	Board/President Orientation	Collaboration	Pillar Rock Grill	
	Board of Trustees Meeting	College Guidance	BBCC	
	VP Gail Hamburg	Orientation	BBCC	
	BBT Director Scott Carsey	Orientation	BBCC	
	BBCC Foundation Dinner & Meeting	Introductions	Parton Residence	
8/10/12	Grant County Cowboy Breakfast	Introductions		Trustee Jon Lane
	BBCC Campus Tour	Orientation	BBCC	
	Cabinet Meeting	Introductions/Orientation	BBCC	
	VP Kim Garza	Orientation	BBCC	
	Foundation Director LeAnne Parton	Collaboration	BBCC	
	VP Bob Mohrbacher	Orientation	BBCC	
8/23/12	Board/Admin Retreat	College Guidance	Pillar Rock Grill	
	Grant County EDC Luncheon	Introductions	BBCC	
	Board/Admin Retreat	College Guidance	BBCC	
	WACTC	Budget Conversation	Conference Call	
8/24/12	Athletic Director Preston Wilks	Collaboration	BBCC	
	John Bartowski, Heritage University Moses Lake Regional Director	Introduction	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	VP Bob Mohrbacher Dean Clyde Rasmussen	Aerospace Joint Apprenticeship Committee (AJAC)	BBCC	
	Job Corps Luncheon			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	With Trustee Lane	Introduction	Moses Lake Job Corps	
	AJAC Director Laura Hopkins	Introduction	Conference Call	
8/27/12	Instructional Team Meeting	Collaboration	BBCC	
	Dean Valerie Kirkwood	Administration	BBCC	
	PIO Doug Sly	Administration	BBCC	
	VP Gail Hamburg	Administration	BBCC	
8/28/12	Professional Portrait	Public Relations	Moses Lake	
	VP Mohrbacher	Collaboration	BBCC	
	Director of STEM Andre Guzman	Administration	BBCC	
	VP Kim Garza	Administration	BBCC	
8/29/12	Amway Groundbreaking	Community Support	Quincy	Legislators, Community Leaders, Trustees
	All WA Business Regional Meeting	Collaboration	Moses Lake	
8/30/12	Director of Title V Terry Kinzel	Administration	BBCC	
	Foundation Executive Director LeAnne Parton	Administration	BBCC	
	VP Mohrbacher	All WA Academic Team	BBCC	
	Alumni Volleyball Scrimmage	Athletic Support	BBCC	
8/31/12	Moses Lake Chamber Director Debbie Doran-Martinez	Collaboration	Phone Call	
9/4/12	Athletic Director Preston Wilks	Athletic Facilities Tour	BBCC	
	Workforce Development Council Meeting	Community Collaboration	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Faculty Association President Mike O'Konek	Labor Relations	BBCC	
	CWU Kim Ostrowski	Introduction	BBCC	
	Opportunity Center Tour	Orientation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Mr. Scott Cheney Staff Director for the Senate Committee on Health, Education, Labor and Pension (HELP)	Legislative Collaboration	BBCC	Senator Patty Murray is the Chair of the Senate Committee on Health, Education, Labor and Pension (HELP).
9/6/12	Visit Incoming Nursing Students	Program Support	BBCC	
	VP Kim Garza	Administration	BBCC	
	Classified Staff Rep Tana Richins	Labor Relations	BBCC	
	1200 Building Tour	Orientation	BBCC	
	University Center Tour	Orientation	BBCC	
9/7/12	JAEC Ceremony	Program Support	Seattle	
9/10/12	Learning Network	Orientation	BBCC	
	Dean Kara Garrett Health Education Director Katherine Christian	Community Partnerships	BBCC	
	Board Chair Mike Wren	Board Packet	BBCC	
	Dean Valerie Kirkwood	IR Priorities	BBCC	
	Learning Network	Orientation	BBCC	
9/11/12	Sodexo Annual Expectations	Collaboration	BBCC	Regional Manager Rick Waldt VP Gail Hamburg
	Foundation Director LeAnne Parton	Annual Campaign Trustees' Scholarship	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Governor's Appt Secretary Stacey Tichnor	Board Appointment	Phone Call	
	Accreditation Meeting	Preparation	BBCC	
	Adjunct Faculty In-Service	Welcome	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

- c. Student Success Initiatives Update
 - 1. Student Achievement Initiative
 - 2. Academic Master Plan

Student Achievement Initiative & Academic Master Plan

There was a **78% success rate** overall in the Emporium Model Pre-College Level Math Courses (combined) (please see chart on next page). Non-Hispanic students were more successful than Hispanic students (80% versus 72%, respectively). The success rates of males versus females is similar *overall*; however: Hispanic females are more successful than Hispanic males, whereas non-Hispanic males are more successful than non-Hispanic females. Hispanic females and non-Hispanic females have similar success rates (76% and 77%, respectively), but there is a large difference between Hispanic males and their non-Hispanic counterparts (67% and 85%, respectively).

Prepared by VP Mohrbacher, and Dean Kirkwood.

RECOMMENDATION: None

Success in Emporium Model Pre-college Level Math Courses (Summer 2012)

		All Students					Hispanic Students					Non-Hispanic Students				
		Successful*		Withdrew		Total Enrolled	Successful*		Withdrew		Total Enrolled	Successful*		Withdrew		Total Enrolled
		n	Pct	n	Pct	N	n	Pct	n	Pct	N	n	Pct	n	Pct	N
MATH 094	Female	15	63%	2	8%	24	7	70%	1	10%	10	8	57%	1	7%	14
	Male	8	80%	1	10%	10	1	100%	0	0%	1	7	78%	1	11%	9
	All students	23	68%	3	9%	34	8	73%	1	9%	11	15	65%	2	9%	23
MATH 096	Female	18	95%	1	5%	19	4	100%	0	0%	4	14	93%	1	7%	15
	Male	15	94%	0	0%	16	4	100%	0	0%	4	11	92%	0	0%	12
	All students	33	94%	1	3%	35	8	100%	0	0%	8	25	93%	1	4%	27
MATH 097	Female	0	n/a	0	n/a	0	0	n/a	0	n/a	0	0	n/a	0	n/a	0
	Male	2	100%	0	0%	2	1	100%	0	0%	1	1	100%	0	0%	1
	All students	2	100%	0	0%	2	1	100%	0	0%	1	1	100%	0	0%	1
MATH 098	Female	13	76%	1	6%	17	2	67%	0	0%	3	11	79%	1	7%	14
	Male	6	55%	0	0%	11	2	33%	0	0%	6	4	80%	0	0%	5
	All students	19	68%	1	4%	28	4	44%	0	0%	9	15	79%	1	5%	19
MATH 094, 096, 097, 098 Combined	Female	46	77%	4	7%	60	13	76%	1	6%	17	33	77%	3	7%	43
	Male	31	79%	1	3%	39	8	67%	0	0%	12	23	85%	1	4%	27
	All students	77	78%	5	5%	99	21	72%	1	3%	29	56	80%	4	6%	70

*Success is defined as earning a 2.0 grade point or higher or "P" (pass) grade in the class.

NOTE: Some students either worked to change an "I" (incomplete) grade or moved up or down a level, depending on coursework completed successfully. These changes were made manually per Tyler Wallace's direction. These changes are noted in RED font in the raw data. (9/5/12)

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Our full-scale accreditation visit from the Northwest Commission on Colleges and Universities will take place October 1- 3. The Chair of our evaluation team is Dr. Sonya Christian, VP of Academic and Student Affairs at Lane Community College in Eugene, Oregon. The remainder of the evaluation team is composed of community college professionals from Oregon, Montana, and Idaho.

On Friday, September 7, 2012, Valerie Kirkwood, Starr Bernhardt, and Melinda Dourte had a phone conference with Dr. Christian in order to discuss the meeting and interview schedule for the visit.

All Trustees have confirmed they are all available to meet with the evaluators on Monday, October 1, 9:30-10:30 a.m.

Prepared by VP Mohrbacher, and Dean Kirkwood.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

September 17, 2012, faculty met in their Divisions in order to finalize their assessment reports for 2011-12 and to write their assessment plans for 2012-13. This is an annual activity conducted at the fall In-service. The plans and reports from previous years may be accessed on the portal at this address:

<https://port.bigbend.edu/reportcenter/EdAssess/default.aspx>

Faculty have also begun to revise Master Course Outlines (MCOs) to include the General Education outcomes, including the new outcome for Multiculturalism that was approved by the Instructional Council last year. The Social Science Division is the first to bring forward their revised MCOs, which will go to the Instructional Council for discussion.

Prepared by VP Bob Mohrbacher.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

STEM Project and Title V Project: The bid advertisement was released on June 27, 2012. There was a pre-bid walk-through on July 9, 2012 at 1:00. The bids were opened at 1:00 on July 25, 2012; there were 5 bids. The contract was awarded to T.W. Clark of Spokane. The base bid amount was \$1,338,000. The contract was awarded on August 8, 2012 and the Notice to Proceed was given on August 28, 2012. T.W. Clark was on campus August 28 setting up and doing demolition work. The site for the addition on Building 1200 (STEM) has been cleared and they are proceeding to the foundation walls/footings. The crew is currently working on the site for the addition on Building 1400 (Title V). They cut the exterior slab of concrete and are digging and installing the foundation walls/footings. Building 1400 will be approximately one week behind the schedule for Building 1200.

Old Developments/Background:

STEM Project

6/14/12 We had a final planning meeting on June 1. The drawings are being completed and will go out to bid by the end of the week with the Title V project. The construction will be completed by the end of fall quarter and ready to occupy winter quarter.

4/4/12 A drawing of the STEM remodel of Building 1200 is on the following page. We are still on target to have construction documents completed by 4/20/2012.

2/23/12 BBCC received a \$4.4 million federal grant focusing on science, technology, engineering, and math (STEM). The grant provides \$900,000 per year for five years toward STEM curriculum, facilities, equipment, career advising and professional development. The term of the grant is October 1, 2011 through September 30, 2016.

The grant includes funding for extensive renovation of Building 1200 to create the STEM Center Complex, including a Math Lab, STEM Support Center, Resource Room, Digital Logic lab, and CAD Lab. The grant provides almost \$800,000 for this renovation.

RGU Architecture & Planning was awarded the contract for architectural services for this project. There have been several meetings with STEM personnel and the math and science faculty to review designs with the architects. The timeline for this project is: design development complete by 3/2/2012, construction document completed by 4/20/2012, pre-bid walk-through on 5/2/2012, bid opening on 5/9/2012, and notice to proceed on 6/10/2012. The plan is for construction to begin right after spring quarter ends.

Title V Project:

6/14/12 The drawings have been finalized and the project will go out to bid by the end of the week along with the STEM project. The construction will be completed by the end of fall quarter and ready for students winter quarter.

4/4/12 Last year the Student Success Center was completed with Title V funds. There are additional construction funds available to expand the Student Success Center this year. The plan involves renovating 1,211 square feet of existing space and adding on 1,536 square feet to the west side of Building 1400. The grant provides about \$400,000 for this renovation. This expansion will provide space to support the peer mentoring program, allow more rooms for supplemental instruction, and add more student study areas. This project is on the same timeline as the STEM project. A drawing of this remodel is on the following page.

Prepared by VP Hamburg.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

- g. Security Update

BACKGROUND:

Director of Campus Safety & Security compiled the Annual Campus Security and Fire Report and will present it to the Board in agenda item 8.

Campus Safety Update:

1. New Campus Multi-Hazard Plan and New Accident Prevention and Safety Plan are in the final phases prior to publication.
2. New apparel for Campus Safety & Security staff: new navy blue polo shirts with Campus Safety emblem on front and SECURITY on back. Promote visibility of staff and enhances a professional image for the college. The new emblem is also visible on the Campus Safety security vehicle.
3. Internal report forms enhanced. Incident and crime report forms now form-fillable and statistics easily trackable.
4. Local relationships enhanced or developed: Campus Safety continues its mission to create and foster close relationships with all allied agencies, including
 - a. Sheriff's Office
 - b. County Law Enforcement and Fire Agencies
 - c. Domestic Violence and Sexual Assault Consortium
5. Regional healthcare training exercise May 2013. This will be a simulation in case BBCC becomes an alternate care facility in the event of disaster or major public health crisis.
6. Awareness training for staff/faculty has been offered by GCSO and Quincy Police. Topics may include person protection, drug and gang awareness.
7. VP Bob Mohrbacher, Safety Committee Chair Ryann Leonard and Director Foreman attended the first community and technical colleges safety and security workshop in Federal Way August 20-21. Thirty two out of thirty four institutions were represented.

Prepared by Director of Campus Safety & Security Kyle Foreman.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources Report

BACKGROUND:

The summer months have been filled with a lot of activity in the recruitment area.

Jose Esparza resigned from his position of Coordinator of Student Recruitment & Outreach. Jose and his wife moved to Oregon. Jose will teach an online course for BBCC during Fall Quarter. Ericka Morales was selected to fill the open position. Ericka started work on September 4.

Carolyn Riddle, Library Para 4 and Donna Brown, Instruction & Classroom Support Tech 2, retired during the summer. Neither position has been posted as we are in the process of determining the structure that will best meet our current and future needs.

Our search for a head softball coach has concluded. An offer was extended to Ray Moffitt. Ray accepted our offer and has started work for BBCC. Ray replaces Jeremy Iverson who accepted a position in Financial Aid earlier this year.

The non-tenurable, grant-funded AMT Instructor position has been filled. Kent Dannenberg accepted the position and started work on September 4.

Beth Laszlo was selected to fill the position of Activity Coordinator for Title V Grants. Beth replaces LeAnne Parton who moved into the position of Director of Development/Executive Director of the BBCC Foundation.

Robert Barksdale was selected to fill the position of IT Tech 2/STEM Lab Supervisor. Robert's first day of work will be September 17.

Jeremy Iverson moved into the new position of Assistant Director of Financial Aid, effective July 16.

The new position of Director of Campus Safety & Security was filled by Kyle Foreman in July. Kyle is responsible for the overall protection of life and property at Big Bend Community College's campus and centers.

Jerry Workman, Director of Student Support Services, retired effective September 7. Jerry's position was posted on July 9. The screening committee completed on-site interviews on September 10. It is expected that an offer will be extended by September 20.

TC Bergen, Painter, is retiring effective September 28. TC has been with BBCC since 1985. The position was posted on July 26. Anthony Bergen was selected to fill the open position and will begin work on September 17.

Reported Administrative/Exempt Training since last Board Meeting:

- Andrea Elliott, Heidi Summers-Rendezvous Conference/Instructional Development on July 23-25 at Yakima.
- Kim Garza-Title IX Training on July 24 at Everett Community College, HRMC Meeting on August 2-3 at Everett Community College.
- Karen Courtright-ePOS 5.55.4 Introduction on July 3 via webinar; Rafter-Online Rentals on July 20 via webinar; The Psychology of Price and Why it Matters on 7/26 via webinar.
- LeAnne Parton-Building the Best Board for Challenging Times on July 24 via webinar; Executive Institute for Fundraising Leadership on July 29-31 at Portland.
- Rafael Villalobos, Gail Hamburg, Kara Garrett-Grant Guidelines/Management Training on July 9 via ITV.
- Kara Garrett- Liberal Arts Washington Meeting on July 19 at The Evergreen State College.
- Gail Hamburg-WACTC/President's Meeting on July 24 to July 28 at Skagit Valley College.
- Heidi Summers-Council for Basic Skills on July 25-26 at Yakima.
- Kelsy Bendtsen, Beth Laszlo-Heritage University Leadership Academy on August 8-10 at Heritage University.

Prepared by Kim Garza, Vice President of Human Resources & Labor.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

- i. Enrollment Report

BACKGROUND:

The 2012-13 FTE report as of September 10 and the Spring Quarter 2012 Final report are included for your information. Spring quarter state-funded FTE was down 5% and headcount was down 13% compared to Spring Quarter 2011. The decrease in FTE and headcount was due primarily to our effort to control the number of sections offered because of budget considerations.

The tuition amount budgeted for 2012-2013 is \$4,008,600. As of August 31, 2012, we have collected \$1,612,901 or 40.2% of the budgeted amount. As of August 31, 2011, we had collected \$1,002,302 or 27.8%.

TUITION COLLECTION REPORT
As of August 31, 2012 and August 31, 2011

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,600	\$3,608,514
Total Collections as of August 31	\$ 1,612,901	\$ 1,002,302
As a % of annual budget	40.2%	27.8%
Left to collect to meet budget target	\$ 2,295,699	\$ 2,606,212

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

F.T.E. REPORT

9/10/2012

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (11-12)		
SUMMER	332.3	110.8
FALL	1688.9	563.0
WINTER	1758.1	586.0
SPRING	1568.1	522.7
2nd year (12-13)		
SUMMER	315.2	105.1
FALL	1489.5	496.5
WINTER		0.0
SPRING		0.0
TOTAL	<u>7152.1</u>	<u>2384.0</u>
1st year annual FTE Target	5082	1694
2nd year annual FTE Target	5061	1687
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2384.0
Past year + current year allocation		3381.0
% of allocation target attained to date		70.5%
Add'l FTEs to meet minimum 96%	2585.2	861.7
Add'l FTEs to meet target 100%	2990.9	997.0
FTEs over funding level - 1st year	265.4	88.5
FTEs over funding level - 2nd year	-3256.3	-1085.4

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>SPRING 2012</u>	<u>SPRING 2011</u>	<u>SPRING 2010</u>	<u>SPRING 2009</u>	<u>SPRING 2008</u>	<u>SPRING 2007</u>	<u>SPRING 2006</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	26	30	36	50	40	36	46
Asian/Pacific Islander	28	37	33	36	41	33	29
Black	45	44	46	33	27	24	38
Hispanic	857	1,044	953	935	931	825	810
White	1,247	1,511	1,465	1,379	1,277	1,378	1,399
Other/Unknown	188	83	334	221	248	235	148
<u>SEX</u>							
Female	1,360	1,600	1,620	1,571	1,489	1,472	1,438
Male	1,002	1,143	1,190	1,075	972	969	1,011
Not Coded	29	6	57	8	103	90	21
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,344	1,392	1,385	1,223	1,135	1,091	1,087
Part-time (less than 12 crs)	1,047	1,357	1,482	1,431	1,429	1,440	1,383
Percent full-time	56.2	50.6	48.3	46.1	44.3	43.1	44.0
<u>BY FUNDING SOURCE</u>							
State	2,184	2,303	2,344	2,246	2,318	2,270	2,216
Shared Funding				0	0	0	0
Grant/Contract	149	282	349	184	100	80	112
Community Service	58	164	174	224	149	181	142
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,891	2,026	2,110	1,836	1,708	1,709	1,636
On-Campus Evening	155	233	183	295	216	266	271
Off-Campus Day	198	265	262	195	298	227	246
Off-Campus Evening	147	225	312	328	342	329	317
TOTAL HEADCOUNT	2,391	2,749	2,867	2,654	2,564	2,531	2,470
Running Start	166	155	139	120	128	122	150
International	3	5	4	4	3	1	2

FTES

	<u>SPRING 2012</u>	<u>SPRING 2011</u>	<u>SPRING 2010</u>	<u>SPRING 2009</u>	<u>SPRING 2008</u>	<u>SPRING 2007</u>	<u>SPRING 2006</u>
<u>STATE FUNDED</u>							
ABE/ESL	111.1	169.2	158.7	146.6	204.9	188.2	182.0
Academic	914.0	890.3	887.4	751.6	700.6	709.9	702.3
Occupational	543.0	590.3	615.0	573.7	535.7	514.3	493.7
TOTAL STATE FTES	1568.1	1649.8	1661.1	1471.9	1441.2	1,412.4	1,378.0
<u>OTHER FTES</u>							
Community Service	2.1	10.9	7.4	24.5	7.1	6.4	6.8
Contract Funded	45.5	111.5	100.8	89.5	34.3	18.3	25.3
Running Start	147.7	136.9	122.6	110.4	114.9	96.3	111.3
Other (Employ., Sr. Cit.)	9.1	13.7	11.4	14.1	16.9	16.6	15.4
GRAND TOTAL FTES	1772.5	1922.8	1903.3	1710.4	1614.4	1550.9	1539.3

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #3: CONSENT AGENDA (for information)

j. Legislative Update

Prepared by the President's office.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #6: Exceptional Faculty Award (for information)

BACKGROUND:

During the June 14, 2012, Board meeting Engineering Curriculum Specialist for STEM and Engineering Physics Instructor Jim Hamm was awarded (\$2,000) to attend two three-day Chautauquas by the National Science Foundation. Dr. Hamm will provide a verbal report.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends reimbursing Dr. Hamm for his expenses.

Report on Exceptional Faculty Award Activity for Jim Hamm, June and July, 2012

For my Exceptional Faculty Award I traveled to two three-day "Chautauqua" courses, one titled "Promoting Active Learning in Introductory Physics Courses with Research-Based Curricula and Tools" taught in Beaverton, Oregon, and the other titled "Exploring the Frontiers of 21st-Century Astrophysics with the VLA and VLBA" taught in Socorro, New Mexico.

When I noticed that the enrollment in the Oregon Chautauqua was about evenly split between high school and college teachers, I told the physics teachers at Moses Lake High School and Ephrata High School about the course, and invited them to ride along with me to Oregon. The Ephrata High School teacher was able to go, and we had a good chance to get acquainted during the ride down and back and during the course.

The Introductory Physics Chautauqua was very informative. As participants, we acted as students, engaged in structured hands-on activities that were identical to what students would be doing. We also participated as students in "Interactive Lecture Demonstrations," and worked in groups to develop our own using available equipment. (The course was taught at Vernier Software and Technology, a company that manufactures laboratory equipment and software for science education, so there was ample equipment available.) Physics education researchers have found that students learn and retain far more in classes that employ these techniques than in traditional lecture courses.

Over the course of the next year I will be developing an algebra-based physics course through the STEM grant, and I intend to develop this course around the active learning strategies and interactive lecture demonstrations that I learned in this course. While I am doing this for the algebra-based course, I also plan to modify the calculus-based Engineering Physics course along the same lines.

The New Mexico Chautauqua course was about radio astronomy. (VLA stands for Very Large Array, a Y-shaped array of radio telescope dishes in New Mexico about an hours drive from Socorro. The VLA has shown up in a few movies. VLBA stands for Very Long Baseline Array, an array of radio telescope dishes that spreads from the U.S. Virgin Islands across the continent to the Hawaiian Islands, and includes a dish in Brewster, Washington.) I had attended a Chautauqua at the VLA thirteen years ago, but since then the VLA and VLBA have been completely overhauled with up to date electronics (the original electronics were 1970s vintage), and the ability of the arrays to do astronomy is vastly improved.

Some of the most beneficial parts of this Chautauqua for me were the tours of the Array Operations Center (this was where most of the Chautauqua was held, and is in Socorro) and of the VLA site itself. I took many pictures during these tours. Something I want to show my students are the pictures of the workbenches at the Operations Center. Here scientists and engineers build from basic electrical components the detectors and instruments that will be used to gather and process the radio signals from astronomical sources. I hope my students interested in electrical engineering will find these inspiring.

A benefit of these Chautauquas that isn't ever mentioned in the advertisements for them is the chance to meet and talk with teachers in my field from all over the country. There is a lot that can be learned having dinner with a physics instructor from the U.S. Military Academy at West Point, or breakfast with an instructor from a small community college in Wyoming. I always return from these events enthusiastic about my teaching, and hardly able to wait until the next quarter starts.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #7: Board Policy Updates (for action)

BACKGROUND:

BP 8054 Ethical Conduct & Conflicts of Interest

This policy was revised to incorporate the WA State Ethics in Public Service Act (RCW 42.52). This act also requires additional BBCC policies to be revised.

BP 2050 State Employee Misconduct (Whistleblower Act)

This policy was revised to incorporate provisions of the WA State Whistleblower Act. This act allows for employees to report improper governmental action by a state employee to either the WA State Auditor or a member of Administration.

BP 1015 Staff Participation in Political Activities

This policy was revised to incorporate provisions of the Ethics in Public Service Act relating to political activities. The primary purpose is to clarify the use of state resources including time.

BP 6115 Policy Prohibiting Discrimination, Harassment & Sexual Harassment

This policy was revised to reflect the interpretation of the Office of Civil Rights (OCR) with regard to sexual harassment. In their "Dear Colleague" letter, OCR states that sexual harassment is a form of discrimination under Title VII. Changes to this policy reflect this interpretation and clearly note prohibited practices.

BP ____ Mandatory Reporting of Child Abuse

This is a new policy for the Board to consider. In the first half of 2012, WA State passed a bill that includes higher education employees as mandatory reporters of child abuse. Because of this change to the law, BBCC needs to adopt a policy that clearly states this expectation for our employees, including student employees.

RECOMMENDATION:

President Leas recommends approval of the Board Policies as presented.

8054.1 The policy of Big Bend Community College is that all full and part-time employees and officers of this district, including student employees, shall comply with the Ethics in Public Service Act (RCW 42.52) as it currently exists or may hereinafter be amended.

Any violations of the Ethics in Public Service Act or BBCC ethics policies, may result in disciplinary action by the State Ethics Board and/or disciplinary action up to and including termination, by BBCC.

- 2050.1 Big Bend Community College recognizes its obligation to encourage and promote responsible governmental action. Washington State employees are encouraged to report any improper governmental action by a state employee to the Office of the State Auditor. “Improper Governmental Action” is any action that violates state law, abuses authority, wastes public funds or endangers public health or safety.

- 2050.2 Before notifying the state auditor, all employees of the College are encouraged to make the effort to report any employee misconduct to the VP of Administration, VP of Human Resources or the President of the College.

- 2050.3 The whistleblower act provides that the identities of whistleblowers are kept confidential. It also provides remedies for retaliation. If you believe you have been subjected to retaliatory action resulting from reporting your assertions, you may file a claim with the Washington State Human Rights Commission. The Commission will investigate the claim and take appropriate action.

- 2050.4 No policy, rule or regulation shall be approved by the administration or Board of Trustees which is contrary to the intention of the procedures outlined by the State Auditor's office under RCW 42.40.

Legal Reference: RCW 42.40

The Board respects and encourages the right of its employees, as citizens, to engage in political activities including, but not limited to: voting, expressing their opinion on all political subjects and candidates, soliciting support (financial or otherwise) for or against any candidate or issue, running for and holding any political office or political party office, or participating in the management of a partisan political campaign. It is the intent of the Board of Trustees with this policy to establish guidelines restricting the use of District property and employment time for these endeavors and to avoid conflicts of interests in compliance with applicable laws. Refer to Administrative Process Manual - AP1015.1; RCW 41.06.250; RCW 42.52.180.

**BP6115 POLICY PROHIBITING DISCRIMINATION, HARASSMENT
AND SEXUAL HARASSMENT**

BP6115

6115.1 PURPOSE

Big Bend Community College is committed to providing an environment conducive to individual development and learning. Discrimination, harassment, and sexual harassment destroy mutual respect and a trusting environment. This policy expresses the commitment of BBCC to maintaining an environment free from discrimination, harassment, and sexual harassment. This policy applies to all students, faculty, staff, trustees or others having an association with the College.

The culture of BBCC is founded in the principles of free inquiry and free expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to ensure freedom of speech and the free exchange of ideas by reaffirming the value of all people. BBCC is committed to:

1. develop a community in which all students, staff, and faculty are accepted and treated as individuals, independent of ancestry, social background, physical characteristics, or personal beliefs.
2. provide an atmosphere where students, staff, and faculty may freely engage in academic expression and debate in the classrooms and public halls, while pursuing their social and private lives in our community unthreatened by discrimination, disruption, or harassment of any form.
3. work with a diverse community to understand and eliminate the barriers to full participation in society by every person.
4. promote a heightened awareness of racism and other forms of discrimination and the commitment to publicly confront acts of racism.

6115.2 PROHIBITED PRACTICES

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information and/or status as a veteran. Discriminatory harassment is one form of discrimination. Under this policy, discriminatory harassment is identified as conduct toward a particular individual, individuals, or groups on the basis of a protected status that is sufficiently severe or pervasive that it has the purpose or effect of

- Creating an intimidating, hostile, or offensive work or educational environment for individuals or groups; or
- Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any College-sponsored activity of individuals or groups.

Sexual harassment is another form of discrimination. Sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female. Sexual harassment occurs when

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such behavior by an individual is used as the basis for employment or education decisions affecting the individual; or
- A behavior is sufficiently severe and pervasive to interfere with any individual's work or educational performance, or create an intimidating, hostile or offensive work or educational environment.

Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited by this policy include but are not limited to the following:

1. Physical assault;
 2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
 3. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
 - a. Comments of a sexual nature;
 - b. Sexually explicit statement, questions, jokes or anecdotes;
 - c. Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body;
 - d. Remarks of a sexual nature about an individual's clothing, body or speculations about previous sexual experience;
 - e. Persistent, unwanted attempts to change a professional relationship to an amorous relationship;
 - f. Subtle propositions for sexual activity or direct propositions of a sexual nature; and/or
- g. Uninvited letters, emails, telephone calls, or other correspondence referring to or depicting sexual activities.

Refer to AP 6115 for process to report discrimination, harassment, and sexual harassment.

BP MANDATORY REPORTING OF CHILD ABUSE

It is the policy of Big Bend Community College that all employees, including student employees, report child abuse in accordance with RCW 26.44.030. The report must be made at the first opportunity and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #8: Annual Campus Security and Fire Report (for information)

BACKGROUND:

This agenda item provides an opportunity to publish and distribute the Annual Campus Security Report per the *Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act*. Per the *Higher Education Opportunity Act* including provisions from the *Campus Fire Safety Right-to-Know Act*, the Annual Fire Safety Report is also included in this item. Please refer to the bound document.

Prepared by the Director of Safety & Security Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #9: Board Resolution 2012-2 (for action)

BACKGROUND:

Board Resolution 2012-2 is a revision of Board Resolution 2012-1 regarding the delegation of authority. The revision reflects the recent change of position title from Executive Director of Human Resources and Labor to Vice President of Human Resources and Labor for Ms. Kim Garza.

emergency

RECOMMENDATION:

President Leas recommends approval of Board Resolution 2012-2.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2012-2**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Board Policy 1000.4 BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency reponse. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2012-1, dated June 14, 2012, and effective June 14, 2012.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

FURTHER, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

FURTHER, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Instruction & Student Services, Vice President for Financial & Administrative Services, and Vice President of Human Resources and Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

Senior Administrators' Order of Positions List:

- a) Vice President for Financial & Administrative Services
- b) Vice President of Instruction & Student Services
- d) Vice President of Human Resources & Labor

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

FURTHER, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

FURTHER, in the event a classified union or other employee union exists, the Board delegates the authority to negotiate with the union on its behalf to the President or his/her designee.

FURTHER, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

FURTHER, the Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to declare an emergency and take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

FURTHER, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

This Resolution supersedes and replaces Resoution 2012-1 dated June 14, 2012, and any other inconsistent policies, and shall take effect on September 20, 2012.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on September 20, 2012, with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18**

Mike Wren, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #10: 2012-13 Proprietary Funds Budget and Financial Statements (for action)

BACKGROUND:

The 2012-13 Proprietary Funds Budget and Financial Statements will be presented to the Board.

RECOMMENDATION:

President Leas and VP Hamburg recommend approval of the 2012-13 Proprietary Funds Budget and Financial Statements.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #11: Honorary Degrees (for information)

BACKGROUND:

Per BP 6400 The Board of Trustees of Community College District 18 may grant suitable diplomas, non-baccalaureate degrees or certificates. During the August 23 meeting there were questions regarding what type of degree could be conferred.

Per RCW RCW 28B.50.140 (12) The board, upon recommendation of the faculty, may also confer honorary associate of arts degrees upon persons other than graduates of the community college, in recognition of their learning or devotion to education, literature, art, or science. No degree may be conferred in consideration of the payment of money or the donation of any kind of property;

Assistant Attorney General Charnelle Bjelkengren may comment on this item.

RECOMMENDATION:

President Leas recommends

- 6401.1** The Board of Trustees of Community College District 18 may grant suitable diplomas, non-baccalaureate degrees or certificates.
- 6401.2** The Big Bend Community College Board of Trustees desires to provide special recognition to selected individuals in the form of an honorary Associate Degree of Arts and Letters.
- 6401.3** The Board of Trustees of Community College District 18 authorizes the awarding of an honorary Associate Degree of Arts and Letters to individuals who meet the established criteria, are recommended to the Board by the President, and receive approval of the Board of Trustees.

Adopted 6/22/87	Honorary Degrees BP6400	1
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Honorary Degrees Awarded?

WA Community College Responses

College	Response
SFCC	None awarded
BTC	AA's
Whatcom	None awarded
WWCC	None awarded
Bates	None awarded
Peninsula	Honorary Associate of Arts RCW 28B.50.140(12)

RCW 28B.50.140 (12) May grant to every student, upon graduation or completion of a course of study, a suitable diploma, degree, or certificate under the rules of the state board for community and technical colleges that are appropriate to their mission. The purposes of these diplomas, certificates, and degrees are to lead individuals directly to employment in a specific occupation or prepare individuals for a bachelor's degree or beyond. Technical colleges may only offer transfer degrees that prepare students for bachelor's degrees in professional fields, subject to rules adopted by the college board. In adopting rules, the college board, where possible, shall create consistency between community and technical colleges and may address issues related to tuition and fee rates; tuition waivers; enrollment counting, including the use of credits instead of clock hours; degree granting authority; or any other rules necessary to offer the associate degrees that prepare students for transfer to bachelor's degrees in professional areas. Only colleges under RCW [28B.50.810](#) may award baccalaureate degrees. **The board, upon recommendation of the faculty, may also confer honorary associate of arts degrees upon persons other than graduates of the community college, in recognition of their learning or devotion to education, literature, art, or science. No degree may be conferred in consideration of the payment of money or the donation of any kind of property;**



Process and Procedure for Selecting Honorary Degree Recipients

General Provisions

Consistent with MnSCU Board of Trustees Policy 3.18 and Chancellor's Procedure 3.18.1, Riverland Community College awards honorary degrees to recognize and honor persons who have made exceptional contributions to a specific field or to society in general. No individual shall ever receive more than one honorary degree from the college.

- 1) One honorary degree may be awarded at commencement every odd-numbered graduation year. The college reserves the right not to award an honorary degree if no nominee meets the selection criteria below or to award an honorary degree on an off year
- 2) Based upon the recipient's field of contribution, achievement, service, or distinction, the college may award an
 - a. Honorary Doctor of Fine Arts (Hon. D.F.A.)
 - b. Honorary Doctor of Humane Letters (Hon. LH.D.)
 - c. Honorary Doctor of Laws (Hon. LL.D.)
 - d. Honorary Doctor of Literature (Hon. Lit.D.)
 - e. Honorary Doctor of Education (Hon. D.Ed.)
 - f. Honorary Doctor of Science (Hon. Sc.D.).
- 3) The awardee may deliver the commencement address at graduation.

Selection Criteria

Service or benefaction to the college alone does not justify an award of an honorary degree. To be recognized and honored, candidates must have earned a regional, national, or international reputation for exceptional contributions to a specific field or to society in general. Nominees for honorary degrees also will be considered based on the following additional criteria:

- 1) Have made a significant contribution to the achievement of the college's mission, and/or
- 2) Are community leaders who have fostered partnerships with the college that have assisted the college with its educational and service goals and objectives.

Selection Process

Nominations will be solicited via email in the fall of every even-numbered year by the Chair of the Graduation Committee.

- 1) The Graduation Committee and the Faculty Shared Governance Council will review the nominee(s) and then forward the name(s) of the nominee(s) with comments to the Administrative Council.
- 2) The Administrative Council reviews the nominee(s) and may recommend a nominee to the college president. If no nominee meets the selection criteria sufficiently, then the Administrative Council may choose to recommend that an award not be made that year.
- 3) The college president may or may not approve the recommendation. If approved, the office of the college president will contact the nominee to make arrangements for his or her participation in the commencement ceremony and will order a plaque to award to the awardee.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #12: Facility Naming (for information)

BACKGROUND:

Per Board Policy 1020 and Policy Governance Board Policy 1000.3 the Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college. Administrative Process 1020 provides the financial schedule for naming opportunities.

During the August 9, 2012, Board meeting Trustee Blakely shared the possibility of naming the Fine Arts Building the Hirai Fine Arts Building to honor the service contributions of Paul and Ginny Hirai.

RECOMMENDATION:

None

Excerpted from Policy Governance BP 1000.3

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020 .
2. The Board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer capacity such that their contributions are widely recognized by the community and their peers.

BP1020

NAMING OF FACILITIES

BP1020

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

1020.1

The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college.

Approved 1/24/94	Naming of Facilities	1
Board Approved Revision 9/16/97	BP1020	
Board Approved Revision 9/24/02		
Board Approved Revision 9/12/06		

NAMING OPPORTUNITIES

Board Policy 1000.3 GP-7 *Naming of Facilities* refers to the following schedule of naming opportunities.

Grant Co. ATEC Library	\$ 1,000,000
Dining Commons	\$ 500,000
Executive Dining Room	\$ 125,000
Library Classroom	\$ 100,000
Fine Arts Building	\$ 1,000,000
Flight Training Center	\$ 1,000,000
Reader Board	\$ 100,000
Main Entrance	\$ 100,000
Baseball Field	\$ 500,000
Softball Field	\$ 500,000

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #13: Board Retreat Items (for action)

BACKGROUND:

During the August 23 Board Retreat the Trustees rated their 2011-12 goals on a scale of 1-25 as listed below:

Innovation/Partnerships 18
Access 21
Student Achievement 20
College Climate 22
Resources 20

Due to time constraints the Trustees did not complete their self-assessment or Policy Governance evaluation during the Retreat. The Trustees planned to evaluate Policy Governance during the Study Session earlier today. They may choose to take time now to report on their Policy Governance evaluation and complete their self-assessment or these activities may be placed on the November 1 Board meeting agenda.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #14 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 may have made and/or meetings they have attended since the previous Board meeting. This has been implemented as an assessment tool to give the Board a way to definitively measure what is accomplished throughout the year for its next self-evaluation review.

During the August 23 Board Retreat an *Trustees Activity Report* Template was reviewed. A blank of the report is included in the Board packet for the Trustees to complete to connect their activities with their goals.

Prepared by the President's Office.

RECOMMENDATION:

None.

Trustee Activities Report

Trustee Name: _____

Board Meeting Date: _____

Number of Student Contacts: _____

Legislative Contacts: _____

Innovation/Partnerships

Access

Student Achievement

College Climate

Resources

Community Activities: _____

Innovation/Partnerships

Access

Student Achievement

College Climate

Resources

College Activities: _____

Innovation/Partnerships

Access

Student Achievement

College Climate

Resources

SBCTC TACTC Activities: _____

Innovation/Partnerships

Access

Student Achievement

College Climate

Resources



2011-2012 Trustee Goals

INNOVATION/PARTNERSHIPS - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.

ACCESS- The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.

STUDENT ACHIEVEMENT- The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.

COLLEGE CLIMATE - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

RESOURCES - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #15: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next Regular Board meeting is scheduled on November 1 at 1:30 p.m. A Study Session may be scheduled at 10:30 on November 1 for the Outcomes Monitoring Report presentation. The remaining scheduled Regular Board meeting date for 2012 is December 13, 2012, 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends scheduling a Study Session November 1 at 10:30 a.m.

BIG BEND COMMUNITY COLLEGE

Date: 9/20/12

ITEM #16: Miscellaneous (for information)

BACKGROUND:

The Big Bend Community College Dollar Da\$h is on Saturday, September 22. There is still space for anyone who would like to register.

The Joint Advisory Committee Dinner and meetings will be held in the Mastro Conference Center Thursday, October 11 beginning at 6:00 p.m.

Wednesday (10/17) through Friday (10/19) the TACTC/GISS Conference will be held at the Hilton Seattle Airport & Conference Center. President Leas and Trustee Mike Blakely are registered to attend.

Monday, October 29 the BBCC Foundation will honor scholarship donors and recipients with the annual Star Night. This event will be held in the Mastro Conference Center.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the Trustees attend as many campus activities as schedules allow.