



## **Board of Trustees Regular Board Meeting**

**January 21, 2016  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

### Winter 2016 Campus Events

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

January	21	Board of Trustees Meeting; 1:30 pm; Hardin Community Room
		ASB Thrillin' 3 <sup>rd</sup> Thursday, Xclusive, 7:00 p.m., Wallenstien Theater
	27	Vikings Basketball vs Wenatchee Valley College; Women's 6:00 p.m.; Men's 8:00 p.m.; DeVries Activity Center
	28	ASB Free Movie Night at Lee Theater, Ephrata; 7:00 p.m.
February	4	ASB Free Bowling at Lake Bowl, Moses Lake; 10:00 p.m. - midnight
	9	ASB Pastafest; Masto Conference Center
	10	ASB Motivational Speaker/Black History Month; Dan Johnson; 1:00 p.m. Masto Conference Center
	12	Vikings Basketball vs Treasure Valley College; Women's 6:00 p.m.; Men's 8:00 p.m.; DeVries Activity Center
	13	Vikings Basketball vs Blue Mtn College; Women's 2:00 p.m.; Men's 4:00 p.m.; DeVries Activity Center
		Columbia Basin Allied Arts; Sandy Hackett's Rat Pack Show; 7:00 p.m.; Wallenstien Theater
	15	Campus Closed for President's Day
	18	ASB Thrillin' 3 <sup>rd</sup> Thursday, Lip Sync Competition, 7:00 p.m., Wallenstien Theater
	20	Vikings Basketball vs Walla Walla College; Women's 2:00 p.m.; Men's 4:00 p.m.; DeVries Activity Center
	22	Phi Theta Kappa Induction; 4:00 p.m.; Masto Conference Ctr
	27	Vikings Basketball vs CC of Spokane; Women's 2:00 p.m.; Men's 4:00 p.m.; DeVries Activity Center
March	3	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Grocery Store Bingo; 7:00 p.m.; Masto Conference Center
	4	Viking Baseball vs Gray Harbor CC; 10:00 a.m.; BBCC (Double Header)
	5	Viking Baseball vs Gray Harbor CC; 10:00 a.m.; BBCC (Double Header)



BBCC 2015-16 Men's Basketball Team



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, January 21, 2016, 1:30 p.m.  
 ATEC- Hardin Community Room

**Governing Board Members:**

*Stephen McFadden*  
Chair

*Anna Franz, J.D.*  
Vice Chair

*Jon Lane*

*Juanita Richards*

*Miguel Villarreal, Ed.D.*

*Terry Leas, Ph.D.*  
President

**Values**

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

**Vision**

**Big Bend Community College**  
**inspires every student to be**  
**successful.**

**Mission**

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

Action

- |     |   |     |
|-----|---|-----|
| A   | 1. Call to Order/Roll Call<br>Pledge of Allegiance – Veteran  |     |
| I   | 2. Introductions –Men’s Basketball Team   |     |
| I/A | 3. Consent Agenda   |     |
|     | a. Meeting Minutes December 3, 2015   | (A) |
|     | b. President’s Activity Update  | (I) |
|     | c. Student Success  | (I) |
|     | d. Accreditation  | (I) |
|     | e. Capital Project Report   | (I) |
|     | f. Safety & Security Update   | (I) |
|     | g. Human Resources Report   | (I) |
|     | h. Classified Staff Report  | (I) |
|     | i. Enrollment Report  | (I) |
|     | j. Quarterly Budget Update  | (I) |
| I   | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) |     |
|     | a. ASB President – Blake Springer   |     |
|     | b. Classified Staff Representative – Robin Arriaga  |     |
|     | c. Faculty Association President – Kathleen Duvall  |     |
|     | d. VP Finance & Administration – Linda Schoonmaker  |     |
|     | e. VP Instruction/Student Services – Dean Kara Garrett  |     |
|     | f. Executive Director BBCC Foundation – LeAnne Parton   |     |
|     | g. VP Human Resources & Labor – Kim Garza   |     |
| I/A | 5. President’s Evaluation – VP Kim Garza  |     |
|     | <del>-----BREAK-----</del>  |     |
|     | <b>Executive Session</b>  |     |
| I   | 6. Crisis Management Update & Video – Director Kyle Foreman   |     |
| I   | 7. Probationary Tenure Review List – Dean Kara Garrett  |     |
| A   | 8. Board Policy for Action – Dean Kara Garrett  |     |
| I   | 9. Assessment of Board Activity – Trustees  |     |
| I   | 10. Next Regularly Scheduled Board Meeting – Trustees   |     |
| I   | 11. Miscellaneous – Chair Stephen McFadden, President Leas  |     |
|     | Adjournment   |     |

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

**NEXT MEETING REMINDER – March 3, 2016**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for action)

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting December 3, 2015, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, December 3, 2015, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Stephen McFadden  
 Juanita Richards  
 Mike Villarreal

Softball coach and Army Veteran Ray Moffitt led the pledge of allegiance. He explained that he is from Rhode Island and relocated to Washington in the 1960s when he was stationed at the Fort Lewis Army Base and served as an instructor.

### 2. Introductions

Volleyball coach Joni Nagy accompanied some of the volleyball players to the meeting. The players introduced themselves Brittany Hosley from Troy, ID; Ashley Sampson from Moses Lake; Bryn Bowers from Burley, ID; McKenzi Lott from Idaho Falls, ID; and Rachel Dinsmoor from Pullman, WA. Some of the players could not attend the meeting due to class. Coach Nagy reported the team had a slow beginning and then finished strong.

President Leas introduced Dr. Pat Ford, Director of the UAS/Drone Title V Program. Dr. Ford has worked with NASA and the military. He stated this program will provide opportunities for agricultural application of drones.

### 3. Consent Agenda

a) Approval of Board Meeting Minutes October 29, 2015 (A); b) President's Update (I); c) Student Success (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Report; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Advisory Committee Memberships.

Motion 15-55 Trustee Juanita Richards moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

### 4. Remarks

a. ASB President Blake Springer provided the ASB report. ASB held a very successful Halloween Costume Dance with 148 people in attendance. There were 250 attendees for the Thanksgiving Lunchfest, which included free meals for Big Bend Veterans. The following Thursday, 141 people attended ASB's free bowling night at Lakebowl. ASB and the former Student Support Services club sponsored motivational speaker Ja 'Net Adams, who spoke on getting and staying out of debt. This event was streamed on media site and received well across campus. Over 100 people attended the November Thrillin' Third Thursday event featuring Sailesh, the

Hypnotist. ASB also held an Intramural Dodgeball Tournament, bringing back community member and former Big Bend Alumnus/baseball player, Craig Dorsing to referee.

Tonight is ASB movie night at Lee Theater in Ephrata. This event is free for all BBCC students and staff. Tomorrow night ASB will bring a fantastic A Cappella group from Atlanta, called Kazual. This event is also free for all BBCC students and staff, with general admission only \$5.

Next week, ASB helps finish off the quarter by hosting a free pool day in the game room on Monday, as well as the Library Campout that evening, with free soda and pizza to those studying for finals in the library.

ASB has been doing a little fundraising this past month. They sponsored the couch potato for the upcoming home basketball games, raising \$500 and are winding up our sales of Killian Korn to bring in over \$700 in profit.

The Brazilian Jiu-Jitsu Club has had a busy quarter. They presented the “Self-Defense Mindset” during the Campus Safety & Preparedness Training on November 6. November 28, they volunteered to help Warden High School student, Alicia Gonzales, with her senior project of organizing and hosting a self-defense seminar for the community. Lastly, on Monday, they embarked in their first fundraiser for the year, which yielded a profit of nearly \$100. This year’s club officers are very ambitious, organized, and are looking to make a prominent difference in the club’s exposure and impact on and off campus!

The BBCC Veterans Club raised nearly \$290 for the Thanksgiving Food Drive. The ASB matched that for a total of nearly \$580. Veterans Club members purchased ten full Thanksgiving dinners for student families in need including salad, potatoes, vegetables, rolls, turkey, stuffing, and dessert.

The Student Nursing Club students just finished a fund-raising opportunity selling Yankee candles. Their initial order was almost \$1,500 and that does not include the online sales. They are very busy with two full classes of nursing students.

The Dance Fitness Club had a three-day Breast Cancer Awareness event October 27-29 with a Zumba class open to all students on October 30 outside in the ATEC Courtyard. The club sold bracelets and raised \$150, which they donated to the BBCC Relay for Life team.

Phi Theta Kappa had a successful fall quarter induction and Silent Auction. They provided concessions for numerous Allied Arts events and ASB’s Third Thursdays. They are preparing for the upcoming Book Buy Back Bake Sale and assisting with Viking Orientation. They conducted a Myers-Briggs event for all BBCC clubs and Allied Arts executive board, and the results will be used in their upcoming Honors in Action essay.

From the PAC program: Big Bend Community College hosted ¡La Chispa! (The Spark) on Friday, November 20. ¡La Chispa! Bilingual workshops are delivered by the student leadership program of the Association of Washington School Principals (AWSP).

¡La Chispa! is a regional bilingual one-day workshop designed to teach leadership skills to middle school Latino students. Big Bend Community College was contacted and offered the opportunity to host this event. The program mentored over 150 students on campus that day as well as provided campus tours.

- b. Classified Staff Co-Chair Robin Arriaga provided the classified staff report. Their community service project resulted in 111 winter clothing items, including 46 coats, being donated to the Moses Lake Foster Care program. The STAR committee will provide baked goods to show their appreciation tomorrow. Their next community service project will be gathering donations for the Daze of Camelot Animal Sanctuary.

Co-Chair Arriaga reported that the STAR Committee hosted the campus preparedness session held November 6. There were 121 attendees, including Trustee Stephen McFadden, student leaders, community members, and BBCC's assistant attorney general Mirisa Bradbury. Co-Chair Arriaga thanked all of the presenters for their participation.

The STAR committee will assist with the holiday social on December 18. Career Services Coordinator Bonnie Jeffrey presented career enhancement training for Classified Staff. The next STAR training will be held in January, and the topic is computer security.

- c. Faculty Association President Kathleen Duvall provided reports from faculty members. Foreign language instructor Jen McCarthy is teaching German this quarter. She and her students sang a German pop song they learned in the dining hall this morning. Their performance is on YouTube.

Activity Coordinator/Advising Specialist Jenn DeLeon and Simulation Tech Coordinator Andrea Elliot were key note speakers at the Simulation User Network (SUN) Conference held in Tacoma. They shared universal design teaching strategies as applied to medical simulation.

Art Instructor Rie Palkovic and Librarian Libby Sullivan held an art opening "Casting Indra's Net" at the Moses Lake Museum and Art Center.

Chemistry Instructor John Peterson attended the Association of American Colleges and Universities conference, Crossing Boundaries: Transforming STEM Education in Seattle November 12-14. His attendance was funded in part by Heritage University and BBCC. He said he is very grateful for BBCC's support.

Philosophy Instructor Dr. Dennis Knepp reported that his ninth publication in the Pop Culture and Philosophy series was published. His essay titled "The Mind of Blue

Snaggletooth: The Intentional Stance, Vintage Star Wars Action Figures, and the Origins of Religion” is in chapter 25 of *The Ultimate Star Wars and Philosophy*.

STEM Math Instructional Specialist Sarah Adams reported the first annual engineering night was held in the STEM Center with Genie Industries, REC Silicone, and SGL Carbon Fiber showcasing their engineering employment opportunities. Representatives from CWU, EWU, WSU and WSU Tri-Cities also attended. The audience participated in the interactive presentations.

Biology Instructor Kathleen Duvall shared about the ABC’s of water conservation presentation from adjunct instructor Mariah Whitney’s environmental science class.

Trustee Mike Villarreal applauded the STEM engineering night event. Connections between local business and BCC are critical. He suggested coordinating an event with the Othello High School math and science departments.

- d. Director of Maintenance & Operations Todd Davis provided VP Linda Schoonmaker’s report. BCC sustained some wind damage during the recent storm; the baseball bleachers flipped. A structural engineer reviewed the “wiggly wall” in the DeVries Activity Center and provided suggestions for repair or replacement. A PTEC building meeting is scheduled tomorrow to process through selection of the building site. Civil engineers completed the strengths, weaknesses, opportunities, and threats (SWOT) analysis, and it will be shared with BCC tomorrow. The women’s softball announcer’s booth is almost completed. Staff continue to meet regarding the remodel of the admissions and registration areas.
- e. VP Bob Mohrbacher shared the postsecondary attendance rates of local high school students. The agriculture program coordinator job, funded by the Kubota donation, has been posted. An organization in Korea is working with BCC and South Seattle Community College to coordinate sending aviation students for education.
- f. VP Kim Garza reported the recruitment cycle is starting early this year. HR is posting faculty positions for Business Information Management (BIM), aviation, and agriculture along with other positions. VP Garza stated the candidate pools have been very good; BCC has a good reputation for supporting students and as an employer.
- g. Executive Director of the Foundation Leanne Parton reported that the Foundation Board chose Badgely Phelps for investment management. The Foundation will begin using scholarship software to process applications. The year-end appeal letter and a modified catalog will be shared later this week. Director Parton provided a summary of the trustees’ scholarship account, which totals \$41,000. This account funds the local Transforming Lives Recognition dinner and part-time student scholarships.

## **5. 2016-17 Academic Calendar Memorandum of Understanding**

VP Kim Garza explained that the academic calendar is developed during negotiations. There were no negotiations this year. The proposed academic calendar attached has been agreed to by the faculty and administration.



Motion 15-56

Trustee Juanita Richards moved to approve the 2016-17 Academic Calendar Memorandum of Understanding as presented. Trustee Mike Villarreal seconded, and the motion carried.

**6. Board Policy for Information**

VP Mohrbacher explained that the attached proposed board policy (BP) is required by SB5969. The policy provides documentation for the current procedure. An administrative procedure will be implemented after the board approves the BP. This BP will be presented for the board's approval during the next board meeting.

**7. 2016 Board Meeting Schedule**Motion 15-57

Trustee Juanita Richards moved to approve the 2016 board meeting schedule. Trustee Mike Villarreal seconded, and the motion carried.

**8. Assessment of Board Activity**

Trustee Mike Villarreal reported that he attended the entrance conference for the 2014 fiscal year audit. He also advocated for education with Senator Schoesler in Othello. Trustee Villarreal reported that a community member shared with him about how BBCC made a difference and helped her get back on track.

Trustee Stephen McFadden reported that he attended the entrance conference and a risk assessment interview for the 2014 fiscal year audit. He also attended two PTEC sessions, and discussed PTEC with Senator Schoesler.

**9. Next Regularly Scheduled Board Meeting**

The next regular board meeting is set on Thursday, January 21, at 1:30 p.m.

**10. Miscellaneous**

President Leas stated the Transforming Lives Award dinner is next Wednesday at 6:00 p.m. in the Masto Conference Center. Nominee Timothy Woodiwiss was notified that he is one of five statewide awardees. He will attend the Transforming Lives event in Olympia, January 24.

President Leas invited everyone to attend the Women's basketball game against Whatcom Community College. The new syndaver (full-body synthetic surgical simulator) is set up in the STEM building. The trustees are invited to visit the syndaver following the board meeting on January 21.

The holiday potluck is scheduled Friday, December 18 at noon in the Masto Conference Center.

Trustee Mike Villarreal asked about the role of the trustees in the case of a violent event at BBCC. The group discussed developing a draft policy defining the process. Trustee McFadden stated the board defers to the president. President Leas stated the trustee role is to develop policy to protect students and employees in case of emergency. Trustee McFadden stated Director Foreman is doing a good job with safety and security

information. VP Mohrbacher stated the incident management structure could be shared with the board. Trustee McFadden asked about viewing the short video of a scary moment that occurred in the business office during the next board meeting.

Motion 15-58

Trustee Mike Villarreal moved to adjourn the board meeting.  
Trustee Juanita Richards seconded, and the motion carried.

The meeting adjourned at 2:49 p.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3**      CONSENT AGENDA (for information)

b.      President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from November 20, 2015, through December 31, 2015, follow.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/23/15	PTEC Site SWOT	Facilities Planning	BBCC	
	Review Draft Agenda	Board Meeting Planning	BBCC	Board Chair Stephen McFadden
	PIO Doug Sly	Information Sharing	BBCC	
	PTEC Meeting	AMT Information	BBCC	
11/24/15	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	BBCC	
	Visit Ephrata School District Supt. Gerry Simon	Partnerships	Ephrata	
	Ephrata Rotary Presenter	Community Engagement	Ephrata	
	Visit Paul Lauzier Foundation	Partnerships	Ephrata	
	Dean of IR Valerie Parton	Program Support	BBCC	
11/25/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
11/30/15	Visit Soap Lake School District Supt Dan McDonald	Partnerships	Soap Lake	
	Observe Icelandic Forum	Student Success	BBCC	
	Attend Faculty Emeritus Joe Rogers' Memorial	Support	Moses Lake	
12/01/15	Transforming Lives Meeting	Planning	BBCC	
12/02/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement (CBIS Director Beth Laszlo Presenting)	Moses Lake	
12/03/15	PTEC Site Meeting	Facilities Planning	BBCC	
	Title V Unmanned Aerial Systems (UAS) Director Pat Ford	Planning	BBCC	
12/07/15	Present WACTC information to Business Affairs Commission (BAC)	System Support	Clover Park Technical College	BAC membership includes VPs and of Finance and Administration
	Foundation Director LeAnne Parton	Planning	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/09/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement (CBIS Director Beth Laszlo Presenting)	Moses Lake	
	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	Chris Cargill from the WA Policy Center
	Transforming Lives Event Rehearsal	Celebrate Student Success	BBCC	
	Transforming Lives Awards Dinner	Celebrate Student Success	BBCC	
12/10-11/16	WACTC Meetings	System Support	Lake WA Institute of Technology	
12/14/15	UAS Advisory Committee Meeting	Program Support	BBCC	
12/15/15	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Goodbye Lunch	Information Gathering Employee Support	Moses Lake	
	Title V Director Terry Kinzel	Program Support	BBCC	
	North Central WorkForce Development Council	Community Engagement	BBCC	
12/16/15	Grant Co EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement (CBIS Director Beth Laszlo Presenting)	Moses Lake	
	Director of Financial Aid Jeremy Iverson	Lowering Default Rates	BBCC	
	Transforming Lives Debrief	Planning	BBCC	
12/17/15	Rotary Board Meeting	Community Engagement	BBCC	
	STEM Director James Saucedo	Program Support	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/17/15	Foundation Finance & Executive Committee Mtg	College Support	BBCC	
12/18/15	PTEC Update with Architects	Facilities Planning	BBCC	
	Holiday Potluck	College Celebration	BBCC	

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

**c.** Student Success

The following summary is from the National Community College Benchmarking Project (NCCBP). While Big Bend continues to show strong performance in many national benchmarks, there are some declining trends evident in the report. Specifically, the rate of completion or transfer for new students has declined over several years. Big Bend's Achieving the Dream Data Team is examining this data and looking at ways to disaggregate the results in order to give us a more clear picture of why and how this decline is occurring.

Prepared by VP Bob Mohrbacher, Dean Valerie Parton

**RECOMMENDATION:**

None.

# National Community College Benchmark Project (NCCBP) 2015 Summary

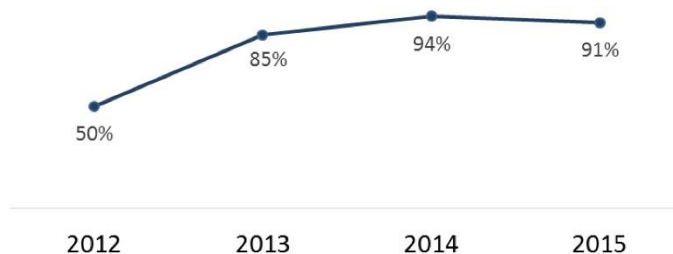
NCCBP is the largest benchmarking initiative for two-year institutions in the United States. The research is conducted by the National Higher Education Benchmarking Institute at Johnson Community College, Kansas. In 2015, 248 institutions participated in the study.

During the period reported, 80% of BBCC's students were first-generation college students (98<sup>th</sup> percentile) and 50% were Pell recipients (68<sup>th</sup> percentile), two primary characteristics linked to decreased student success. Despite this, BBCC performance in various areas of student achievement were considered college strengths by the NCCBP in 2015. The NCCBP defines a college strength as a rank at or above the 85<sup>th</sup> percentile nationally.

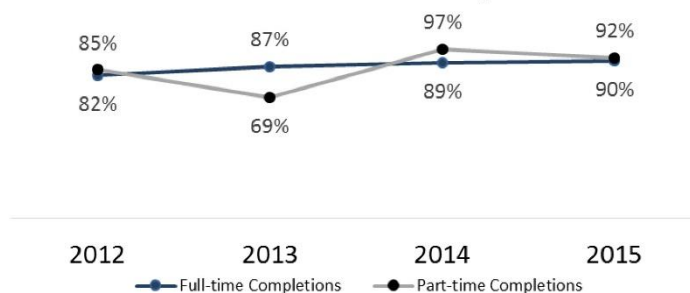
## Student Success:

The foundation of student success begins with student learning and success in the classroom. The first chart demonstrates how BBCC students' success in their classes compares to students' success at other community colleges. The second chart demonstrates BBCC's students' three-year completion rates compared to other colleges. While we can be pleased that BBCC's completion rates are significantly better than other community colleges (90<sup>th</sup> percentile for full-time students), the completion rate is 34%, leaving much room for improvement in this area. Additionally, when we include transfer with completion rates, we see a clear downward trend (see chart on next page).

### Institution-wide Credit Grades National Percentile Comparison



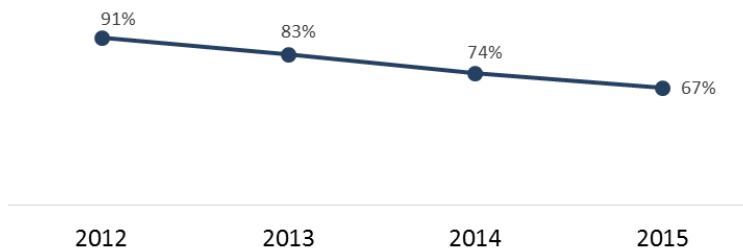
### Student Completions in Three Years National Percentile Comparison



BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers, and it will not be posted to a public website.



**BBCC Student Completion or Transfer in Three Years - Full-time, First-time Students  
National Percentile Comparison**

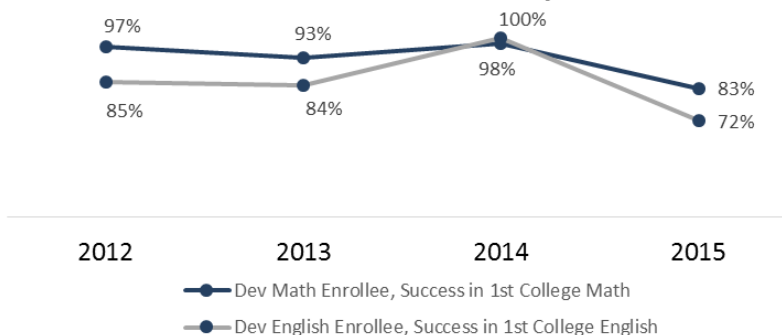


Not only has our percentile ranking dropped from the 91<sup>st</sup> in 2012 to the 67<sup>th</sup> in 2015, but the actual percentage of students in this group completing or transferring is also declining. This indicates that other colleges in the NCCBP study are not simply improving their completion or transfer rates and, thus, “bumping” us down in rank. Rather, the decline in ranking reflects the decline in student success in this category.

**Success after Developmental Education:**

Successfully completing developmental courses and moving into college-level courses is key to students’ academic progress and success. Nationally, BBCC ranks at the 93<sup>rd</sup> percentile for students successfully completing developmental math courses and at the 98<sup>th</sup> percentile for success in developmental English, but how do these students perform in their first college-level classes? The chart below shows that BBCC is doing well at moving students successfully through their first college-level math (83<sup>rd</sup> percentile). Our percentile ranking dropped in developmental students’ success in first college-level English (100<sup>th</sup> percentile in 2014 to 72<sup>nd</sup> percentile in 2015; however, we need to continue to track this over time to determine if this is a real trend or simply a one-year anomaly.

**Developmental Students' Success in 1st College Level Course  
National Percentile Comparison**



BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers, and it will not be posted to a public website.

### **Community Outreach:**

The benchmark measuring high school graduates enrolling at Big Bend the following fall has been under the 30<sup>th</sup> percentile in all four years that BBCC has participated in this study. Although low on this measure, additional data from the Washington State Research & Data Center provides BBCC with insight into outreach efforts at specific schools. For example, nearly 50% of recent Moses Lake High School graduates who attended college enrolled at BBCC. Additionally, over 50% of college-going graduates from Warden High School enrolled at Big Bend and 35%-40% of the same group enrolled from Ephrata High School.

### **Comparison Data:**

The table on page 3 illustrates BBCC reported values and rankings from 2012 through 2015 on select measures.

BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers, and it will not be posted to a public website.

**BBCC - Highlights**

Benchmark	BBCC Value				% Nat'l Rank			
	2012 <sup>a</sup>	2013 <sup>b</sup>	2014 <sup>c</sup>	2015 <sup>d</sup>	2012 <sup>a</sup>	2013 <sup>b</sup>	2014 <sup>c</sup>	2015 <sup>d</sup>
<b>Student Completion in 3 Years</b> (2012 data uses a fall 2008 cohort; 2013 data uses a fall 2009 cohort; 2014 data uses a fall 2010 cohort; 2015 data uses a fall 2011 cohort)								
Student Completion Full-time, first-time	31%	33%	35%	34%	82%	87%	89%	90%
Student Completion Part-time, first-time	17%	10%	36%	19%	85%	69%	97%	92%
<b>Student Completion or Transfer in 3 Years</b> (2012 data uses a fall 2008 cohort; 2013 data uses a fall 2009 cohort; 2014 data uses a fall 2010 cohort; 2015 data uses a fall 2011 cohort)								
Student Completion or Transfer Full-time, first-time	56%	49%	45%	43%	91%	83%	74%	67%
Student Completion or Transfer Part-time, first-time	41%	31%	39%	29%	95%	82%	92%	85%
<b>Persistence (Reenrollment)</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
Fall-to-fall Persistence Rate	51%	59%	58%	60%	65%	95%	93%	95%
Next-term Persistence Rate	n/a	90%	88%	90%	n/a	100%	98%	>99%
<b>Institution-wide Credit Grades</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
Success Rate	73%	79%	82%	82%	50%	85%	94%	91%
<b>Distance Learning Grades</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
% Enrollee Success	73%	71%	72%	75%	89%	75%	80%	88%
% A & B Grades	60%	56%	56%	62%	90%	69%	70%	89%
<b>Dev Ed Success</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
Dev Math Enrollee Success Rate	70%	67%	73%	73%	92%	85%	95%	93%
Dev English Enrollee Success Rate	87%	85%	84%	86%	100%	99%	98%	98%
<b>Dev Ed Stu, Success in 1st Col Level</b> (2012 data uses a fall 2009 cohort; 2013 data uses a fall 2010 cohort; 2014 data uses a fall 2011 cohort; 2015 data uses a fall 2012 cohort)								
Dev Math Enrollee, Success in 1st College Math	86%	83%	87%	77%	97%	93%	98%	83%
Dev English Enrollee, Success in 1st College English	80%	80%	100%	75%	85%	84%	100%	72%
<b>Core Academic Success</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
Comp I Enrollee Success Rate	77%	80%	87%	84%	83%	93%	98%	95%
Comp II Enrollee Success Rate	82%	89%	78%	74%	98%	99%	89%	69%
Algebra Enrollee Success Rate	77%	59%	59%	not offered	90%	42%	37%	not offered
Speech Enrollee Success Rate	87%	85%	87%	89%	90%	89%	90%	94%
<b>Instructional Faculty Load</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
% Credit Hours by Full-time Faculty	59%	56%	52%	56%	71%	62%	47%	54%
% Sections by Full-time Faculty	64%	59%	51%	50%	84%	75%	50%	48%
<b>High School Graduates Enrolling the Following Fall</b> (2012 data uses a fall 2010 cohort; 2013 data uses a fall 2011 cohort; 2014 data uses a fall 2012 cohort; 2015 data uses a fall 2013 cohort)								
District Public High Schools	18%	16%	15%	15%	29%	23%	23%	23%

<sup>a</sup>In 2012, 272 colleges participated in the project.

<sup>c</sup>In 2014, 261 colleges participated in the project.

<sup>b</sup>In 2013, 270 colleges participated in the project.

<sup>d</sup>In 2015, 248 colleges participated in the project.

BBCC Board of Trustees, Faculty, and Staff may view report details on the BBCC portal. Institutions subscribing to the NCCBP have agreed that the full report will not be made available to non-subscribers, and it will not be posted to a public website.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

d. Accreditation Update

President Terry Leas will attend the Northwest Commission on Colleges and Universities Annual Meeting on March 1. This meeting provides an overview on the current trends of national and regional accreditation. Dean of Institutional Research, Valerie Parton, will attend the Accreditation Liaison Officer training on March 2. This training gives specific training on required reporting outside of the major evaluations. Such reporting includes Annual Reports and Substantive Changes when the college offers a new degree program.

Prepared by Dean Valerie Parton.

**RECOMMENDATION:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

### ITEM #3: CONSENT AGENDA (for information)

- e. Capital Project Update

#### Ongoing Projects:

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

**Building 2000, Gymnasium, “Wiggly Wall,” 2<sup>nd</sup> Floor Balcony:** We are currently waiting for response from the engineer on estimating the costs and timelines with the various options for repair proposed.

**Professional Technical Education Center (New Building):** Instructors and staff met to review the three site selections and raise the pros and cons of each site. Meeting for more detailed analysis will possibly occur fourth week of January.

**Building 1400 Student Center Remodel:** The second meeting was held, and general agreements on how the space should be organized were made. A couple of possible floor plans have been provided and another meeting is to be scheduled the fourth week of January.

**Women’s Softball Announcer’s Booth:** This project is now completed.

**Simulation Lab:** Instruction has moved the SIM equipment in to the space, and the rooms are in use. There are still a few remaining contractor issues to be attended to, but the project is 98% complete. Our further work on the main hallway just outside of the new lab space will be refreshed with paint and new carpet with an estimated completion of Spring Break in March.

#### History:

##### **Building 2000, Gymnasium, Wiggly Wall, 2<sup>nd</sup> Floor Balcony:**

**12/3/2015:** While we were having our Facility Condition survey, Steve Lewandowski of the State Board Capital division suggested a different method of “shoring up” the “wiggly wall,” along with some other masonry concerns around campus. We asked DES to send a structural engineer to look at all of these masonry concerns. AHBL was here on November 17, and we expect a report in the next couple of weeks with details on severity of the various issues and the options to correct.

**10/29/2015:** The second floor balcony wall on the East side is experiencing some looseness of the CMU (concrete masonry unit) wall creating a wobble. The area is currently cordoned off for safety. Structural engineers have taken a look at it, and we are researching (\$) their suggestions for shoring up with bracing or replacing the wall with railing.

**Professional Technical Education Center (New Building):**

**12/3/2015:** We've had several initial meetings with staff, instructors, students, public, and partners. We will be having a site review meeting the day after this Board meeting to review SWOT for each of the three sites considered.

**10/29/2015:** We have set the dates on a series of meetings to gather information from the intended staff, instructors, students, public, and partners. Architects have been meeting with Instructors individually to inventory current equipment.

**9/10/2015:** Currently working on the project schedule with architect and DES for a completion date of predesign and submittal to the Office of Financial Management (OFM) in the spring of 2016.

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

**Building 1400 Student Center Remodel:**

**12/3/2015:** Our second meeting to discuss ideas and review some draft renderings of what the remodeled space might look like is scheduled for after this BOT meeting.

**10/29/2015:** Scheduled our first meeting of 'tenants' for October 30 to have a preview/general chat about what we want out of the remodel of the student center (registration/counseling/financial aid) area, what our funding might allow us to do, and what might be options for temporarily housing displaced folks

**9/10/2015:** Beginning backward planning for the timeline to make completion of June 30, 2017.

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

**Women's Softball Announcer's Booth:**

**12/3/2015:** The booth is up! Concrete apron is poured! Electrician in today (11/23) and floor tile to take place tomorrow (11/24). Burton Construction has been fabulous in providing progress reports and working with our staff as issues/options have arisen.

**10/29/2015:** Contractor (Burton Construction) has been ordering/receiving materials for the job. Currently scheduled to be on site middle of November to begin actual construction. Completion date in December remains on schedule.

**9/10/2015:** The NTP (Notice to Proceed) was received today for a start date of September 14.

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

**Simulation Lab:**

**12/3/2015:** Project is complete, occupancy permit granted, only punch list items remaining—mitigation of gap between double doors and correct rooms signs in place.

**10/29/2015:** Contractor has been delayed in finishing, we are expecting the final punch list Tuesday, October 20<sup>th</sup>.

**9/10/2015:** Sheetrock installation is occurring now and painting is scheduled for the week of the 7<sup>th</sup>. Then Electrician and casework installation. Current outlook is completion at end of September.

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

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

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

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

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

f. Safety & Security Update

The Safety & Security update is following.

Prepared by Director Kyle Foreman.

**RECOMMENDATION:**

None.





## MONTHLY REPORT DECEMBER 2015

<b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>	975
<b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b>	1
<b>SAFETY INCIDENTS REPORTED</b>	1
<b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>	0
<b>EMERGENCY NOTIFICATIONS ISSUED (as per Clery Act)</b>	4 (WEATHER)
<b>FIRE EVACUATION DRILLS CONDUCTED</b>	1
<b>HAZARDOUS CHEMICALS LISTED ON CAMPUS (SAFETY DATA SHEET REQUIRED)</b>	1206

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

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

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

	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	June 2015	July 2015	Aug. 2015	Sept. 2015	Oct. 2015	Nov. 2015	Dec. 2015	YTD
<b>Arrests and Violations</b>													
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	1	0	0	0	0	0	0	0	0	1
[35A] Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Violations	7	2	0	2	0	0	0	0	1	0	0	0	12
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Criminal Offenses</b>													
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0	0	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-I, 8j) [200] Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>													
<b>(2a) Forcible</b>													
[11A] Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0	0	0	0	0	0	0
[11D] Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>(2b) Non-Forcible</b>													
[36A] Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>													
<b>Larceny or theft</b>													

Race bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>													
Race bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>													
Race bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction, damage or vandalism of property</b>													
Race bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Criminal Offenses</b>													
[510] Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	1	0	1
[270] Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	1	0	0	0	0	0	0	1
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	2	0	0	0	0	0	0	2
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0	0	0	0	0	0	0

[23H] Other Larceny	0	0	1	0	0	0	0	0	0	1	0	0	2
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NIBRS Group B Offenses</b>													
[90A] Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	1	0	0	0	0	0	0	1
[90D] Driving Under the Influence	0	0	0	0	0	0	1	0	0	0	0	0	1
[90E] Drunkenness	0	0	0	0	0	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0	0	0	0	1	0	1
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Vehicle Collisions</b>													
Non-injury	0	1	0	0	1	0	0	0	0	0	0	1	3
Injury	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Type Incident (Not categorized)</b>													
Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0	0	0	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0	1	0	0	1
Hostile Person - No Assault/Crime	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fires</b>													
All incidents	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Combined Incidents</b>													<b>27</b>

<b>Notices Against Trespass Issued</b>													
Non student banned from dorms	1	0	0	1	0	0	0	0	0	0	0	0	2
Student banned from dorms	0	2	0	1	0	0	1	0	1	0	0	0	5
Non student banned from campus	0	0	0	0	0	1	0	0	0	1	1	0	3
Student banned from campus	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>													<b>10</b>

## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

g. Human Resources Report

### **BACKGROUND:**

#### **Recruitment & Selection:**

Julie Chang accepted the position of Engineering Curriculum Specialist with the STEM Grant. Julie began work at BBCC on January 4.

Enedelia Nicholson accepted the position of Coordinator of Student Recruitment and Outreach. Enedelia began work at BBCC on January 4.

Laura Goodall accepted the position of Program Assistant for the Title V Unmanned Aerial Systems grant. Laura also began work at BBCC on January 4.

David Johnson and Lisa Johnson accepted the position of Custodian 1 within the M & O Department. These positions are full-time, civil service positions. Both employees began work on January 7.

Kristine Sarles accepted the position of Instruction and Classroom Support Technician 2 supporting the Science courses and labs. Kristine replaces Kirsten Krcma who resigned in December. Kristine started work at BBCC on December 28.

Screening committees are currently reviewing applications for the following positions:

- Director of Advising for the Title V Unmanned Aerial Systems grant
- Agriculture Program Coordinator
- English Instructor (2 positions)

The position of Business Information Management Instructor has been posted. This is a full-time, tenure track faculty position that replaces Daneen Berry-Guerin. First review of applications will begin on February 15.

The position of Custodian 4 has been posted. This position replaces Valerie Mestdagh who retired in November 2015. This is a full-time, civil service position. The position closes on January 15.

#### **Training:**

The Science Behind Blindspot on November 13, 2015 at BBCC – 14 (attendees include Exempt, Faculty and Classified employees)

**Training continued:**

Blindspot-Words Matter on November 20, 2015 at BBCC – 17 (attendees include Exempt, Faculty and Classified employees)

Blindspot-Words Matter on December 4, 2015 at BBCC – 15 (attendees include Exempt, Faculty and Classified employees)

WA State DES Trainings-November & December 2015:

WA State Purchasing & Procurement Ethics-6  
WA State Contract Management 101 – 4 Modules-1  
WA State Small Purchases-7  
WA State Purchasing & Procurement 101 – 4 Modules-1  
(attendees include Exempt, Faculty, and Classified employees)

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

Sarah Adams-

CTC LDA on November 13 at Skamania Lodge

Daneen Berry-Guerin-

Boeing Manufacturing Workforce Initiative Webcast on November 4 at BBCC  
BAS Fall Conference on November 10 at South Seattle CC

Linda Chadwick-

“Think About It: Community College” Online on December 8 at BBCC

Mike De Hoog-

Research Methods and Analysis, MCAA 550 Class Online from August 17-October 30 through Concordia University Irvine

Kara Garrett-

Bachelor of Applied Science (BAS) Conference on November 10 at South Seattle CC  
Dual Enrollment Conference on November 12 at BBCC

Kim Garza-

HRMC Meeting on November 5-6 at Whatcom CC  
Solutions & Best Practices (Inclusion & Diversity) on November 13 at Stevenson, WA  
“A Primer for Public Records” Online December 16 at BBCC  
Bridges: Building a Supportive Community Online on December 21 at BBCC  
Sexual Assault Investigation Refresher Course: Overview of the Trauma Informed Approach to Sexual Assault Investigations on Campus on December 29 at BBCC

Kim Jackson-

Campus Security Authority Training-Association for the Promotion of Campus Activities on November 6-8 in Atlanta, GA  
Recent Developments in Campus Law: Clery, SaVE, CASA, HALT, Title IX, Title IV, etc.-Association for the Promotion of Campus Activities on November 6-8 in Atlanta, GA

**Training continued:**

Bonnie Jeffery-

Mountain Pacific Association of Colleges and Employers Conference on December 9-11 in Anaheim, CA

Jeremy Kelley-

Exchange 2016-What Has Changed Webinar on November 12 at BBCC

Terry Leas-

Title IX SB-967, Affirmed Consent and the Future of Collegiate Sexual Assault

Prevention-Education Law Association Conference on November 5 in Cleveland, OH

The Best of Both Worlds? An Analysis of UCF vs. Plancher and Its Implications for

University Direct Support Organizations-Education Law Association Conference on

November 5 in Cleveland, OH

Lessons Learned from Corman v NCAA-Education Law Association Conference on

November 5 in Cleveland, OH

The Impact of OCR Clery Investigation on ASR Sexual Assault Statistics-Education Law

Association Conference on November 5 in Cleveland, OH

Protecting Yourself and Your Institution from Workplace Bullying and Harassment: An

Update and Further Developments in the Law and Policy-Education Law Association

Conference on November 6 in Cleveland, OH

Legal Issues Addressing University Information Accessibility-Education Law Association

Conference on November 6 in Cleveland, OH

School Bullying: Relationship of Student Victim Characteristics and Types of Bullying

Actions with Case Law Outcomes-Education Law Association Conference on November

6 in Cleveland, OH

Higher Education Institutions and Regulation of "Open" Areas of Campus-Education

Law Association Conference on November 6 in Cleveland, OH

Monica Medrano-

Faculty and Staff of Color Conference on November 4-6 in Bellingham

Raffaella Pixton-

Protecting Student Information Webinar (DOE) on November 12 at BBCC

Linda Schoonmaker-

Engineering & Architectural Services Client Workshop, WA DES E&AS Division on

November 4 in Tacoma

Fostering Learning through Furniture and Interior Design Webinar on November 16 at

BBCC

Jeremy Seda-

Phi Theta Kappa open session on November 13 at BBCC

Heidi Summers-

Michael Nash Excellence in Management on November 6 in Wenatchee

**Training continued:**

Tyler Wallace-

Nash Leadership Conference on November 2 in Wenatchee

Ability to Benefit Webinar on November 9 at BBCC

HS21+ Webinar on November 10 at BBCC

Dual Credit Workshop on November 12 at BBCC

Fall CTC Leadership Association Conference on November 13 at Skamania Lodge

CCRS 101: An Introduction to the CCRS on November 20 at CBC

Leadership Training for Workforce Deans via ITV on December 9 at BBCC

Susan Workman-

Annual NAEOP (Northwest Association of Education Opportunity Programs)  
Conference on

October 18-21 in Spokane

Eastern Washington Counselor Day on October 30 at EWU

## PERSONNEL REPORT October 1, 2015 - December 31, 2015

<b>EMPLOYEE SEPARATIONS 10/1/15 -12/31/15</b>			
<b>SEPARATION DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>SEPARATION REASON</b>
11/13/2015	Linda White	Custodian 1	Retired
11/30/2015	Valerie Mestdagh	Custodian 3	Retired
12/8/2015	Terry Stenzel	Media Technician Lead	Resigned
12/15/2015	Kirsten Krcma	Instruction & Classroom Support Technician 2	Resigned
<b>NEW HIRES/PROMOTIONS/TRANSFERS 10/1/15 - 12/31/15</b>			
<b>START DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>REPLACING</b>
10/1/2015	Andrea Elliott	Simulation Technology Coordinator	New Title V grant position
10/1/2015	James Saucedo	Director of STEM Grant	Andre Guzman (promotion for James)
10/6/2015	Pat Ford	Title V Unmanned Aerial Systems (UAS) Grant Manager	New Title V grant position
10/12/2015	Rita Ramirez	TRiO Student Support Services Academic Advisor	Raffaella Pixton
10/26/2015	Trudie Roy	Business Information Management (BIM) Program Support Specialist	New one academic year position
12/28/2015	Kristine Sarles	Instruction & Classroom Support Technician 2	Kirsten Krcma
<b>SEARCHES IN PROCESS</b>			
<b>POSITION</b>		<b>STATUS</b>	<b>REPLACING</b>
Business Information Management (BIM)/Business Instructor		First review 2/8/16	Daneen Berry-Guerin
English Instructor (2)		First review 1/29/16	Cara Stoddard/John Carpenter
Flight Instructor (2)		Accepting applications	Joe MacDougall/Greg Crane
Nursing Instructor non-tenure track		Accepting applications	Amber Bravo
Library Consortium Services Manager		First review 12/30/15	New position for WACTCLC
Agriculture Education Coordinator/Instructor		First review 1/4/16	New position
Director NOA UAS Program Academic Advising		First review 12/1/15	New Title V grant position
Custodian 4		Closes 1/15/16	Valerie Mestdagh
<b>FALL PART-TIME FACULTY: 112</b>			
<b>FALL PART-TIME HOURLY: 81</b>			
1/7/2016			



## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

### ITEM #3: CONSENT AGENDA (for information)

#### h. Classified Staff Report

#### **BACKGROUND:**

The STAR Committee helped decorate for the event and took pictures at our photo booth for the Holiday potluck/social on December 18, 2015. The pictures are posted on the BBCC Portal. This was a fun day filled with activity that was enjoyed by all.

Our winter quarter Community Service Project has begun, and we will be collecting donated items for Daze of Camelot Animal Sanctuary (DOCAS). DOCAS is a local non-profit organization that provides a final home for elderly, abused, and disabled animals of all types. They have been providing this local service since 1996.

Donnie Brown, Information Technology Specialist 1, will be presenting a STAR hosted training opportunity "Online Security & Safety/Computer Technology" for classified staff on January 14. Donnie will provide helpful information about online security & safety for work and home computers. He will also share some smart-tips that can prevent general issues or problems with computers.

The STAR Committee's classified staff buddy system continues to be successful. Every new classified staff employee is assigned a buddy from our STAR Committee. The buddy is a contact or go-to-person for the new employee to help ensure successful onboarding for the new classified staff employee. Our buddy checklist is used as a guide to ensure the new employee has keys, name tags, tours, introductions, knows how to complete work orders, or for the new employee to just ask any question regarding the climate of BBCC, who to contact, etc.

The STAR Committee has provided a draft of a proposal to Kim Garza, VP Human Resources & Labor for a "Classified Staff Presidential Award." Our committee worked on the proposal during our last meeting. The award would be similar to the emeritus status already in place for retiring exempt and faculty employees including eligibility criteria, nominations, and review by the STAR Committee for referral to the President of BBCC.

Since November, a number of individual classified staff members completed **Training Opportunities** for professional or personal development through online webinars or attending statewide conferences (listed on the next page).

**Classified Staff Training** (November 2015)

<b>Training</b>	<b>Date(s)</b>	<b>Participa nts</b>	<b>Employee</b>	<b>Locatio n</b>
Diversity Training, Science Behind the Blindspot-Ryann Leonard, Presenter	October 30 & November 13	10	Amber Brown, Barbara Collins, Karen Girone, Karen Okerlund, Taisa Timofeyev, Alicia Wallace, Robin Arriaga, Amber Jacobs, Cassandra Fry, Hope Candanoza	BBCC Campus
Career Enhancement and Education-Bonnie Jeffery, Presenter	November 19	16	Robin Arriaga, Starr Bernhardt, Heidi Bratsch, Cheryl Brischle, Amber Brown, Barbara Collins, Cassandra Fry, Julia Gamboa, Amber Jacobs, Tana Richins, Jennifer Starr, Taisa Timofeyev, Esther Valdez, Jonie Walker, Alicia Wallace, Tracey Weiser	BBCC Campus
Diversity Training, Words Matter- Multicultural Team Presenters	November 20	5	Robin Arriaga, Barbara Collins, Karen Girone, Taisa Timofeyev, Alicia Wallace	BBCC Campus
Prior Learning Assessment Conference	November 6	1	Ruth Coffin	CWU
Hiring a Hacker: Auditing & Penetration Testing Tips, Tricks 7 Traps	November 18	1	Brandy Searcy	Webinar
Dual Credit-Running Start & College in the High School	November 12	1	Debbie Simpson	BBCC Campus

Prepared by Robin Arriaga and Barbara Collins.

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

i. Enrollment Report

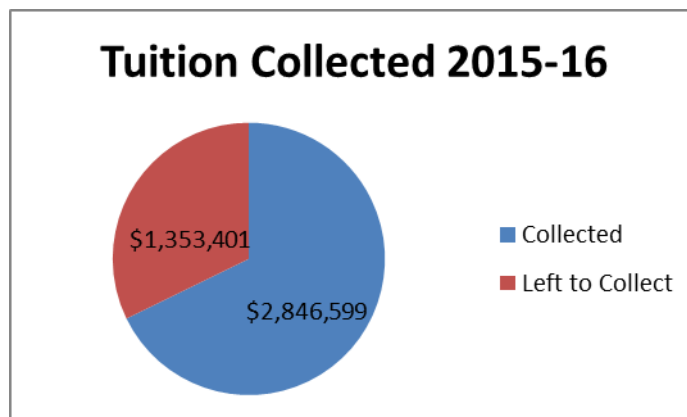
**BACKGROUND:**

The Fall Quarter 2015 final enrollment numbers are provided for your information. Total headcount was up 7%; State Funded FTE was up 3%; and our total FTE was up 6.5%. While the headcount for Running Start did not increase much, the Running Start FTE increased 22%. Last year many of the Running Start students were enrolled part time at Ephrata HS, students at the high school are no longer included in the Running Start program numbers. As noted on the report, our Math 080 classes are now included in the ABE/ESL numbers, previously they were included in the Academic numbers.

The tuition amount budgeted for 2015-2016 is \$4,200,000. As of December 31, 2015 we have collected \$2,846,599 or 67.8% of the budgeted amount. As of December 31, 2014 we had collected \$2,955,771 or 67.2%.

### TUITION COLLECTION REPORT

	<u>2015-16</u>	<u>2014-15</u>
Annual Budget	\$ 4,200,000	\$ 4,400,000
Total Collections as of December 31	\$ 2,846,599	\$ 2,955,771
As a % of annual budget	67.8%	67.2%
Left to collect to meet budget target	\$ 1,353,401	\$ 1,444,229



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

## F.T.E. REPORT

2014-2016

	<b>QTRLY <u>FTEs</u></b>	<b>ANNUAL <u>FTEs</u></b>
<b>1st year (14-15)</b>		
SUMMER	314.0	104.7
FALL	1591.1	530.4
WINTER	1619.9	540.0
SPRING	1496.1	498.7
<b>2nd year (15-16)</b>		
SUMMER	360.8	120.3
FALL	1640.4	546.8
WINTER	1486.1	495.4
SPRING		0.0
<b>TOTAL</b>	<b><u>8508.4</u></b>	<b><u>2836.1</u></b>
1st year annual FTE Target	5181	1727
2nd year annual FTE Target	5175	1725
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2836.1
Past year + current year allocation		3452.0
% of allocation target attained to date		82.2%
Add'l FTEs to meet minimum 96%	1433.4	477.8
Add'l FTEs to meet target 100%	1847.6	615.9
FTEs over funding level - 1st year	-159.9	-53.3
FTEs over funding level - 2nd year	-1687.7	-562.6

# FALL FINAL ENROLLMENT REPORT

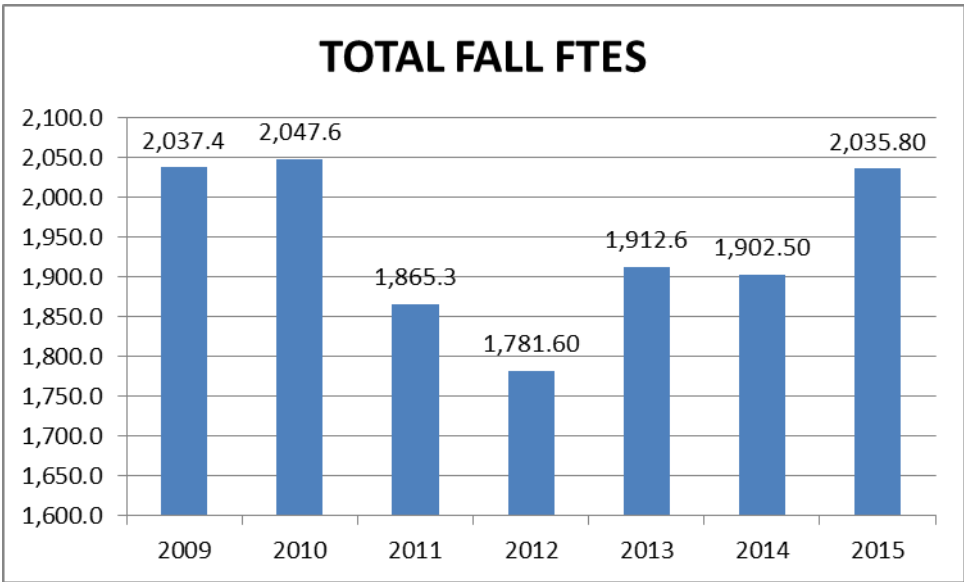
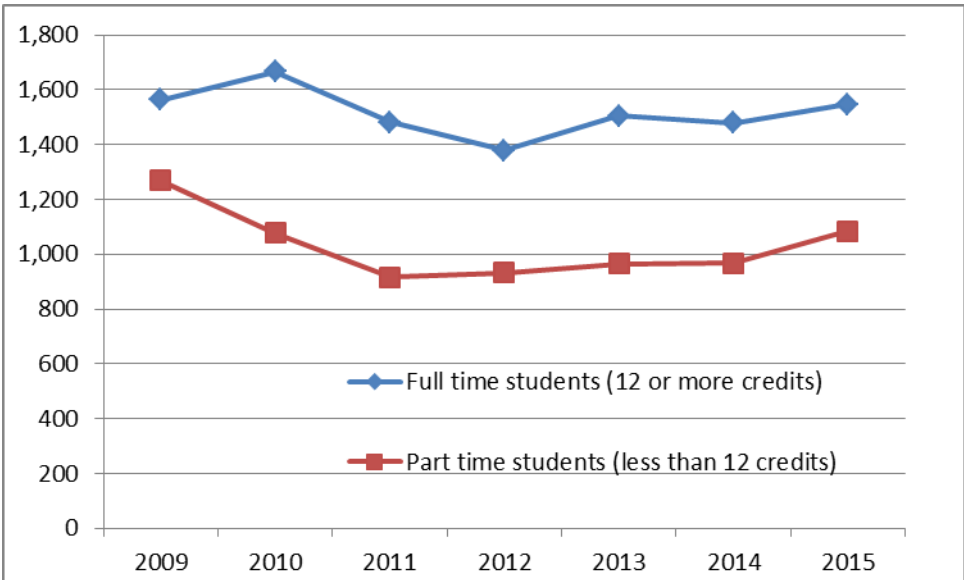
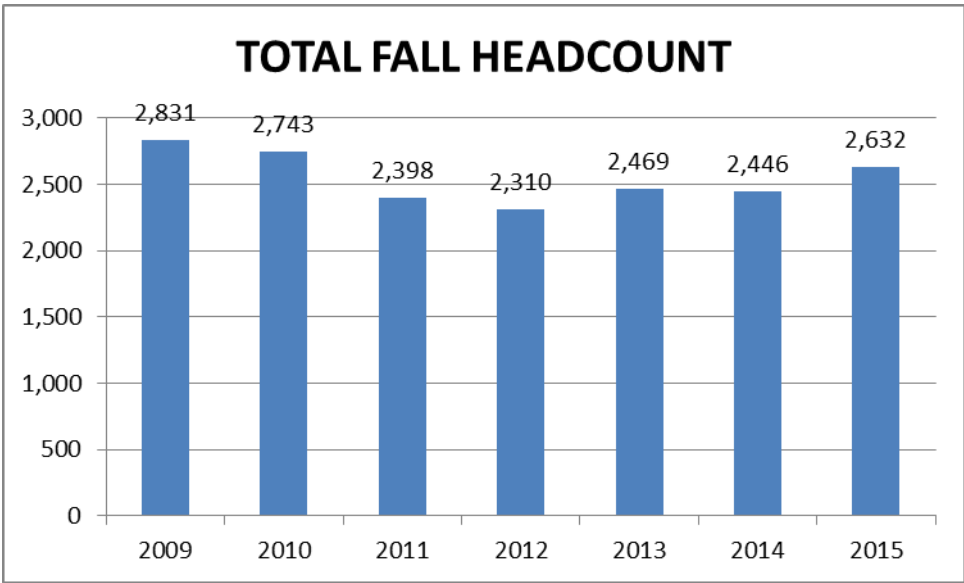
## HEADCOUNTS

	FALL	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
<b><u>ETHNIC ORIGIN</u></b>								
Amer. Indian/Alaska Ntv		39	29	30	31	34	25	50
Asian/Pacific Islander		52	43	44	30	30	37	42
Black		39	45	34	40	42	44	47
Hispanic		887	854	876	836	917	975	953
White		1615	1,475	1,485	1,373	1,375	1,662	1,505
<b><u>SEX</u></b>								
Female		1,408	1,274	1,387	1,307	1,389	1,558	1,626
Male		1,218	1,163	1,073	986	1,008	1,062	1,118
Not Coded		6	9	9	17	1	123	87
<b><u>STUDENT STATUS</u></b>								
Full time (12 or more crs)		1,548	1,479	1,504	1,378	1,481	1,666	1,563
Part time (less than 12 crs)		1,084	967	965	932	917	1,077	1,268
Percent full time		58.8	60.5	60.9	59.6	61.7	60.7	55.2
<b><u>BY TIME/LOCATION</u></b>								
On-Campus Day		2,099	1,951	1,844	1,783	1,887	2,152	2,095
On-Campus Evening		177	179	194	185	137	176	203
Off-Campus Day/Online		199	191	264	151	192	198	251
Off-Campus Evening		157	125	167	191	182	217	282
<b>TOTAL HEADCOUNT</b>		<b>2,632</b>	<b>2,446</b>	<b>2,469</b>	<b>2,310</b>	<b>2,398</b>	<b>2,743</b>	<b>2,831</b>
Running Start		369	357	214	165	166	153	146
International		10	9	4	2	7	5	3

## FTES

	FALL	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
<b><u>STATE FUNDED</u></b>								
ABE/ESL		194.6	130.2	169.6	170.2	174.7	164.4	218.1
Academic		918.1	931.9	952.8	858.3	949.9	1,030.80	956.6
Occupational		527.7	529.0	558.8	584.3	564.3	618.3	593.5
<b>TOTAL STATE FTES</b>		<b>1640.4</b>	<b>1,591.1</b>	<b>1,681.2</b>	<b>1,612.8</b>	<b>1,688.9</b>	<b>1,813.5</b>	<b>1,768.2</b>
<b><u>OTHER FTES</u></b>								
Community Service		1.8	2.5	0.7	3.1	5.4	2.9	8.0
International Contract Stds		0	0	0	0	0	0	0
Contract Funded		39.8	27.7	17.3	14.9	10.6	86.7	121.9
Running Start		338.9	264.3	192.7	146.3	147.3	131.1	125.5
Other (Employ., Sr. Cit.)		14.9	16.9	20.7	4.5	13.1	13.4	13.8
<b>GRAND TOTAL FTES</b>		<b>2,035.80</b>	<b>1,902.50</b>	<b>1,912.6</b>	<b>1,781.6</b>	<b>1,865.3</b>	<b>2,047.6</b>	<b>2,037.4</b>

ABE/ESL Fall 2015  
MATH 080 moved to ABE class  
19.2 FTE



**BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #3:** CONSENT AGENDA (for information)

j. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of December 31, 2015, is attached for Board review. There was 59.14% of the state operating budget remaining.

Prepared by Director of the Business Office Char Rios.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF DEC 31, 2015**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/15		As of 12/31/15	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,959,606	49,908	5,009,514	1,789,811	3,219,703	64.27%
	BENEFITS	1,575,604	12,807	1,588,411	634,720	953,691	60.04%
	GOODS&SVC	439,143	308,545	747,688	143,987	603,701	80.74%
	TRAVEL	60,108	0	60,108	20,845	39,263	65.32%
	EQUIP	67,814	0	67,814	25,963	41,851	61.71%
	<b>TOTAL</b>		<b>7,102,275</b>	<b>371,260</b>	<b>7,473,535</b>	<b>2,615,325</b>	<b>4,858,210</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	657,060	0	657,060	313,173	343,887	52.34%
	BENEFITS	216,236	0	216,236	105,647	110,589	51.14%
	GOODS&SVC	38,558	0	38,558	23,482	15,077	39.10%
	TRAVEL	10,950	0	10,950	1,965	8,985	82.05%
	EQUIP	6,500	0	6,500	1,492	5,008	77.05%
	<b>TOTAL</b>		<b>929,304</b>	<b>0</b>	<b>929,304</b>	<b>445,759</b>	<b>483,545</b>
<b>050 LIBRARY</b>	SALARIES	358,518	0	358,518	161,293	197,225	55.01%
	BENEFITS	135,384	0	135,384	62,631	72,753	53.74%
	GOODS&SVC	78,656	0	78,656	44,523	34,133	43.39%
	TRAVEL	2,100	0	2,100	1,039	1,061	50.50%
	EQUIP	20,000	0	20,000	19,182	818	4.09%
	<b>TOTAL</b>		<b>594,658</b>	<b>0</b>	<b>594,658</b>	<b>288,669</b>	<b>305,989</b>
<b>060 STUDENT SERVICES</b>	SALARIES	1,098,808	41,885	1,140,693	489,319	651,374	57.10%
	BENEFITS	383,217	6,915	390,132	178,465	211,667	54.26%
	GOODS&SVC	66,121	56,028	122,149	64,664	57,485	47.06%
	TRAVEL	8,400	15,591	23,991	5,010	18,981	79.12%
	EQUIP	0	0	0	0	0	0.00%
	GRANTS	442,474	(896)	441,578	270,177	171,401	38.82%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	<b>TOTAL</b>		<b>2,014,501</b>	<b>119,523</b>	<b>2,134,024</b>	<b>1,007,636</b>	<b>1,126,388</b>
<b>080 ADMIN.</b>	SALARIES	1,574,585	0	1,574,585	785,029	789,556	50.14%
	BENEFITS	542,117	0	542,117	263,455	278,662	51.40%
	GOODS&SVC	837,639	0	837,639	306,988	530,651	63.35%
	TRAVEL	59,500	0	59,500	20,460	39,040	65.61%
	EQUIP	22,450	0	22,450	6,061	16,389	73.00%
	<b>TOTAL</b>		<b>3,036,291</b>	<b>0</b>	<b>3,036,291</b>	<b>1,381,994</b>	<b>1,654,297</b>
<b>090 M&amp;O</b>	SALARIES	1,165,416	0	1,165,416	536,140	629,276	54.00%
	BENEFITS	467,792	0	467,792	223,313	244,479	52.26%
	GOODS&SVC	863,109	0	863,109	404,434	458,675	53.14%
	TRAVEL	7,025	0	7,025	792	6,233	88.73%
	EQUIPMENT	41,087	0	41,087	3,384	37,703	91.76%
	DEBT SERV.	200,841	0	200,841	4,025	196,816	98.00%
	<b>TOTAL</b>		<b>2,745,270</b>	<b>0</b>	<b>2,745,270</b>	<b>1,172,088</b>	<b>1,573,182</b>
<b>TOTAL BUDGET</b>		<b>16,422,299</b>	<b>490,783</b>	<b>16,913,082</b>	<b>6,911,471</b>	<b>10,001,611</b>	<b>59.14%</b>

CORRECTION to Opp Grant (061.5FPP)and ABE Grant (018.7E11) 2,454  
CORRECTION to Opp Grant (061.2A96)and ABE Grant (011.2A91) (2,454)  
I-DEA GRANT 018.7DEA 53,730  
College Affordability Program Tuition ALLOCATION #2 207,474  
Worker Retraining Variable ALLOCATION #2 82,000  
Basic Skills Enhancement - ALLOCATION #3 26,551  
Student Achievement Initiative - ALLOCATION #4 121,028

**TOTAL ADJUSTMENTS TO ALLOCATION 490,783**



## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

**ITEM #5:** President's Evaluation (information/action)

### **BACKGROUND:**

During the September Board Retreat, the Trustees expressed an interest in possibly conducting two annual surveys. The first, in odd-numbered years, would continue to be the campus-wide feedback survey. This survey is based on the current list of leadership competencies. The new survey would be conducted in even-numbered years and would gather feedback from selected individuals both inside and outside of the college community who work closely with the President.

If the trustees wish to move forward with this type of survey, we will need to complete the following items:

- Define survey participants (form attached). This form will help determine who to include in the survey process. There can be as many participants in each category as preferred. VP Kim Garza suggests listing individuals with whom the President works frequently such as other presidents, foundation board members, EDC members, etc. If the trustees wish to participate under the "your boss" category we would just summarize their feedback as a single group rather than individual responses. This may be beneficial in comparing the perspectives of the different groups.
- Develop and finalize a survey tool. A draft tool could be presented at the March meeting with the final approval at the April meeting.
- Determine survey schedule. VP Garza suggests launching the survey in May with feedback available to the BOT prior to their retreat in September.

Prepared by Vice President Kim Garza.

### **RECOMMENDATION:**

None.

## 360 Respondent List

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please identify your Respondents according to the categories listed below. The total number of Respondents should equal at least 30, including your self-assessment. Please forward your list to Kim Garza for distribution of the 360 surveys.*

Your Boss:

Peers (recommend 20):

Direct Reports (recommend 5):

Others (recommend 5):

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #6:** Crisis Management Update & Video (information)

### **BACKGROUND:**

#### Crisis Management Update

The flow chart for BBCC's Crisis Management Team defines which positions must be filled in order to manage effectively an incident impacting the campus. There is also some flexibility embedded to accommodate the substitution of persons filling each role. It's not likely that every person on the Crisis Management Team is going to be on campus 100% of the time and available. Therefore, our team has primary and secondary people assigned.

#### Business Office Incident Video

On October 27, 2015 at about 8:10 a.m., a person entered the BBCC Business Office dressed in dark clothing, a ski mask, gloves and pulling a large-wheeled suitcase. That person, identified a short time later as Felix Barela, has a history of odd behavior in at least two counties. The video, which will be presented today, will emphasize the need for ongoing security and safety training at BBCC. Although Mr. Barela's visit on 10/27 resulted only in his wanting a refund for a placement test, Barela's apparel that day was shocking to employees.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## 6.0 CRISIS MANAGEMENT TEAM

In the event of a campus-wide emergency, the Crisis Management Team will be activated. The CMT and Multi-Hazard Plan are designed to assign leadership roles to the functional components necessary to manage any emergency situation. The CMT consists of members of the Executive Staff, senior administrators, faculty, and staff. This group, when convened by the President or a senior administrator, will direct the actions of the campus employees during emergencies.

To ensure that all responses to any incident or emergency are carried out efficiently and in the most expedient manner possible, various staff organizations of the College are tasked with specific responsibilities which must be accomplished during an emergency. The President or designee has overall responsibility for managing the event. However, the President or designee relies on the technical expertise of the College's Executive Staff to facilitate all emergency operations. Specific functional responsibilities are assigned as follows:

### Functional Areas

This system will be activated in the event of a campus-wide or regional emergency.

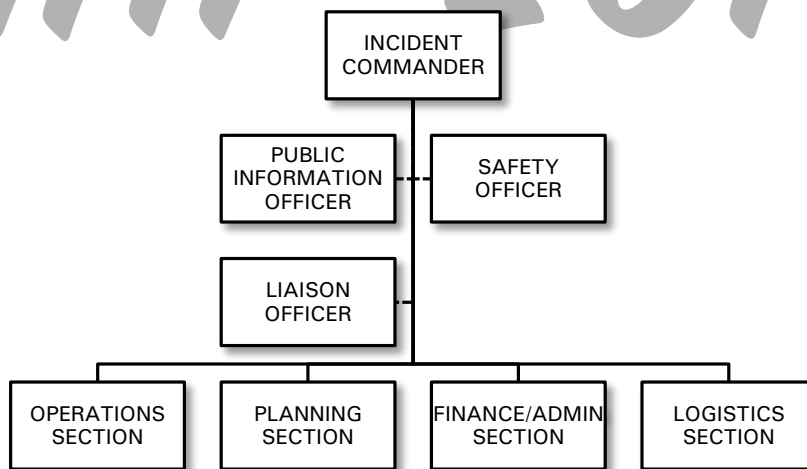
1. **Incident Commander (IC)** is in overall command throughout the duration of the incident until relieved by a senior staff member or a transfer of leadership during a long-term incident. During any incident with campus-wide or regional repercussions, the President or designee will become the default Incident Commander.

#### *Responsibilities*

- Establish leadership
  - Assign staff based on the needs of the incident
  - Determine the overall strategy for the incident response and communicate this strategy to all management levels of the organization
  - Expand the leadership structure, as needed, to maintain an effective supervisory span of control as the incident escalates
  - Approve requests for plans, distribution of resources, for additional resources, news and information to be released to the College community and publicly, and demobilization planning
2. **Safety Officer** – Monitors safety conditions, develops plan to ensure safety of all assigned emergency personnel.
  3. **Public Information Officer** – The Director of Public Information will act as the Public Information Officer (PIO) during an emergency incident. The PIO is responsible for releasing information to the College community and the public about the incident and working with the media and appropriate responding agencies. Prior to briefing the media, the PIO must discuss the facts of the incident with the IC. The briefing should include information about what is known currently, the plan to control the incident, the College's priorities, timing for the next update, and the correction of any public misinformation.

The PIO is also responsible for working with other members of the CMT and allied response agencies to communicate information about the incident and the health and safety of students, faculty, and staff to the on-campus community, parents, and alumni.

4. **Liaison Officer** – On-scene contact (the go-between) for other agencies assigned to the incident.
5. **Operations Section** – Carries out response activities described in the Incident Action Plan (IAP). The Executive Staff assists the IC in developing the strategy, tactics, and overall plan for the incident and recovery.
6. **Planning Section** – Develops the IAP. Members are responsible for information about the current status of the incident and resources. The Planning Section also evaluates the need for and obtains additional resources to meet any anticipated operational changes. The planning objectives should be attainable, measurable, and flexible.
7. **Logistics Section** – Provides necessary facilities, services, and materials, including personnel to operate incident response equipment. The Logistics Section is responsible for the Information Technology, Facilities, Food and Supplies unit.
8. **Finance & Administration Section** – The Vice President of Finance and Administration or designee is responsible for tracking all incident costs and evaluating the financial considerations. Tracks on-going incident costs and reimbursement accounting for all emergency response equipment and personnel. Records costs and financial operations; this is especially important in the event of a United States Presidential Disaster Proclamation.



The roles are *typically* filled as follows:

- Incident Commander – Todd Davis
- PIO – Doug Sly
- Liaison – Bob Mohrbacher
- Safety – Kyle Foreman
- Operations – Randy Fish
- Planning – Kara Garrett
- Finance/Admin – Linda Schoonmaker
- Logistics – Joe Auvil

There are back-up personnel to compensate for when primary members are not available.

## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

**ITEM #7:** Probationary/Tenure Reviews (for information)

### **BACKGROUND:**

For your review in anticipation of the March 3, 2016, Board meeting. The probationary tenure binders for the following faculty members will be available for your review February 1. Please contact Melinda to make arrangements for reviewing the information.

**The Board will consider probationary faculty contract renewal for the following faculty at the March 3 Board meeting.**

<b>Faculty Member</b>	<b>Position</b>	<b>Current Status</b>
Amber Bravo	Nursing Instructor	1st probationary year
Michael Dzbenski	Music Instructor	1st probationary year
Dawnne Ernette	Development Ed Instructor	1st probationary year
Jaime Garza	Counselor	1st probationary year
Brinn Harberts	Math Instructor	1st probationary year
Benjamin Altrogge	Aviation Instructor	2nd probationary year
Heidi Gephart	Counselor	2nd probationary year
John Martin	Automotive Instructor	2nd probationary year
John Marc Swedburg II	Aviation Instructor	2nd probationary year
Arthur Wanner	Computer Science Instructor	2nd probationary year

**The Board will consider awarding tenure to the following faculty at the March 3, Board meeting.**

James Ayers	Industrial Systems Instructor	3rd probationary year
Clint Gilbert	Welding Instructor	3rd probationary year
Lindsay Groce	Chemistry Instructor	3rd probationary year
Libby Sullivan	Reference Librarian	3rd probationary year
Valerie Wade	Dev Ed/ABE Instructor	3rd probationary year

Prepared by Vice President of Student Services and Instruction Bob Mohrbacher and President Leas.

### **RECOMMENDATION:**

Please schedule time with Melinda to complete your review by March 3, 2016.

## BIG BEND COMMUNITY COLLEGE

Date: 1/21/16

**ITEM #8:** Board Policies (for action)

### **BACKGROUND:**

The following new board policy draft, which was reviewed during the last board meeting is included for your action today.

### **BP XXXX Credit for Prior Learning Assessment & Military Training**

Higher education institutions in Washington State are now mandated by the legislature to document how they are awarding credit for non-traditional learning for our Veteran populations. According to Substitute Senate Bill 5969, each college needs a policy that is easily accessible to students (e.g., clearly found on the college website) with copies provided to any applicant who lists prior or present military service in her/his application. The policy needs to apply to individuals who have completed military training or program as part of her/his service that utilizes (a) a national higher education association for determining credit (e.g., American Council on Education <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>); or (b) included on a military transcript or (c) is other documented military training/experience. A procedure must be outlined for receiving credit. A list of military training courses and programs that have qualified for academic credit must be maintained. The specific procedures that BBCC follows will be outlined in a new Administrative Procedure (AP) after the board adopts this BP.

### **RECOMMENDATION:**

President Leas and Vice President Mohrbacher recommend the Board approve the Board Policy for Credit for Prior Learning Assessment & Military Training.



**BP#### Credit for Prior Learning Assessment & Military Training BP####**

Big Bend Community College supports the use of prior learning assessment in order to accelerate the progress of students toward completion of degrees and certificates. In particular, BBCC recognizes the value of military training and uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services in order to award college credit for military training.

Procedures for awarding of credit for military training are managed by the Admissions & Registration office, as outlined in AP####. As required by Washington SSB 5969, BBCC maintains appropriate procedures for receiving the necessary documentation to identify and verify military training courses or programs. A copy of the current procedures for awarding military training credit will be provided to any applicant who lists prior or present military service in his or her application.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

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

### **BACKGROUND:**

The next regular board meeting is tentatively scheduled for Thursday, March 3, at 1:30 p.m.

Prepared by the President's Office.

### **RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/21/16

**ITEM #11:** Miscellaneous (information)

### **BACKGROUND:**

President Leas will provide an update about the Transforming Lives Award Dinner Wednesday, December 9, at 6:00 p.m. in the Masto Conference Center.

The ACT Transforming Lives Award Dinner in Olympia is scheduled on Sunday, January 24. President Leas, four trustees, and BBCC's nominee Timothy Woodiwiss and his wife, Jessica, are scheduled to attend. The ACT Conference will be held the following day. PIO Doug Sly has arranged for legislative contact meetings during the ACT Conference in Olympia January 25 (the schedule is on the next page).

A 45-minute tour of the Sim Tech Lab in the nursing building and Syndaver (synthetic cadaver) in the math/science building has been arranged immediately following this meeting for interested trustees.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **Appointments with Legislators**

### **Monday, January 25, 2016**

Leg. Aides have Terry Leas' cell number (509-770-0678) in case they need to reschedule on that day.

**8:15 – 8:30 a.m.**

**Rep. Joe Schmick**, 426B Legislative Building, Leg. Aide: Pam Kentner 360-786-7844  
Appropriations, Ag & Natural Resources, Health Care & Wellness, Vice Caucus Chair

**9:00 – 9:15 a.m.**

**Sen. Mark Schoesler**, 307 Legislative Building, Leg. Aides Krista Winters, Jesse Tayler, 360-786-7620  
Sen. Majority Leader, Ways and Means, Rules

**9:30 – 9:45 a.m.**

**Rep. Tom Dent**, Room 411, O'Brien Building, Leg Aide Marge Plumage, 360-786-7932  
Appropriations, Ag and Natural Resources, Early Learning and Human Services.

**10:45 – 11 a.m.**

**Sen. Judy Warnick**, Newhouse 103, Leg. Aide Hannah Castro, 360-786-7624  
Chair: Ag, Water & Rural Economic Development, Commerce and Labor, Natural Resources and Parks,  
Ways and Means.

**1 p.m. – 1:15 p.m.**

**Rep. Mary Dye**, 432 O'Brien Building, Leg. Aide Shelby Pelon (new), 360-786-7942  
Business & Financial Services, Environment

**3:30 – 3:45 p.m.: Conference Room #402**

**Rep. Matt Manweller**, Room 470, O'Brien Building, Leg. Aide Bre Eley, 360-786-7808  
Finance, Labor.

### **BBCA Attendees**

1. President Terry Leas
2. Trustee Stephen McFadden
3. Trustee Jon Lane
4. Trustee Juanita Richards
5. Trustee Mike Villarreal
6. PIO Doug Sly