



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

**Friday, April 18, 2014  
10:00 a.m.**

**ATEC  
Hardin Community Room**

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

## Spring 2014 Campus Events

April						
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			

May						
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

April	17	21 <sup>st</sup> Annual BCC Job & Career Fair; Masto Conference Center; 9:00-3:00 p.m.
	18	Board of Trustees Meeting 10:00 a.m.; Hardin Community Room, ATEC
		Viking Softball vs Yakima Valley CC; 2:00 p.m., 4:00 p.m.
	19	Viking Softball vs Wenatchee Valley CC; Noon., 2:00 p.m.
		Viking Baseball vs Treasure Valley CC; 12:00 p.m.
	24	TRiO/SSS Club Silent Auction
	30	Viking Baseball vs Walla Walla CC; 1:00 p.m.
May	3	BBCC Triathlon Club sponsored 5k/10k Race
	10	Viking Baseball vs Blue Mtn CC; 1:00 p.m.
	13	ASB Nachofest; Masto Conference Center; 10:30-1:00 p.m.
	15	ASB Miniature Golf Night/Tournament; 6:00 p.m.
	19	Summer & Fall Registration Open for Current Students
	22	Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC
	26	Memorial Day Holiday – Campus Closed



**BBCC Transforming Lives Awardees  
March 6, 2014**



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Friday, April 18, 2014, 10:00 a.m.  
 ATEC- Hardin Community Room

**Governing Board Members:**

*Mike Blakely*  
Chair

*Jon Lane*  
Vice Chair

*Anna Franz*

*Stephen McFadden*

*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 – TRiO SSS Club member Jason Estrada  |
| I   | 2. Introductions – TRiO SSS Club, LDSSA Club, ASB Officers, All WA Academic Team members Carson Heschle and Jessie Sumerau; Alicia Walker, Workforce Education Program Asst. Amber Jacobs, Payroll Coordinator |
| I/A | 3. Consent Agenda  |
|     | a. Regular Meeting and Study Session Minutes<br>March 6, 2014 (A)  |
|     | b. President’s Activity Update (I)   |
|     | c. Student Success (I)<br>Student Achievement Initiative<br>Academic Master Plan   |
|     | d. Accreditation (I)   |
|     | e. Assessment (I)  |
|     | f. Capital Project Report (I)  |
|     | g. Safety & Security Update (I)  |
|     | h. Human Resources Report (I)  |
|     | i. Classified Staff Report (I)   |
|     | j. Enrollment Report (I)   |
|     | k. 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 – Mitch Darlington  |
|     | b. Classified Staff Representative – Starr Bernhardt   |
|     | c. Faculty Association President – Rie Palkovic  |
|     | d. VP Financial & Administrative Services – Gail Hamburg   |
|     | e. VP Instruction/Student Services – Bob Mohrbacher  |
|     | f. VP Human Resources & Labor – Kim Garza  |
|     | g. Executive Director BBCC Foundation – LeAnne Parton  |
| I   | 5. PAC Leaders’ Presentation – Beth Laszlo   |
|     | ----- <b>BREAK</b> -----   |
|     | Executive Session  |
| I   | 6. Exceptional Faculty Award Reports – VP Bob Mohrbacher   |
| I   | 7. Community Engagement Ends Report Dean Valerie Kirkwood  |
| A   | 8. TACTC Award Nominations – Trustee Mike Blakely  |
| AI  | 9. Assessment of Board Activity – Board  |
| I/A | 10. Regularly Scheduled Board Meeting – Board  |
| I   | 11. Miscellaneous – President Leas   |
| A   | 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 May 22, 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.*

**BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting on March 6, 2014, are included for approval.

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 regular board meeting Thursday, March 6, 2014, at 3:00 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Viking Women's Basketball Captain Jessica Sorenson led the pledge.

### **1. Call to Order**

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

### **2. Introductions**

Athletic Director and Viking Women's Basketball Coach Preston Wilks introduced himself. He reported that BBCC earned the NWAACC President's Cup based on multiple criteria including GPA. The women's team members' average GPA was 3.6; BBCC athletes raise the academic level of the classrooms in which they participate. Three players made the NWAACC All-East region team: Jessica Sorenson, Riley Jemmett and Aubrie Vale.

The Lady Vikings introduced themselves: Jessica Sorenson from Downey, ID; Tasha Huff, Ririe, ID; Aubrie Vale, Burley, ID; Samantha Orem, Shelley, ID; Shanelle Hemmert, Paris, ID; and Elizabeth Larrew, Hunters, WA. Trustee Jon Lane commented the team is talented and fun to watch. Trustee Mike Blakely stated he appreciates coaches recruiting good student athletes.

Nursing Instructor Jennifer Brooks accompanied the Nursing Club Officers Nichole Goodman, Kina Treiber, and Jennifer Nguyen to the meeting. They shared about fund-raising to earn money to help with the costs for National Council Licensure Examination (NCLEX) review and the Nurses' pinning ceremony. The club members volunteer at community events and help administer flu shots and check vital signs. They also held a craft bazaar to help raise funds. BBCC nursing students' NCLEX passing rate is 100%. This is due, in part, to the NCLEX review, which costs \$300 per student. After working in their field, BBCC nursing graduates report that they feel well prepared due to the thoroughness of the program. Instructor Brooks stated the classroom is flipped, and this has led to more critical thinking. The nursing program uses the Picis e-medicine application model, which is very similar to the process used by Samaritan Healthcare. The SIM patients give the students great experience reacting to patient issues. Each year there are around 24 students in the program. Twelve nursing students graduated in 2013.

Senior Assistant Attorney General Toni Ursich introduced Assistant Attorney General Mirisa Bradbury who has been assigned to BBCC. Ms. Bradbury has been an attorney for the past ten years.

Trustee Jon Lane introduced Melva Callaway from Quincy. She is considering applying to become a BBCC trustee. She was formerly the board president at St Rose Catholic School in Ephrata, she is a business owner and former president of the Quincy Rotary Club.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes from January 16, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

#### Motion 14-04

Trustee Jon Lane moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion passed.

### 4. Remarks

- a. ASB Vice President Jacob Barth provided the ASB update. Jacob will be auctioneering at the Foundation's Cellarbration! for Education fundraising event. He reported that ASB hosted a leadership training for club and ASB officers in February with presenter David Coleman, who is nationally known for his leadership training as well as being referred to as "The Dating Doctor." Twenty student leaders attended, and they provided great feedback. They learned a lot about leadership tools and relationships. Mr. Coleman will return in October for an all-day training for all student leaders on campus.

ASB sponsored a free Ice Skating and Batting Cages event two weeks ago and 120 students attended. The recent Appetizer Lunchfest was supported by around 180 participants. The Valentine's Dance took place on Thursday, February 13, followed by a great Black History Month speaker, Dan Johnson, on February 20. That same evening, ASB sponsored free bowling at Lakebowl with 168 students participating.

The ASB Duck Hunt was a success. Of the two options for the winners, the pizza gift certificates were chosen over the parking space next to the President. Every Thursday morning in January and February, except the day it was in the single digits, ASB provided hot chocolate for students and staff for only 50 cents a cup. The response was overwhelming.

ASB recently hired two new officers to replace the vacancies of Vice President and Secretary. Whitney Southam is the new secretary, and Jacob Barth is the new Vice President. ASB's next event is Pandafest Lunchfest on Tuesday. One World Taiko Drummers will perform at this event.

The Rho Zeta chapter of Phi Theta Kappa, which is the community college honor society, inducted 36 members on February 18. The members will provide concessions available for donation at the March 15 and March 21 Allied Arts events. Rho Zeta will conduct a Book-Buy-Back Bake Sale March 19-20.

March 24, Rho Zeta members will assist with New Student Orientation and then pack donated books to Better World Books. March 21-23, Rho Zeta members will attend the Greater Northwest regional conference in Tacoma, WA.

The Engineering Club is coordinating with the Port of Moses Lake and UW to consider putting a balloon and camera into the edge of the atmosphere (90,000-100,000 feet).

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Committee members have developed a training calendar, and President Leas presented at the first two training sessions. A scavenger hunt focusing on team building is in the planning stages and will be held April 11.
- c. Faculty Association Interim President Daneen Berry-Guerin provided updates from the faculty members. Dr. Ryann Leonard, Psychology/Criminal Justice Instructor, is in New Orleans attending the Psychology and Law Conference with Exceptional Faculty Award funds. She reported that her Psychology and Legal System students recently completed jury selection simulation and a mini-trial. District Court Judge Tyson Hill presided over the activity. Dr. Leonard's students also talked with Deputy Joe Harris regarding interviewing and interrogation and Prosecutor Angus Lee regarding courtroom procedures. Partnering with community professionals has been beneficial for students.

German Instructor, Jen McCarthy, reported that her class will once again perform a flash mob song in German in the cafeteria at 9 a.m. Thursday, March 13. English Instructors, Matt Sullivan and Cara Stoddard, attended the Associated Writing Programs Conference in Seattle 2/27-3/1. The conference is held in a different state each year, and this year 14,000 people attended. It involved three days of panels, lectures, and readings focused on literature and creative writing. Scott Hagel's Drawing II class recently collaborated with Matt Sullivan's Creative Writing class. Students in the Drawing II class developed a series of drawings based on students' short fiction pieces, and then Creative Writing students wrote short fiction pieces based on the Art students' drawings. The results are on display in the gallery space of the 1900 building. Next Wednesday, March 12, from 11:45 - 12:50, the Creative Writing and Drawing students will gather in the gallery space to discuss their work and maybe even hear a bit of fiction read aloud.

AMT Instructor, Erik Borg, stated the new composites lab is starting to come together. The new oven and composite tables are installed. They just received the new vacuum system, and it will be installed during spring break. The first evening composite class will begin next quarter.

Coach Ray Moffitt announced that the softball team finally kicks off the season at the Lacey Inter-Regional Tournament March 7-8 after being rained out of their first six games. Their first home games are scheduled on Monday, March 24, against Skagit Valley Community College.

Interim Faculty Association President Daneen Berry-Guerin shared that she met with Dr. Leas in February regarding the compensation plan introduced at the last board meeting. The Faculty Association wrote a position paper, and she shared this document at the meeting. Former Faculty Association President and current Uniserve Representative Mike O'Konek also attended the meeting.

Ms. Berry-Guerin said the compensation plan is a commendable goal for the college to recruit, retain, and reward employees. Faculty members are concerned that there have been no Cost of Living Allowance (COLA) increases for six years. Salary increases were negotiated through negotiated agreement discussions for 2013-15. Faculty turnover savings result from hiring a new faculty member at a lower salary than the salary earned by the retiring faculty member. She said over \$50,000 has been lost in faculty turnover savings because of faculty positions that have not been rehired due to the budget. It is concerning to faculty that turnover savings may be used in the future to raise salaries to recruit new hires. It affects the faculty salary schedule. The Faculty Association requests that the college absorb the one-time cost to meet the fair market cost.

Former BBCC Faculty Association President and current Uniserve Representative Mike O'Konek stated community college faculty are the only group of state employees that do not have increments automatically funded in Washington. Community college faculty members are funded by a legislative group vote. Increments can be funded two ways: legislative action by percent and turnover savings. Turnover savings are generated when a faculty member retires and a new person is hired into the retiree's position at a lower salary, the difference goes into the faculty turnover savings bank. This bank is used for faculty increments. If the bank is empty, no increment is given.

President Leas thanked Instructor Berry-Guerin and Mr. O'Konek for expressing the faculty members' concerns. He said the board will consider action approving the philosophical statement. VP of Financial and Administrative Services Gail Hamburg responded that it would be more than a one-time expense for the college to absorb the difference in faculty salaries. VP Kim Garza stated it is important to bring representatives from each employee group to develop the administrative process which will detail how the process will work.

Trustee Mike Blakely stated he supports faculty. BBCC may need to become more politically active to secure more funding from the legislature. Instructor Berry-Guerin stated faculty is not concerned about this board policy as a guide. Faculty are most interested in the operational details that will be in the administrative process. President Leas stated if the board adopts the proposed policy, it will give the employee groups an opportunity to discuss how the process will work.



- d. VP Gail Hamburg reported that the Professional Technical Education Center (PTEC) proposal was submitted timely. The proposal includes letters of support from neighbors, community organizations, and industry employers. If the BBCC PTEC proposal is funded this spring, the earliest approximate move-in date is Fall of 2019. The proposals will be scored in March and/or April and ranked in May. After the January 2015 legislative session begins, the SBCTC will determine how many projects will be funded. VP Hamburg stated she believes six to nine out of nineteen projects will be funded. President Leas presented a waiver to exceed the 70,000 square foot space by 6,000 square feet for the WACTC Capital Budget Committee, and it was approved. The excess waiver does not affect how the proposal is scored. The WACTC Presidents' group ranks the proposal, and then the legislature determines the capital fund amount.
- e. VP Mohrbacher announced that BBCC was invited to apply for a \$100,000-\$75,000 grant for services to low-income students for financial literacy. BBCC is one of four finalists for the grant. The SBCTC commended BBCC for excellent use of data. VP Mohrbacher reported the Institutional Research department did a great job compiling the information.

VP Mohrbacher also reported that he presented pre-college math information to the House Higher Ed Committee. Math Instructor Tyler Wallace gave VP Mohrbacher talking points to share.

- f. VP Kim Garza provided an update on recent position openings. An offer has been extended for the payroll coordinator, and the Workforce Education Program Assistant hiring is being finalized. The automotive technology instructor screening committee is moving forward screening applications. Brian Willett from the State Auditor's office will be on campus to provide a session on strategic planning; the session is also open to the public. We are the only two-year college working with the State Auditor's office. This kind of training is very expensive from the private sector.
- g. Executive Director LeAnne Parton provided an update for the Foundation. The Foundation Board held a luncheon for winners of the Family Campaign competition. She reported the William C. Bonaudi Library Dedication was very nice. President Leas and Paul Hirai accompanied Executive Director Parton to the Soap Lake Yacht Club to celebrate the Brent Blake Scholarship Fund. Cellarbration! for Education is scheduled on May 17. The Foundation scholarship applications are due March 14.

## **5. Probationary Tenure Reviews**

VP Bob Mohrbacher announced that there are six new faculty members, one faculty member in the second year, and one faculty member eligible for tenure. The committees have done great work with faculty. The trustees have reviewed the probationary binders, which include VP Mohrbacher's recommendation letter.

The first year review period is only one quarter in duration, as prescribed by RCW. He reported the probationers are working well with the committees.

Trustee Mike Villarreal stated the binders contain good information. He asked about a new faculty retention plan. VP Mohrbacher responded that first year committees advise the probationers not to take on too much right away. The probationers are encouraged to have low key committee involvement as they progress. When the PTEC building is available, professional technical faculty will be closer and more able to interact with other faculty members.

Trustee Mike Blakely stated the committee structure is very helpful to new faculty members. Trustee Mike Villarreal encouraged staff to be strategic with new faculty members and invite them to activities to build relationships.

Board Chair Mike Blakely announced that the Board will convene an executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 15 minutes, and no final action will be taken during the executive session.

The regular meeting reconvened at 4:37 p.m., and no final action was taken during the executive session.

Motion 14-05

Trustee Jon Lane moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of James Ayers effective September 15, 2014. He further moved that the President notify Mr. Ayers as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion passed.

Motion 14-06

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Clint Gilbert effective September 15, 2014. He further moved that the President notify Mr. Gilbert as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion passed.

Motion 14-07

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Lindsay Groce effective September 15, 2014.

He further moved that the President notify Ms. Groce as soon as possible of this decision. Trustee Jon Lane seconded, and the motion passed.

Motion 14-08

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Cara Stoddard effective September 15, 2014. He further moved that the President notify Ms. Stoddard as soon as possible of this decision. Trustee Anna Franz seconded, and the motion passed.

Motion 14-09

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Libby Sullivan effective September 15, 2014. He further moved that the President notify Ms. Sullivan as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion passed.

Motion 14-10

Trustee Jon Lane moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Valerie Wade effective September 15, 2014. He further moved that the President notify Ms. Wade as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion passed.

Motion 14-11

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, renew the probationary contract of Jan Elliston effective September 15, 2014. He further moved that the President notify Ms. Elliston as soon as possible of this decision. Trustee Anna Franz seconded, and the motion passed.

Motion 14-12

Trustee Mike Blakely moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, grant tenure to David Holliday effective September 15, 2014.

He further moved that the President notify Dr. Holliday as soon as possible of this decision. Trustee Jon Lane seconded, and the motion passed.

## **6. Exceptional Faculty Award**

President Leas recommended the board approve Exceptional Faculty Awards to Randy Miller for \$2,000, Guillermo Garza for \$2,000, Dr. Dennis Knepp for \$2,000 and Shawn McDaniel for \$1000.

### Motion 14-13

Trustee Jon Lane moved that the Board of Trustees, approve Exceptional Faculty Awards to Randy Miller for \$2,000, Guillermo Garza for \$2,000, Dr. Dennis Knepp for \$2,000 and Shawn McDaniel for \$1000. Trustee McFadden seconded, and the motion passed.

## **7. Board Policies**

VP Kim Garza announced that this is the second reading of the Compensation Plan Board Policy (BP), and it is being considered for action. This is a philosophical statement to set context for the Administrative Process (AP) that will operationalize the BP. President Leas stated it is appropriate under policy governance for the board to establish a philosophical guide.

Trustee Mike Villarreal relayed a message of caution about the salary funding. The policy establishes boundaries and the trustees empower the president to work with staff to establish the AP based on the parameters in the BP. This plan will assist with setting guidelines to recruit and retain quality employees. VP Hamburg commented that she likes the philosophy, and there is a lot to do to develop the AP.

### Motion 14-14

Trustee Stephen McFadden moved that the Board of Trustees approve the Compensation Plan Board Policy. Trustee Anna Franz seconded, and the motion passed.

## **8. Policy Governance Revisions**

President Leas stated the proposed revisions to BP1000 Bylaws and Ends reflect the changes to the Mission and Ends Statements that have been finalized the past few months.

### Motion 14-15

Trustee Anna Franz moved that the Board of Trustees approve revisions to BP1000 Bylaws and Ends as presented. Trustee Mike Villarreal seconded, and the motion passed.

VP Bob Mohrbacher shared a visual diagram, developed by Dean Valerie Kirkwood, which illustrated the Mission, Core Values, and Ends Statements as they relate to each other.

## 9. Assess Board

Trustee Stephen McFadden reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. Trustee McFadden also prepared to speak at the Transforming Lives Award Event.

Trustee Anna Franz reported that she reviewed the Probationary Review binders, and she also attended the William C. Bonaudi Library Dedication.

Trustee Jon Lane reported that he reviewed the Probationary Review binders. He also attended the William C. Bonaudi Library Dedication, Foundation Family Campaign Luncheon and basketball games.

Trustee Mike Villarreal reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. He commented he has talked with Sue Bergman for AVID for Higher Ed. He will attend AVID training through the school district in April and share what he learns at the next board meeting.

Trustee Jon lane requested VP Bob Mohrbacher provide a report about AVID for Higher Education at the next board meeting.

Trustee Mike Blakely stated that he met with President Leas to set the agenda for today. He also reviewed Probationary Review binders and attended the Quincy Roundtable Leadership meeting. Trustee Blakely attended the William C. Bonaudi Library dedication, and he arranged for the Army Color Guard to participate. He also followed up with thank-you notes. In preparation for Cellarbration, he has contacted business owners in Quincy promoting the event and seeking donations.

## 10. Next Meeting

The next board meeting is scheduled on Thursday, April 10. Trustee Mike Villarreal said he will be attending an AVID conference on that date.

### Motion 14-16

Trustee Jon Lane moved that the Board of Trustees move the next meeting to Thursday, April 17. Trustee Stephen McFadden seconded, and the motion passed.

## 11. Miscellaneous

President Leas reported that he and Terry Kinzel, Director of Title V, attended the Innovations Conference where she received an Excellence Award. Director Kinzel stated she attended many conference workshops and discovered BBCC is equal to or better in addressing needs of our students. She also brought new ideas back to BBCC.

The meeting adjourned at 5:15 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

b.      President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from February 17 through April 4, 2014.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/17/14	Employee Exit Lunch	Feedback	Moses Lake	
	WSU Tri-Cities Chief of Staff Danny Talbot	Partnership	BBCC	
	William C. Bonaudi Library Dedication	Celebration	BBCC	
2/18/14	STEM Director Andre Guzman	Program Support	BBCC	
	BBCC Foundation Cellarbration! meeting	Planning	BBCC	
	Compensation Policy Discussion	Planning	BBCC	
	Phi Theta Kappa Induction Ceremony	Speaker Excellence in Teaching & Learning	BBCC	
2/19/14	Grant County EDC Annual Meeting	Community Collaboration		
	Foundation Director LeAnne Parton	Foundation Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/20-21/14	WACTC Meetings	System Support	Olympia	
2/21/14	Chamber Sweetheart Ball	Community Engagement	Moses Lake	
2/24/14	District Court Judge Hill	Lunch	BBCC	
	Observe Psychology & Law Class	Support Excellence in Teaching and Learning	BBCC	
	JATP Welcome Discussion	Planning	BBCC	
	Transforming Lives Dinner	Planning	BBCC	
	ASB Officer Dinner	Information Sharing	BBCC	
2/25/14	Aviation Discussion	Program Support	BBCC	
	Observe Psychology & Law Class	Support Excellence in Teaching and Learning	BBCC	
	Grant County EDC Wildcat Presentation	Community Support	BBCC	



## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	STEM Director Andre Guzman	Program Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
2/26/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/27/14	Transforming Lives Meeting	Planning	BBCC	
2/28/14	Potential Trustee Tour	College Support	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Columbia Basin Allied Arts Soiree	Community Engagement	BBCC	
3/2-5/2014	League for Innovations Conference	Professional Development	Anaheim, CA	
3/6/14	Board of Trustees Meeting	Guidance	BBCC	
	Transforming Lives Dinner	Celebration/Recognition	BBCC	
3/7/14	Donor Funeral	Advancement	BBCC	
3/10/14	Microsoft Data Center Tour	College Support	BBCC	
3/11/14	Workforce Collaboration Meeting	Information Sharing & Coordination		
3/12/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Transforming Lives Event	Debrief	BBCC	
3/13/14	Observe German Flash Mob	Support Excellence in Teaching and Learning	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Support	Moses Lake	
	Bonaudi Library Dedication	Debrief	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Meeting			
3/14/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Aerospace President's Meeting	Program Support	Phone Conference	
	SkillSource Board Meeting	Community Collaboration	BBCC	
	North Central Workforce Development Council Banquet	Community Collaboration	BBCC	
3/17/14	Monitoring Report Review	Planning	BBCC	
	EFA Process Meeting	Planning	BBCC	
3/18/14	Economic Modeling Specialists International	Planning	Phone Conference	
	Community Member Meeting	Opportunities	BBCC	
3/19/14	Kiwanis/Rotary Golf Tournament Meeting	Community Support	BBCC	
	Community Knowledge Centers	Planning	BBCC	
	Board Chair Mike Blakely	Planning	BBCC	
3/20/14	Donor Funeral	Advancement	BBCC	
3/24/14	Transforming Lives Poster Placement Meeting	Planning	BBCC	
3/25/14	Port of Moses Lake Executive Director Meeting	Collaboration	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Larson Coalition Meeting	Community Collaboration	BBCC	
3/26/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	AARP Lunch Presentation	Speaker	Moses Lake	
3/27/14	All WA Academic Team	Excellence in Teaching	Olympia	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Ceremony	and Learning Celebration		
3/27-28/14	WACTC Meetings	Education System Support	Olympia	
3/28/14	Grant Co EDC Annual Banquet	Community Engagement	BBCC	
4/1/14	Welcome Work Start Grant Group	Grant Development	BBCC	
	Financial Statement Pilot Meeting	Planning	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
4/2/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
4/3/14	Foundation Executive Committee Luncheon	Advancement	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

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

#### c. Student Success Initiatives

Career Coach: This new online tool for student career planning has been up and running for several months now. Jennifer deLeon, Online Student Services Developer, tracks usage statistics. For the month of March, some of the highlights are included below:

- 141 total visits
- Most viewed career: Accountant (closely followed by Bartender)
- Most viewed degree: Social Welfare, Associates (Transfer)
- Top search term: computer/computers
- Top cities: 81% of views came from Moses Lake and Ephrata; however, there were also visits from Othello, Mattawa, Coulee Dam, Spokane, Portland, Pullman, and Auckland, among others.
- There were 30 visits to the Resume Builder tool.
- There were 30 visits to the Career Assessment tool, which was just added in March.

We have begun to feature a specific degree every month. For March, the featured degree was Aviation Maintenance Technology; for April, Aviation is featured.

SALT: BBCC has decided to implement SALT, a financial literacy and debt management tool for students. This service includes debt management counseling, online financial literacy training, professional development for student services personnel, borrower advocates to resolve student loan issues, and other tools. The goal of SALT is to reduce the college's student loan cohort default rate, provide well-designed financial literacy education for students, and prevent student borrowers from reaching default status.

Prepared by VP Mohrbacher and Student Services Developer Jennifer deLeon.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

d. Accreditation Update

### **Accreditation:**

Big Bend Community College received notification that Big Bend Community College's Fall 2013 Year One Mission and Core Themes Report was accepted. The next scheduled report is the Year Three Self-Evaluation Report which will be due in fall 2015. The Year Three Report follows the outline below:

Standard One updates, previously reported in the Year One Report, fall 2013.

- Mission
- Core Themes

Standard Two, due in the Year Three Report, fall 2015.

- Governance
- Human Resources
- Educational Resources
- Student Support Resources
- Library and Information Resources
- Financial Resources
- Physical and Technological Infrastructure

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None.

File

8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052-3981  
425 558 4224  
Fax: 425 376 0596  
www.nwccu.org



January 17, 2014

Dr. Terrence Leas  
President  
Big Bend Community College  
7662 Chanute Street  
Moses Lake, WA 98837


Dear President ~~Leas~~ <sup>Terrence</sup>:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to inform you that at its January 8-9, 2014, meeting, the Board of Commissioners, based on the Peer-Evaluation Report, accepted Big Bend Community College's Fall 2013 Year One *Mission and Core Themes* Report which was to include an addendum to address Recommendation 1 of the Fall 2012 Comprehensive Peer-Evaluation Report.

If you have questions, please do not hesitate to contact me.

Best wishes for a peaceful and fulfilling New Year.

Sincerely,

  
Sandra E. Eiman  
President

SEE:rb

cc: Ms. Valerie Kirkwood, Dean and Director of Institutional Research and Planning

## Big Bend Community College

Date: 4/18/14

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

e. Assessment Update

The *Big Bend Community College Annual Faculty Assessment Report* has been completed by Dr. Ryann Leonard. This report summarizes program and department assessments completed by the faculty. Results from this report are used by faculty in developing future assessment plans or revising curriculum. The report addresses General Education outcomes from our transfer program, program outcomes for individual Professional/Technical programs, as well as specific department outcomes identified by faculty.

Assessment efforts this year have a couple of specific areas of focus; these include identifying specific student learning outcomes for Professional/Technical programs and assessing General Education outcomes across departments. The report shows that most Professional /Technical programs have a balance of program and student learning outcomes, indicating specific knowledge or skills that students will acquire through completion of the program. Of the five General Education outcomes, all were assessed at some level. Of the 24 specific criteria related to the five outcomes, 14 out of 24 criteria were explicitly assessed, or 58% of the criteria were assessed. While this still leaves 42% of the criteria without a clearly recorded assessment this year, this does represent the most thorough assessment of our Gen Ed outcomes that we have had recently. This is a good step in the direction of Gen Ed assessment.

The complete report can be accessed on the Assessment page of the BBCC portal:  
<https://port.bigbend.edu/reportcenter/EdAssess/default.aspx>

Prepared by VP Mohrbacher, Dean Kirkwood

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

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

f. Capital Project Update

### **BACKGROUND:**

**Facilities Master Planning:** The architects were on campus on April 10 to review the Facilities Condition Report further. The purpose of this exercise is to address needed repairs and improvements that could be funded from Minor Improvement funds. This information will be included in the Facilities Master Plan. The Academic Master Plan Committee met on April 14. They are in the final stages of updating the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

### **History:**

**3/06/2014:** The Facilities Master Plan is in the process of being finalized. The Master Plan identifies a new interactive Professional Technical Education Center (PTEC) as its number one priority. It further distinguishes five primary goals: promote student success; offer state-of-the-art teaching and learning opportunities; provide a safe, accessible, and sustainable campus; create a sense of campus identity; and expand and enhance partnerships and collaboration. This Master Plan has been guiding our capital proposal to the State Board for a PTEC proposal. The proposal is due February 28, and then all of the proposals will be scored in March and April. We expect to hear where our proposal ranks in early May.

**1/16/2014** The Facilities Master Planning Committee met again on January 10, 2014 to discuss Master Plan goals and objectives, including both short-term and long-term facility needs. The architects have been meeting with personnel from the Grant County Economic Development Council and the Moses Lake School District. They have also reviewed information from the Facility Condition Report with mechanical, electrical and structural engineers. Surveys were administered to students, faculty, staff, and business & industry; survey responses were analyzed.

**12/12/2013** The Facilities Master Planning Committee was formed and met on December 6 to start the process of updating the Facilities Master Plan. Three different facility assessment surveys were distributed to business and industry, students, and faculty and staff. Input from these surveys help us better understand the current and future needs of all programs. One of the committee's goals is to align the Facilities Master Plan with the Academic Master Plan.



**BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

g. Safety & Security Update

Safety and Security Department priorities:

- Director of Safety and Security Kyle Foreman attended the Business Affairs Commission (BAC) to co-instruct a Continuity of Operations Planning course.

The 2014 BBCC Crime Statistics are on the following two pages.

Prepared by Director of Safety & Security Kyle Foreman.

**RECOMMENDATIONS:**

None.



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. 2014	Feb. 2014	Mar. 2014	YTD
<b>Arrests and Violations</b>				
[90G] Liquor Law Arrests	0	0	0	0
[90G] Liquor Law Violations	0	0	0	0
[35A] Drug Law Arrests	0	0	0	0
[35A] Drug Law Violations	0	0	0	0
[520] Illegal Weapons Arrests	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0
<b>Criminal Offenses</b>				
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
(8a-g, 8 h-i, 8j) [200] Arson	0	0	0	0
<b>Sex Offenses</b>				
<b>(2a) Forcible</b>				
[11A] Rape	0	0	0	0
[11B] Sodomy	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0
[11D] Forcible Fondling	2	0	0	2
<b>(2b) Non-Forcible</b>				
[36A] Incest	0	0	0	0
[36B] Statutory Rape	0	0	0	0
<b>Hate Crimes</b>				
Larceny or theft	0	0	0	0
Simple Assault	1	0	0	1
Intimidation	0	0	0	0
Destruction, damage or vandalism of property	0	0	0	0
<b>Criminal Offenses</b>				

[510] Bribery	0	0	0	0
[13B] Simple Assault	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0
[270] Embezzlement	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0
[23H] Other Larceny	0	0	1	1
(6Xf) Larceny: Theft of Bicycle	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0
[40A] Prostitution	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0
<b>NIBRS Group B Offenses</b>				
[90A] Bad Checks	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0
[90D] Driving Under the Influence	0	0	0	0
[90E] Drunkenness	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0
[90H] Peeping Tom	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0
[90Z] All Other Offenses	0	0	0	0
<b>Vehicle Collisions</b>				
Non-injury	0	0	0	0
Injury	0	0	0	0
<b>Other Type Incident (Not categorized)</b>				
Overdose w/o Intent to Harm Self	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0
Hostile Person - No Assault/Crime	0	0	0	0
<b>Fires</b>				
All incidents	0	1	0	1

**Total Combined Incidents 5**

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

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

#### h. Human Resources

### **BACKGROUND:**

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

Amber Jacobs accepted the position of Payroll Coordinator replacing Angie Smith who accepted a position in the Business Office. Amber's first day of work was March 24, 2014.

Alicia Wallace accepted the position of Program Assistant in the Workforce Education Services department replacing Darci Alamos. Alicia's first day in this new position was March 24, 2014.

Steve Duncan has accepted the position of Head Volleyball Coach at BBCC. He has started recruiting from his current residence in California and will be on-campus within the next few weeks.

Interviews for the Automotive Instructor position are scheduled for April 11 and 18. This position replaces Mike O'Konek who retired in August 2013.

Review of applications for the Director of IT position and the Custodian I position has started.

A number of new and replacement positions have recently been posted. They include:

- Counselor – This position replaces Max Heinzmann who will be retiring at the end of the academic year. This is a full-time, tenured faculty position.
- Aviation Mechanic/Inspector Lead – This position replaces Howard Temple who will be retiring at the end of the academic year. This is a full-time, classified staff position.
- Flight Instructor – This position replaces John Swedburg who will be retiring at the end of the academic year. This is a full-time, tenured faculty position.
- Computer Science Instructor - This position is a new full-time, tenured faculty position.

A summary of personnel activity for the first quarter of 2014 is attached to this report.

## **Training:**

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

- Loralyn Allen-From Military to Civilian on March 6 at BBCC, Assistive Technology/Information Technology Training (GoWise) on March 13 at BBCC, Section 508 Webinar: Case Study of Section 508 Testing Programs in Four Federal Agencies on March 25 via Online, Bridges Out of Poverty Workshop on March 26 at BBCC
- Kathy Arita- Sole Source & Direct Buy Contracts: New Policy & Filing Process DES Webinar on February 25 at BBCC
- Jody Bortz-WABERS Updates on March 6 via Online, Bridge Out of Poverty Workshop on March 26 at BBCC
- Linda Chadwick-Improve your Memory, Improve your Productivity on February 5 via Online, InDesign CC software Training on February 6, 14 via Online, CPR/First Aid/AED Training on February 7 at BBCC, Acrobat IX Pro Training February 12-14 via Online , OneNote 2010 Training on February 19 via Online, Safety and Security Begins at the Front Desk on February 20 at BBCC, Confronting Workplace Conflict on March 11 via Online, Business Writing & Editing for Professionals on March 12 via Online, 1to1: Customer Service Success on March 20 via Online, Active Listening on March 25 via Online, Excel 2010-References and Ranges in Formulas on March 26 via Online
- Todd Davis-CPR/First Aid on March 7 at BBCC
- Jennifer DeLeon-Introduction to Copyright and Fair Use on March 11 via Online
- Rafaela Dowey-Bridge Out of Poverty Workshop on March 26 at BBCC
- Dawn Geiger-CliftonLarsonAllen 2nd Annual Foundation Conference on February 5, 6 at Las Vegas
- Kim Jackson-APCA National Campus Events Planning Conference on March 26-30 in Atlanta
- Jenny Nighswonger-WaKIDS on 3/17 at the Moses Lake Transportation Dept., Bridge Out of Poverty Workshop on March 26 at BBCC
- Rita Ramirez-Bridge Out of Poverty Workshop on March 26 at BBCC
- Jille Shankar-Financial Aid Council-Federal & State Financial Aid Regulations on March 12, 13, 14 at North Bend

- Heidi Summers-Bridge Out of Poverty Workshop on March 26 at BBCC
- Tyler Wallace- Bridge Out of Poverty Workshop on March 26 at BBCC
- Tom Willingham-SAM (Course Technology) Live Demonstration and MOS Training set-up on March 20 via Online

**Recognition:**

We are accepting nominations for Outstanding Faculty, Outstanding Classified Employee, and Outstanding Admin/Exempt Employee. Copies of the nomination forms are attached for your information. The deadline for submitting nominations is May 15, 2014. All nominees and the award recipients will be recognized at the celebration luncheon scheduled for June 6, 2014.

Prepared by Vice President Kim Garza.

**RECOMMENDATIONS:**

None

## PERSONNEL REPORT JANUARY 1, 2014 - MARCH 31, 2014

EMPLOYEE SEPARATIONS 1/1/14 - 3/31/14			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
1/3/2014	Jessica Aloysius	Fiscal Analyst 3	Resigned-accepted position with another company
1/31/2014	Darci Alamos	Program Assistant-Workforce Education Services	Resigned-accepted position with another company
2/28/2014	Yekaterina Kozlov	TRiO Upward Bound Academic Advisor	Resigned-moving out of state
3/31/2014	Robert Barksdale	Information Technology Technician 2-STEM	Resigned-moving out of state
NEW HIRES/PROMOTIONS/TRANSFERS 1/1/14 - 3/31/14			
START DATE	NAME	POSITION	REPLACING
3/1/2014	Angela Smith	Fiscal Analyst 3	Jessica Aloysius (This is a promotion for Angela)
3/17/2014	Alicia Wallace	Program Assistant-Workforce Education Services	Darci Alamos
3/24/2014	Amber Jacobs	Payroll Coordinator	Angela Smith
SEARCHES IN PROCESS			
POSITION		STATUS	REPLACING
Nursing Instructor-non-tenure track		Open Until Filled	Jan Elliston (Jan is now in tenure-track position)
Automotive Technology Instructor		Interviews Scheduled	Mike O'Konek
Director of Information Technology		First Review	Russ Beard
Counselor		First Review 5/2/14	Max Heinzmann
Custodian 1		Closes 4/2/14	New position
Computer Science Instructor		First Review 4/24/14	New position
<b>WINTER PART-TIME FACULTY: 103</b>			
<b>WINTER PART-TIME HOURLY: 76</b>			
4/3/2014			



## 2014 OUTSTANDING CLASSIFIED EMPLOYEE NOMINATION FORM & INSTRUCTIONS

### Overview

This program provides for recognition for classified employees who have made outstanding contributions which have helped Big Bend Community College accomplish its strategic goals. All staff, faculty, students, administrators, and visitors may submit nominations for this award. Employees may not nominate themselves. Nominations will be reviewed by the Leadership Development Team Committee. This team will present a slate of finalists to the President for the final selection. Awards will be announced at the commencement celebration luncheon on June 6, 2014.

All nominations for the Outstanding Classified Employee Award will be reviewed by the STAR Committee for further consideration for the 2014 Exemplary Staff Award through STTACC.

### Eligibility Requirements

All classified employees of Big Bend Community College are eligible to be considered for the recognition program provided the following criteria are met:

- The nominee has worked for Big Bend Community College for at least twelve (12) consecutive months.
- The nominee has a minimum overall rating of “meets expectations” on the most recent performance review.
- The nominee has received no formal disciplinary action within twelve (12) months of the date of the nomination.
- The nominee has not been a recipient of this award in the previous three (3) years.
- The nomination links the nominee’s performance and/or achievements to one or more of the following college values.

<b>Student Success</b>	<b>Excellence in Teaching &amp; Learning</b>	<b>Inclusion</b>	<b>Community Engagement</b>	<b>Integrity &amp; Stewardship</b>
Academic Achievement Empowerment Lifelong Learning Service to Students	Innovation Commitment to Quality High Standards Continuous Improvement	Diversity Access Opportunity Equity	Collaboration Outreach Partnerships Improving Quality of Life	Accountability Sustainability Ethics & Honesty Resource Management

### Nominator Instructions

1. Complete the nomination form.
2. Completed forms should be returned to the Human Resources Office at [hroffice@bigbend.edu](mailto:hroffice@bigbend.edu) or via campus mail by **4:30pm on Friday, May 15, 2014.**



## 2014 OUTSTANDING CLASSIFIED EMPLOYEE NOMINATION FORM

Nominee	Job Title	Department
Click here to enter text.	Click here to enter text.	Click here to enter text.

Please indicate which of the following values the nominee has exemplified. You may select more than one.

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

Please describe the employee's performance and/or achievements and how they have helped meet the college's strategic goals. Provide specific examples of completed projects and/or involvement with initiatives. You may attach additional pages if necessary.

Click here to enter text.

Nominator	Job Title	Department	Relation to Nominee
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Nominator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2014 OUTSTANDING ADMIN/EXEMPT EMPLOYEE NOMINATION FORM & INSTRUCTIONS

### Overview

This program provides for recognition for admin/exempt employees who have made outstanding contributions which have helped Big Bend Community College accomplish its strategic goals. All staff, faculty, students, administrators, and visitors may submit nominations for this award. Employees may not nominate themselves. Nominations will be reviewed by the STAR Committee. This team will present a slate of finalists to the President for the final selection. Awards will be announced at the commencement celebration luncheon on June 6, 2014.

### Eligibility Requirements

All admin/exempt employees of Big Bend Community College are eligible to be considered for the recognition program provided the following criteria are met:

- The nominee has worked for Big Bend Community College for at least twelve (12) consecutive months.
- The nominee has a minimum overall rating of “meets expectations” on the most recent performance review.
- The nominee has received no formal disciplinary action within twelve (12) months of the date of the nomination.
- The nominee has not been a recipient of this award in the previous three (3) years.
- The nomination links the nominee’s performance and/or achievements to one or more of the following college values.

<b>Student Success</b>	<b>Excellence in Teaching &amp; Learning</b>	<b>Inclusion</b>	<b>Community Engagement</b>	<b>Integrity &amp; Stewardship</b>
Academic Achievement Empowerment Lifelong Learning Service to Students	Innovation Commitment to Quality High Standards Continuous Improvement	Diversity Access Opportunity Equity	Collaboration Outreach Partnerships Improving Quality of Life	Accountability Sustainability Ethics & Honesty Resource Management

### Nominator Instructions

1. Complete the nomination form.
2. Completed forms should be returned to the Human Resources Office at [hroffice@bigbend.edu](mailto:hroffice@bigbend.edu) or via campus mail by **4:30pm on Friday, May 15, 2014**.

# 2014 OUTSTANDING ADMIN/EXEMPT EMPLOYEE NOMINATION FORM

Nominee	Job Title	Department
Click here to enter text.	Click here to enter text.	Click here to enter text.

Please indicate which of the following values the nominee has exemplified. You may select more than one.

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

Please describe the employee’s performance and/or achievements and how they have helped meet the college’s strategic goals. Provide specific examples of completed projects and/or involvement with initiatives. You may attach additional pages if necessary.

Click here to enter text.

Nominator	Job Title	Department	Relation to Nominee
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Nominator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Outstanding Faculty Award

Big Bend Community College focuses and prides itself on the great service we provide to students. Faculty are a big part of helping students succeed. The Faculty Association would like your help in identifying the faculty member that has gone above and beyond to help students or who has done something that shows they are bursting with the “Big Bend Spirit”.

Nominees must be full-time faculty of Big Bend Community College (names are provided below). **Nominators can be any BBCC employee.** Please return your nomination to Ryann Leonard or Rie Palkovic (either in their mail box upstairs in the 1400 building or by replying to this e-mail.

**Nominations are due May 15, 2014**

**Outstanding Faculty Award:** Please attach a short narrative or an actual incident which demonstrated the faculty member going above and beyond.

---

## FACULTY

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Abed, Salah  
Autry, Bill  
Ayers, James  
Berry-Guerin, Daneen  
Betzing, Peter  
Borg, Erik  
Brooks, Jennifer  
Carpenter, John  
Close, Steve  
Crane, Greg  
Dannenberg, Kent  
Duvall, Kathleen  
Elliston, Janet  
Erickson, Gail  
Farag, Sonia  
Garza, Guillermo  
Gilbert, Clint  
Gillespie, John  
Gonzalez-Aller, Mercedes  
Groce, Lindsay  
Hamm, Jim  
Hammond, David  
Heinzmann, Max  
Holliday, David  
Jacobs, Barbara

Knepp, Dennis  
Lane, Stephen  
Leavitt, Angela  
Leonard, Ryann  
MacDougall, Joe  
McDaniel, Shawn  
Michie, Les  
Miller, Randy  
Moore, Dan  
Nelson, Marsha  
Palkovic, Rie  
Patterson, Pat  
Peterson, John  
Poth, Mark  
Riley, Chris  
Stoddard, Cara  
Sullivan, Libby  
Sullivan, Matthew  
Swedburg II, John Marc  
Swedburg, John  
Wade, Valerie  
Whitney, Barbara  
Wilks, Preston  
Wynder, Richard  
Zavala-Lopez, MariAnne

# Outstanding Faculty Award

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## Nomination Form for Outstanding Faculty

Nominee Name: \_\_\_\_\_

You must attach a short narrative or an actual incident which demonstrated the faculty member going above and beyond or truly embodying the “Big Bend Spirit”.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Nominator

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

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

- i. Classified Staff Report

#### BACKGROUND:

Classified Staff had the opportunity to attend **CPR, First Aid, and AED** training (hosted by BBCC Safety and Security) on March 7. The STAR Committee offered to help cover the cost of any classified staff wishing to attend, but whose department budget could not cover the cost. No staff members requested assistance.

The STAR Committee hosted two one-hour training sessions entitled **TLR, Leaves, Vacation – Oh my!**, presented by Kim Garza, on April 4<sup>th</sup>. Twenty-six (26) classified staff members attended the two sessions. Nineteen participants returned satisfaction surveys and 89% (17 out of 19) felt the training was *excellent to very good* overall.

A Classified Staff campus-wide **Scavenger Hunt** was held on April 11 to increase team-building and communication skills among staff. Classified Staff Representative Starr Bernhardt will include details from the event in her verbal report.

The STAR Committee developed a learning assessment process for the 2014 training sessions to include a short pre- and post-test (subject-specific) to assess immediate learning of the subject matter. The committee is in the process of developing a long-term learning assessment tool as well. These, in addition to the satisfaction survey staff complete following each training, will provide a better understanding of how effective and useful these trainings have been for classified staff – if they learned anything and if they are applying what they learned. Results of these assessments will be presented to the Trustees at future Board Meetings.

Additional Classified Staff Training in March:

<b>Name</b>	<b>Department</b>	<b>Training</b>	<b>Location</b>	<b>Date(s)</b>
Robin Arriaga	HR	From Military to Civilian: Effects of Deployment and the Challenges of Reintegration	Big Bend	3/6/14
Joe Russell	M&O	CPR & First Aid	Big Bend	3/7/14
Rick Tincani	M&O	CPR & First Aid	Big Bend	3/7/14
Teresa Curran	Library	Custom Holdings Webinar	Online	3/10/14
Kathy Aldrich	Library	Question Point – Ask a Librarian (Nono Burling, WA Library Consultant)	Big Bend	3/14/14
Starr Bernhardt	Institutional Research	Research & Planning Commission Winter Conference	Green River Community College	3/19/14, 3/20/14, 3/21/14
		Introduction to SQL	Online	2/19/14 through 3/11/14
Alicia Wallace	Workforce Education Services	Bridges out of Poverty Workshop	Big Bend	3/26/14

Prepared by Starr Bernhardt.

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

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

j. Enrollment Report

### BACKGROUND:

The 2013-14 FTE report as of April 4 and the Winter Quarter 2014 Final Enrollment report are included for your information. We are currently 1.5% over our two year state-funded FTE target. Winter quarter, state-funded FTE was down 2.3%, overall FTE was even, and headcount was up 3.5% as compared to Winter Quarter 2013. The decrease in state-funded FTE was in ABE/ESL classes offered on-campus during the day, each class had a lower enrollment than in winter 2013.

The tuition amount budgeted for 2013-2014 is \$4,264,284. As of March 31, 2014, we have collected \$6,077,135 or 142.5% of the budgeted amount. As of March 31, 2013 we had collected \$5,892,134 or 147.0%.

### TUITION COLLECTION REPORT

As of March 31, 2014 and March 31, 2013

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of March 31	\$6,077,135	\$5,892,134
As a % of annual budget	142.5%	147%
Left to collect to meet budget target	\$ 0	\$ 0

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

### RECOMMENDATION:

None



	<b>QTRLY <u>FTEs</u></b>	<b>ANNUAL <u>FTEs</u></b>
<b>1st year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
<b>2nd year (13-14)</b>		
SUMMER	330.6	110.2
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1377.9	459.3
<b>TOTAL</b>	<b><u>10261.1</u></b>	<b><u>3420.4</u></b>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		3420.4
Past year + current year allocation		3370.0
% of allocation target attained to date		101.5%
Add'l FTEs to meet minimum 96%	-555.5	-185.2
Add'l FTEs to meet target 100%	-151.1	-50.4
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	23.9	8.0

# WINTER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	33	27	38	31	42	54	42
Asian/Pacific Islander	47	36	25	36	38	30	49
African American	34	33	44	46	41	38	32
Hispanic	893	939	963	1,057	1,038	1,125	1,059
White	1,372	1,269	1,243	1,502	1,504	1,358	1,335
Other/Unknown	149	139	153	39	220	239	237

### SEX

Female	1,312	1,353	1,397	1,619	1,691	1,569	1,625
Male	1,211	1,083	1,051	1,082	1,144	1,157	1,064
Not Coded	5	7	18	10	48	118	65

### STUDENT STATUS

Full-time (12 or more crs)	1,468	1,443	1,518	1,592	1,502	1,312	1,206
Part-time (less than 12 crs)	1,060	1,000	948	1,119	1,381	1,532	1,548
Percent full-time	58.1	59.0	62.4	58.7	52.1	46.1	43.8

### BY TIME/LOCATION

On-Campus Day	1,886	1,866	1,952	2,028	2,081	1,909	1,717
On-Campus Evening	130	167	132	181	178	147	232
Off-Campus Day	318	155	193	286	310	307	374
Off-Campus Evening	194	255	189	216	314	481	431

**TOTAL HEADCOUNT**            **2,528**    **2,443**    **2,466**    **2,711**    **2,883**    **2,844**    **2,754**

Running Start	213	170	170	157	141	146	146
International	7	2	4	5	2	4	3

## FTES

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>STATE FUNDED</u>							
ABE/ESL	172.1	221.9	199.5	219.3	255.6	322.7	278.2
Academic	921.3	908.1	973.4	971.9	919.4	782.2	720.3
Occupational	589.8	592.9	585.2	600.8	625.6	576.9	578.5

**TOTAL STATE FTES**            **1683.2**    **1723.0**    **1758.1**    **1792.0**    **1800.6**    **1681.8**    **1577.0**

### OTHER FTES

Community Service	2.9	3.5	9.8	17.0	8.5	3.8	9.3
Contract Funded	3.5	8.5	6.5	113.3	106.5	36.7	26.8
Running Start	202.3	159.1	151.1	141.3	130.5	127.8	120.7
Other (Employ., Sr. Cit.)	17.2	11.3	13.7	14.0	13.2	13.5	15.7

**GRAND TOTAL FTES**            **1,909.1**    **1,905.4**    **1,939.2**    **2,077.6**    **2,059.3**    **1863.6**    **1749.5**

**BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

k. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of February 28, 2014 is attached for Board review. There was 46.1% of the state operating budget remaining.

Prepared by Director of the Business Office Charlene Rios.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF FEB 28, 2014**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/13		As of 2/28/14	Includes Enc		
010 INSTRUCTION	SALARIES	4,722,188	254,791	4,976,979	2,477,165	2,499,814	50.23%
	BENEFITS	1,484,719	62,726	1,547,445	802,530	744,915	48.14%
	GOODS&SVC	434,340	111	434,451	139,416	295,035	67.91%
	TRAVEL	50,995	0	50,995	25,557	25,438	49.88%
	EQUIP	274,750	0	274,750	165,488	109,262	39.77%
	TOTAL	6,966,992	317,628	7,284,620	3,610,154	3,674,466	50.44%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	560,852	(20,303)	540,549	343,257	197,292	36.50%
	BENEFITS	180,986	(8,343)	172,643	110,817	61,826	35.81%
	GOODS&SVC	34,358	0	34,358	6,607	27,751	80.77%
	TRAVEL	6,750	0	6,750	2,937	3,813	56.49%
	EQUIP	6,500	0	6,500	1,239	5,261	80.94%
	TOTAL	789,446	(28,646)	760,800	464,857	295,943	38.90%
050 LIBRARY	SALARIES	303,235	40,606	343,841	197,173	146,668	42.66%
	BENEFITS	110,946	16,686	127,632	72,630	55,002	43.09%
	GOODS&SVC	63,656	0	63,656	55,107	8,549	13.43%
	TRAVEL	1,750	0	1,750	1,467	283	16.18%
	EQUIP	20,000	0	20,000	17,018	2,982	14.91%
	TOTAL	499,587	57,292	556,879	343,395	213,484	38.34%
060 STUDENT SERVICES	SALARIES	916,798	31,260	948,058	592,901	355,157	37.46%
	BENEFITS	304,486	12,000	316,486	202,213	114,273	36.11%
	GOODS&SVC	33,986	100,000	133,986	48,169	85,817	64.05%
	TRAVEL	9,400	16,373	25,773	2,518	23,255	90.23%
	EQUIP	0	0	0	1,985	(1,985)	0.00%
	GRANTS	526,427	(43,260)	483,167	243,407	239,760	49.62%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	TOTAL	1,806,578	116,373	1,922,951	1,091,193	831,758	43.25%
080 ADMIN.	SALARIES	1,489,865	(20,303)	1,469,562	882,992	586,570	39.91%
	BENEFITS	489,096	(8,343)	480,753	315,084	165,669	34.46%
	GOODS&SVC	624,486	0	624,486	167,863	456,623	73.12%
	TRAVEL	27,825	0	27,825	18,015	9,810	35.25%
	EQUIP	20,250	0	20,250	6,996	13,254	65.45%
	TOTAL	2,651,522	(28,646)	2,622,876	1,390,950	1,231,926	46.97%
090 M&O	SALARIES	1,076,696	0	1,076,696	645,971	430,725	40.00%
	BENEFITS	413,767	0	413,767	243,097	170,670	41.25%
	GOODS&SVC	1,057,950	0	1,057,950	675,840	382,110	36.12%
	TRAVEL	5,025	0	5,025	609	4,416	87.87%
	EQUIPMENT	36,537	0	36,537	15,437	21,100	57.75%
	DEBT SERV.	0	0	0	0	0	0.00%
	TOTAL	2,589,975	0	2,589,975	1,580,955	1,009,020	38.96%
<b>TOTAL BUDGET</b>		<b>15,304,100</b>	<b>434,001</b>	<b>15,738,101</b>	<b>8,481,503</b>	<b>7,256,598</b>	<b>46.11%</b>

ALLOCATION #3	Institution Funding	280,401
ALLOCATION #3	Redistribution of Institution Funding Pool	12,201
ALLOCATION #3	Additional Step M for Classified Staff	1,126
	Move Stenzel from 041/083 to 053	0
	Move \$43,260 from Grant to Salary/Benefits in Opp Grant in 060	0
ALLOCATION #4	Basic Skills Enhancement	27,753
ALLOCATION #4	Student Achievement Initiative	116,373
ALLOCATION #5	IT Reduction	-3,853

TOTAL ADJUSTMENTS TO ALLOCATION 434,001

## **BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

**ITEM #5:** Peer Advocate Coaches (for information)

### **BACKGROUND:**

The Peer Advocate Coaches (PAC) Leaders are dedicated to helping students who are enrolled in the College Survival Skills 100 classes become effective and engaged members of the BBCC community. The peer advocates use face-to-face contacts, classroom visits, and social media – FACEBOOK, as a means to develop a connection with their assigned students. The PAC Leaders provide students with information, encouragement, and guidance on being successful here at BBCC

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

**ITEM #6:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the December 12, 2013, board meeting Psychology and Criminal Justice Instructor Dr. Ryann Leonard was awarded a \$2,000 Exceptional Faculty Award. She will provide her verbal report during the board meeting.

During the March 6, 2014, board meeting CDL Instructors Randy Miller and Guillermo Garza were each awarded \$2,000. They will present their verbal reports to the board during the meeting.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

**Guillermo Garza**  
**CDL Instructor**  
**Exceptional Faculty Award Report**

With help from an Exceptional Faculty Award, March 9<sup>th</sup> – 12<sup>th</sup>, I was able to attend the 2014 NAPFTDS 24<sup>th</sup> National Convention in Charleston, South Carolina. Where this year's theme was "Bridging the Gap." During this convention I gained a tremendous amount of information on the many presentations that were brought to the table, like; "Bridging the Gap from the Classroom to the Truck," that was presented by Chris and Susie Antonik, who are both Instructors at Delaware Technical Community College. Their information on how to keep the students learning, awake, interested and active through-out the CDL course, was very informative. They showed us different teaching strategies, they talked to us about constructing lesson plans and many other interactive ideas that can be brought to the classroom with the goal of helping our students reach their goals.

Chris Antonik spoke to us about "Technology in the Commercial Transportation Learning Environment: Simulation," he shared with us on how efficient and useful having a simulator can be, like saving time, money and equipment in breakdowns. By getting the students on the simulator before they get into the "Real" semi-truck and trailer, we can show students what they did right or wrong in their shifting, double clutching, turning, backing, observation, driving and the list goes on and on, without damaging the equipment.

Karen Morton, Program Director of Driver Licensing for the AAMVA, talked to us about "Regulations and Rulemakings," she brought important and insightful information regarding current laws and regulations that are affecting the trucking industry and CDL Class A holders today as well as what effect it will have on the driver and the trucking industry in the future.

John Sawyer, Driver Training Consultant for the AAA, was very informative with his presentations on "Learning Challenges for the Adult Learner" as well as "The Digital Learner." John brought awareness to the Instructors as he spoke regarding the many disabilities and challenges students might be facing when coming into the CDL program, some examples given were; hearing loss in one ear, dyslexia, reading comprehension problems, weak vocabulary and vision problems. He spoke about how important it is for us as Instructors to recognize what that disability or challenge might be and make the proper changes so as to make sure that the student is learning what is being taught to them.

Rich Clemente, Transportation Specialist for the FMCSA, talked to us about many of the FMCSA's regulatory updates. He also brought important and insightful information regarding current laws and regulations that are affecting the trucking industry. The overall information gained at the conference from the presenters as well as talking with some of my colleagues from various states and colleges, was very important and informative. It has given me the knowledge needed to reach my goal in becoming a better well-rounded CDL Instructor. Thank you for the funding that provided the opportunity for this event.

**Randy Miller**  
**CDL Instructor**  
**Exceptional Faculty Award Report**

Thank you for awarding me the Exceptional Faculty Award which enabled me to attend the 24<sup>th</sup> National Convention of the NAPFTDS (National Association of Publicly Funded Truck Driving Schools) in Charleston, South Carolina.

One of the presentations was conducted by Chris Antonik (member of NAPFTDS) along with his wife Susie. This presentation (with some discussion) was based on the convention theme “Bridging the Gap” and was entitled “Bridging the Gap from the Classroom to the Truck.” They spoke substantially on lesson plans and implementation of them. Among the attendees, there were those who agreed with their policies and the way in which they taught at their school but also a substantial number who had serious questions and doubts about such methods. I, for one, have serious questions! They also spoke on “Technology in the Commercial Transportation Learning Environment Simulation” This presentation discussed the effectiveness and more efficient means of teaching virtually all the aspects of driving commercial tractor/trailer rigs including not only shifting with different transmissions using the double clutch method but also different engines with varying horsepower, loads, grades, etc., along with observation and therefore safety aspects with the help of a driving simulator. I whole heartedly agree with this means of instruction as it is not only a very efficient tool but also eliminates a lot of abuse to the real equipment and therefore less downtime and expense to our tractors and trailers.

Karen Morton, Program Director of Driver Licensing for AAMVA (American Association for Motor Vehicle Administration) spoke on “Regulations and Rulemaking.” The presentation dealt with existing rules along with recently finalized rules and some that are being discussed now and may be implemented that will affect all CDL holders and those Transportation Companies which employ them along with the negative effects these rules have and may have on these companies and the individuals with their CDL.

Driver Training Consultant for AAA, John Sawyer gave some insightful information on “Learning Challenges for the Adult Learner” and “The Digital Learner” This presentation dealt primarily with students facing learning challenges such as partial hearing loss, reading comprehension, dyslexia, and vocabulary problems.

Rich Clemente (Federal Motor Carrier Safety Administration Transportation Specialist) spoke about Federal rules and regulations which have recently been finalized and some which are still in the discussion process which may be finalized in the coming months. These rules have been changing quite frequently in the past few years, especially those dealing with hours of service (HOS).

It was good to get reacquainted with old and new colleagues in the teaching and regulatory agencies to discuss present and future problems that have or may occur. It is also interesting to discuss differences in teaching methods and different State rules as to the testing of graduating students since additional State laws may differ substantially as long as Federal laws are maintained.



**Dr. Ryann Leonard  
Psychology/Criminal Justice Instructor  
Exceptional Faculty Award Report**

With help from an Exceptional Faculty Award, March 7-9, 2014 I attended the Annual American Psychology – Law Society conference held in New Orleans. During this conference I gained a tremendous amount of information on the current state of the research regarding Psychology and Law. I will use this information in my Criminal Justice and Psychology courses. Further I learned new knowledge about the Criminal Justice systems in Canada and other non-US countries that will be helpful to use as a comparison to the US system. I was also able to reconnect with a former colleague who works at UW and we have discussed the potential for collaboration on a project that would further foster our relationship with local law enforcement. Thank you for the funding that provided the opportunity for this event.

## **BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

**ITEM #7:** Academic Master Plan (AMP) Report #1 (for action)  
Community Engagement

### **BACKGROUND:**

The Community Engagement Monitoring Report addresses the Board Ends Statement and Core Theme on Community Engagement. The focus of the report is college partnerships, responsible use of resources, and the cultivation of an inclusive campus environment.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

### **RECOMMENDATION:**

President Leas and Dean Kirkwood recommend acceptance of Community Engagement 2014.

## BIG BEND COMMUNITY COLLEGE

Date: 4/18/14

**ITEM #8:** TACTC Awards (for information/action)

### **BACKGROUND:**

There are four TACTC Award categories. BBCC has submitted a nomination for three of the four categories.

- Board Chair Mike Blakely was nominated for the *Trustee Leadership Award*, which recognizes an individual trustee for serving as an outstanding leader in the community and technical college system.
- Director of Student Support Services Custodio Valencia was nominated for the *Equity Award*, which recognizes an individual that has demonstrated success in furthering equity and student achievement in the community and technical college system.
- Samaritan Healthcare was nominated for the *Partner of the Year Award*, which recognizes a business, company, agency or organization for donating time and/or resources in support of the community and technical college mission.

The awardees will be invited to attend the TACTC Awards dinner Thursday, May 15 in Yakima along with a guest. TACTC will fund their travel expenses.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

April 7, 2014

TACTC Awards Committee  
P.O. Box 42495  
Olympia, WA 98504-2495

**RE: NOMINATION LETTER BY BIG BEND COMMUNITY COLLEGE TRUSTEES – EQUITY AWARD**

Custodio Valencia resides in Moses Lake, WA and has been employed at Big Bend Community College for nine years. He works in the TRiO Student Support Services office as the Project Director.

When referring to “non-traditional” students, Custodio is as non-traditional as they come. He is a Royal High School graduate (Royal City, WA) who immediately joined the “workforce” and did not attend college, but rather, worked at McCain Foods potato plant for four years. Soon after resigning from McCain Foods, he attended Big Bend Community College where he earned his Associates in Arts and Science Direct transfer Agreement which enabled him to transfer to Eastern Washington University.

As a first-generation and low income student, Custodio devoted much of his high school years to the TRiO-Upward Bound program which motivated and supported him to stay in school. While he attended BBCC, he served as an ASB Officer and was an active participant in the TRiO-Students Support Services program.

Custodio holds a Bachelor’s Degree in Educational Psychology and Spanish from Eastern Washington University. He also obtained a Minor in the Alcohol and Drug Studies program at EWU.

Humbly, Custodio would be the first to tell you that his associate’s and bachelor’s degrees were not obtained within the traditional time frame of four years. Interestingly enough, it took him a combined effort of 10 years. This type of endeavor seems to resonate with many students he works with.

Custodio returned to school during the years 2007-2010 and commuted on a weekly basis to Washington State University-TriCities campus, where he earned his Master’s Degree in Education that specializes in School Counseling. He accomplished this goal while juggling work, internship, coaching, soccer and parenthood obligations.

Custodio Valencia is like a breath of fresh air. He turned in two pages of affiliations and learning experiences. Needless to say, he has a strong academic background.

He has been promoted to the position of Project Director for the TRiO Student Support Services, while at the same time, has kept the advisory students he originally worked with because he felt he needed to keep in contact with them.

His students and TRiO’s membership is as diverse as it can possibly be at Big Bend Community College. As stated in one of his letters of support, “Custodio is the definition of equity.”

Custodio serves on numerous committees, including mentoring new staff and working on evaluation committees. He counsels students about job opportunities, study techniques and how to respond in an interview. BBCC has the highest percentage of Hispanics in the state of Washington who graduate from community colleges. Custodio's contribution is one of the main reasons for our success.

Custodio and his students visit other schools in the area and also sponsor career days including how to fill out financial forms and job applications.

He is respected by both students and staff. He communicates with the trustees and has made contributions to the policies established by the Board of Trustees.

Diversity is of great importance to him. He demonstrates this on a daily basis. He definitely is a positive role model for others to emulate.

Please give careful consideration to Custodio Valencia based upon his considerable merits.

Sincerely,



Mike Blakely, Chairman  
Submitted by the Board of Trustees  
Big Bend Community College  
7662 Chanute Street NE  
Moses Lake, WA 98837



## Washington Trustees Association of Community and Technical Colleges

### 2014 Trustee Leadership Award

#### Nomination Statement

Given that the purpose of the TACTC Trustee Leadership Award is to recognize an individual trustee for serving as an outstanding leader in the community and technical college system, **Mike Blakely** is certainly deserving of this honor.

Mike was appointed to the Big Bend Community College (BBCC) Board of Trustees December 20, 2004. He was reappointed October 15, 2010. Mike has served as board chair and vice chair twice. His first term as vice chair was in 2007-08 and chair in 2008-09, and he is currently board chair after starting his second term as chair in December 2012 when Mike Wren's term expired. Mike is an intuitive thinker with relentless efforts to ensure BBCC accomplishes its goals and mission.

A 40-year Grant County resident, retired high school Vocational Agriculture and Diversified Occupations Teacher, and Big Bend Community College Trustee, Mike calls Quincy, Washington home. He is active in his community by participating in the monthly Quincy Leadership Roundtable meetings, attending bimonthly school board meetings and most community meetings, and advocating for students and public higher education with elected officials. Mike established the Quincy Diversified Occupations Program; was awarded the Honorary American Farmer Degree; served as a board member and former President of the Columbia Basin Sheep Producers Association; was a former member of the Washington State Agriculture Education Task Force; served as a Diversified Occupations State Board member and board member for the Northwest Jr. Sheep Exposition; is a former member of the Mountain View Elementary School Site Council, and a member of the Quincy School District Safety and Discipline Committee. Mike was honored twice as FFA Teacher of the Year, served on the Washington State Agriculture Advisory Council for two terms, and his FFA students won too many awards to list here.

In 2012, when BBCC's president of 17 years retired, Mike served on the Presidential Search committee alongside community members in the BBCC Service District No. 18, and he actively participated in the selection process by visiting the three finalists' home campuses. He advocated for a search process that the trustees conducted themselves, which led to savings for the college of more than \$30,000 and significantly reduced the time required to conduct the search.

Mike initiates recognition for deserving supporters of BBCC. He led the efforts to name buildings for long-time BBCC Trustee, Foundation member, and supporter Paul Hirai and for President Emeritus William C. Bonaudi. The ceremonies provided opportunities for networking

with other donors and exemplified how BBCC values extraordinarily supportive “BBCC family” members. He even arranged for the military color guard to participate in both ceremonies.

A champion for innovation and improvement, Mike has supported and encouraged initiatives that have led to the following outcomes for BBCC students:

- Big Bend Community College had the highest student achievement point gains among the state’s 34 community and technical colleges in 2011-12.
- BBCC had the second highest rate in the state for completion of academic transfer degrees in 2011-12.
- Enrollment in college-level math classes at BBCC set records in fall of 2013, increasing 25 percent from 2012 and doubling since 2009. There were waiting lists for calculus classes in fall of 2013 for the first time in school history.
- Success rates for students in pre-college (developmental) math increased from 50 percent to 80 percent after BBCC implemented the Emporium math model.
- BBCC scored in the 85<sup>th</sup> percentile or above on 13 measures of the National Community College Benchmark Project that included 272 community and technical colleges. Scores in the 85<sup>th</sup> percentile and above are “strengths” of the college. BBCC ranked in the 95<sup>th</sup> percentile or higher in student completion and transfer, developmental English success, developmental math success, and English composition success.
- BBCC nursing students achieved a 100-percent pass rate on their first attempt at the national NCLEX board exam for registered nurses in five of the last six years.
- BBCC ranked first in job placement for graduates of professional technical programs in 2012-13 among the state’s community and technical colleges. BBCC job placement was 10 percent higher than the state average.
- Fall-to-spring retention rates for BBCC students were 93 percent in 2011-12 and 94 percent in 2012-13. These numbers include students who completed at least 15 credits during their first year.
- BBCC athletic teams earned the inaugural Presidents Cup for academic achievement in 2012-13, placing first among small colleges (7 or fewer sports) from Washington and Oregon in the Northwest Athletic Association of Community Colleges (NWAACC).

Mike continually reaches out to students in his community—especially low-income and minority students—and encourages their attendance at BBCC, often bringing them to campus and introducing them to student services personnel. Prior to his term on the BBCC Board, the Community of Quincy and many of the students that graduated from Quincy High School had little knowledge of and no allegiance to BBCC. Through Mike’s efforts, BBCC has become the primary college that Quincy graduating seniors choose when they attend a community college. Mike regularly meets with community members to keep BBCC’s name in front of them and to help them meet their job training needs.

Mike makes regular efforts to contact his legislators to make sure they know what is going on at Big Bend. He has also served as vice chair for the Democratic Party's Congressional Delegation.

Many admire Mike's generosity, unselfishness, and wide concern for all members of society when in need. Two of the past three years, BBCC has nominated a TACTC Transforming Lives student who has been recognized at the state level. Mike personally donates funding for each student to purchase special clothing for the ceremony, goes out of his way to encourage each nominee, and helps each nominee to tell his or her story. He encourages every student with whom he has contact and takes a special interest in students who do not have access to traditional financial aid sources. He has written numerous scholarship recommendation letters, and he does not just bring students on campus and drop them off; he introduces them to student services personnel and regularly checks in with them on their progress.

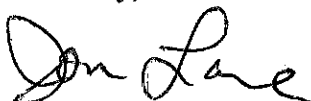
Mike has instituted the practice of a student-led pledge of allegiance at every board of trustees meeting. He has also directed college officials to include a student club presentation at every board meeting, thus reminding all that the true focus of the board's efforts is student success. He encourages his fellow board members to contact legislators during every board meeting. Mike regularly visits campus and can be counted on to promote and attend Foundation fundraisers, graduation activities, holiday potlucks, sports events, and especially student recognition events. "If you invite him to an on/off-campus event, regardless of the event, he will come with an open mind," asserts Custodio Valencia, Director, TRiO-Student Support Services.

Mike understands the importance of service to TACTC. Mike has been involved in the Transforming Lives program from its beginning; he has participated on the TACTC Awards Committee 2007-08, 2012-13 and 2013-14 and has served on the committee to select the finalists at the state level. Mike has helped develop the TACTC Transforming Lives program on the BBCC campus to include a local dinner with families, faculty and staff, celebrating the transformative stories of our local nominees. Mike has helped students when they have been short on funds and is always there to encourage and challenge them to do their best. Mike knows no strangers, and students from Quincy that attend BBCC become part of his family. He also served on the TACTC Trustee Education and Legislative Action Committees.

Mike is active in his professional development as a trustee, regularly attending state and national ACCT and AACC leadership institutes and conferences. On October 4, 2013, he participated in a panel presentation with me and two other trustees at the national ACCT conference in Seattle entitled *Presidential Search Process in Austere Times*.

Mike is often accompanied by his wife of more than 50 years, Myrna, who is also a member of the Quincy School Board. They make a terrific couple. Mike is very dedicated to his role as a trustee; despite serious health challenges, he has a record of 100-percent attendance. I believe that Mike is very deserving of the Trustee Leadership Award and encourage you to consider his nomination.

Sincerely,



Jon Lane, Vice Chair  
BBCC Board of Trustees





April 9, 2014

TACTC

Attn: Awards Committee

PO Box 42495

Olympia, WA 98504-2495

**RE: NOMINATION FOR PARTNER OF THE YEAR – SELECTED BY THE BBCC BOARD OF TRUSTEES**

The trustees of Big Bend Community College (BBCC) take great pleasure in nominating Samaritan Healthcare of Moses Lake and the current CEO, Tom Thompson, for the TACTC Partner of the Year Award.

Over a period of about 12 years, the Board of Directors of Samaritan Healthcare donated \$703,433 in support of BBCC's Nursing program. The last donation of \$30,000 came with a pledge of another \$30,000 for the next year.

We are quite proud of our nursing program. For example, in the last five years every student but one, has passed the state exam on the first try. On her second try, the girl who suffered test anxiety, passed. Also, the majority of our graduating nurses stay in the area or seek a bachelor's degree in nursing from a four-year school.

The hospital funded a joint nurse educator position with BBCC. Samaritan Healthcare paid the salary and benefits for this position for 10 years. In July 2011, Samaritan Healthcare donated \$30,000 a year for two years for a faculty position in the nursing program. These gifts salvaged the nursing program during the severe budget cuts endured by the college at that time.

Since the BBCC nursing program began, Samaritan has graciously allowed the nursing program to utilize its site for RN and LPN clinical practice.

Samaritan committed to the first full-time joint faculty position in the state. Prior to the joint faculty position, Samaritan nurses donated their time to the college to teach in a clinical setting or lecture.

The hospital provides scholarships to nursing students by donating funds to the BBCC Foundation, which provides scholarship money for the students. They help to provide advanced skills and biomedical equipment support. They also assist BBCC to access MediTech software by providing their port to help train students. This is about a \$10,000 per year commitment if we were to try and provide it on our own.

## CEO Statement

*"I am pleased that Samaritan has participated in an ongoing partnership with the nursing program at BBCC. They have a quality program which helps us by furnishing interns, and more importantly, we hire a number of their graduates each year.*

*We intend to accelerate various phases of this partnership in the future so BBCC nurses can utilize the newest technology and the opportunity to expand this outstanding program."*

It is difficult to document the activities of the CEO, Tom Thompson, as he has only been on the job for about three and one-half months. He has been very cooperative and has indicated that he intends to continue and/or enhance the partnership between BBCC's School of Nursing and Samaritan.

In our opinion, our nursing program could not have survived without the ongoing partnership arrangement during the staggering budget cuts. The program is thriving at this time thanks to Samaritan Healthcare's generous investment in excellence in teaching and learning at BBCC.

We urge you to find Samaritan Healthcare a worthy candidate to receive the **Partner of the Year Award**.

Sincerely,



Mike Blakely, Chair

Submitted by the Board of Trustees

Big Bend Community College

7662 Chanute Street NE

Moses Lake, WA 98837

## **BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

**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 definitively measure what is accomplished throughout the year for its next self-evaluation review.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 4/18/14

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

**BACKGROUND:**

The next board meeting is scheduled on May 22, 2014, 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: 4/18/14

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

### **BACKGROUND:**

The Trustee sponsored Transforming Lives Award Recognition Event was held Thursday, March 6.

Bud Clary Honda and Bud Clary of Moses Lake donated tool kits for second-year students in the automotive program. This industry partnership is essential and a good example of the meaning of community colleges.

The 2014 Spring TACTC Convention will be held May15-16 hosted by Yakima Valley College. Marcie Maxwell, Senior Policy Advisor on Education from Governor Inslee's Legislative Affairs & Policy Office, is the keynote speaker. The conference will be held in the Yakima Red Lion Hotel. Please rsvp with Melinda.

Rotary President Dave Campbell is coordinating a Kiwanis/Rotary Golf Scramble to raise money for Automated External Defibrillators (AEDs) for BBCC on Thursday, June 12, 2014.

Prepared by the President's office.

### **RECOMMENDATION:**

None.



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# TACTC Spring Convention

## Yakima Red Lion Hotel

May 15–16, 2014

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### Draft Agenda

**Thursday, May 15, 2014**

***Pre-Convention Activities***

7:30 a.m. – 8:30 a.m.      **Continental Breakfast and Registration**

8:30 a.m. – 10:15 a.m.      **Concurrent Sessions**

**Board Chair Training**

**Cindra Smith**, Speaker, Board Development and Facilitation; and

**Walt Packard**, Consultant, College Brain Trust

**Legislative Action Committee – Interim Planning**

**Marty Brown**, Executive Director, SBCTC

**Bob Roegner**, Highline Community College Trustee and

**Duke Mitchell**, Columbia Basin Community College Trustee  
- LAC Co-Chairs

10:15 a.m. – 10:30 a.m.      **Break**

10:30 a.m. – Noon      **TACTC Business Meeting and Election of Officers**

***Convention Begins***

Noon – 1:30 p.m.      **Lunch – Welcome from Host College Trustees**  
Yakima Valley Community College

1:30 p.m. – 2:30 p.m.      **Partnering with K-12 Panel Discussion**

2:30 p.m. – 2:45 p.m.      **Break**

2:45 p.m. – 4:30 p.m.      **Interactive Speed Sessions with K-12 Panelists**

4:30 p.m. – 5:00 p.m.      **Report out of Interactive Speed Sessions**

- 6:00 p.m. – 6:30 p.m.      **Networking Social**
- 6:30 p.m. – 8:30 p.m.      **Passing of the Gavel  
Awards Dinner and Entertainment**
- 8:30 p.m. – 11:00 p.m.      **President’s Reception**

**Friday, May 16, 2014**

- 7:30 a.m. – 8:00 a.m.      **Breakfast**
- 8:00 a.m. – 8:45 a.m.      **Adult Basic Education Presentation**
- 8:45 a.m. – 9:15 a.m.      **System Update**  
   **Marty Brown, SBCTC Executive Director**
- 9:15 a.m. – 9:30 a.m.      **Break**
- 9:30 a.m. – 10:45 a.m.      **Tenure Panel**
- 11:00 a.m. – Noon      **Keynote Speaker**  
   **Marcie Maxwell, Senior Policy Advisor on Education**  
   K-12, Early Learning, Higher Education & Workforce  
   Development, Governor Inslee’s Legislative Affairs & Policy  
   Office
- Noon      **Lunch**  
   *Box Lunches (To be eaten at the hotel or take with.)*



# Kiwanis Club of Moses Lake & Rotary Club of Moses Lake

Golf Scramble to purchase AEDs  
for Big Bend Community College

## Tournament Information

- What:** The fourth annual Kiwanis Club of Moses Lake & Rotary Club of Moses Lake Golf Scramble is a four person team event for men and women golfers of all skill levels. This event is open to all golfers, and teams do not need to have a member of a service club to be able to enter.
- Why:** *The event net proceeds will go toward the purchase of automated external defibrillators (AEDs) for Big Bend Community College. The total cost of the AEDs is \$25,610.*
- When:** **Thursday, June 12, 2014**
- |                              |                        |
|------------------------------|------------------------|
| Registration & Driving Range | 9:30 am until 10:45 am |
| Welcome & Rules              | 10:45 am               |
| <b>Shotgun Start</b>         | <b>11:00 am</b>        |
| Awards & Prizes              | 4:15 pm                |
- Where:** Moses Lake Golf Club                      1373 Road F.2 NE  
Moses Lake, Washington                      (509) 765-8934
- Prizes:** *Please join us for a pleasant summer day of golf and fun!* Prizes will be awarded for low gross score, and low net score after applying handicaps.
- Other:** We will be selling Mulligans & Super Tickets and will be offering a couple of fun pay-to-play options. *All event net proceeds go to the new AEDs*, so be sure to bring some cash because there is no ATM at the course!
- Entry:** **All sponsorships are booked in the order received. Please respond early to get the package that you desire! No need to pay now... we can invoice you in early May. Registration fees MUST be paid in advance of event.**

For more information, please call Dave Campbell at 509-793-9647



# Kiwanis Club of Moses Lake & Rotary Club of Moses Lake

## Golf Scramble to purchase AEDs for Big Bend Community College

### Sponsorship Opportunities

As of March 6, 2014

#### Event Sponsor (0 sold, 2 opportunities remain):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **special signage at the clubhouse**, and recognition in player information materials \$725  
(Event Sponsor with no golf included is \$475)

#### Golf Cart Sponsor (0 sold, 2 opportunities remain):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **full color signage on each power cart**, and recognition in player information materials \$625  
(Golf Cart Sponsor with no golf included is \$375)

#### Hole-In-One Prize Sponsor (0 sold, 2 opportunities remain):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **special signage at all four par 3 holes**, and recognition in player information materials \$525  
(Hole-In-One Prize Sponsor with no golf included is \$275)

#### Putting Contest Sponsor (0 sold, 1 opportunity remains):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **special signage at the tee box**, and recognition in player information materials \$525  
(Putting Contest Sponsor with no golf included is \$275)

#### Tee Box Sponsor (0 sold, 17 opportunities remain):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **special signage at the tee box**, and recognition in player information materials \$425  
(Tee Box Sponsor with no golf included is \$175)

#### Green Sponsor (0 sold, 17 opportunities remain):

Includes greens fees, power carts, range balls and lunch for a team of 4 golfers, **special signage at the green**, and recognition in player information materials \$375  
(Green Sponsor with no golf included is \$125)

# Kiwanis Club of Moses Lake & Rotary Club of Moses Lake

## Golf Scramble to purchase AEDs for Big Bend Community College

### Sponsorship Registration

As of March 6, 2014

Yes!! We will help sponsor the fourth annual Kiwanis Club & Rotary Club Golf Scramble on Thursday, June 12, 2013 at the Moses Lake Golf Club.

<input type="checkbox"/>	<u>Event Sponsor</u> (includes entry fees for 4 golfers)	\$725
<input type="checkbox"/>	<u>Event Sponsor</u> (NO GOLF INCLUDED)	\$475
<input type="checkbox"/>	<u>Golf Cart Sponsor</u> (includes entry fees for 4 players)	\$625
<input type="checkbox"/>	<u>Golf Cart Sponsor</u> (NO GOLF INCLUDED)	\$375
<input type="checkbox"/>	<u>Hole-In-One Sponsor</u> (with entry fees for 4 players)	\$525
<input type="checkbox"/>	<u>Hole-In-One Sponsor</u> (NO GOLF INCLUDED)	\$275
<input type="checkbox"/>	<u>Putting Contest Sponsor</u> (with entry fees for 4 players)	\$525
<input type="checkbox"/>	<u>Putting Contest Sponsor</u> (NO GOLF INCLUDED)	\$275
<input type="checkbox"/>	<u>Tee Box Sponsor</u> (includes entry fees for 4 players)	\$425
<input type="checkbox"/>	<u>Tee Box Sponsor</u> (NO GOLF INCLUDED)	\$175
<input type="checkbox"/>	<u>Green Sponsor</u> (includes entry fees for 4 players)	\$375
<input type="checkbox"/>	<u>Green Sponsor</u> (NO GOLF INCLUDED)	\$125

Business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sponsorships will be accepted in the order received by us, so please respond early to assure that you get the sponsorship that you desire! We will gather individual golfer info in May. ***No need to pay now... we can invoice you in early May.***

Our sponsor check is enclosed, payable to Rotary Charities of Moses Lake.

Please return this form to:

**Dave Campbell**  
801 E. Wheeler Road  
Moses Lake, WA 98837  
Or FAX to 509-764-3277  
Or email to [foundation@samaritanhealthcare.com](mailto:foundation@samaritanhealthcare.com)