



Board of Trustees Regular Board Meeting

**Thursday, August 7, 2014
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Summer/Fall 2014 Campus Events

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

September						
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				

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

2014-15 ASB Officers		
August	7	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	8	Summer Instruction Ends
September	1	Campus Closed for Labor Day
	11	Board of Trustees Retreat; 8:30 a.m.; CBTech
	15	Fall In-Service; 7:30 a.m.; Masto Conference Center
	22	Fall Instruction Begins
	25	Back-to-School BBQ; 4:00-7:00 p.m.; ATEC Courtyard; \$5.00 each



2014-15 ASB Officers

(Left to right: President Stormie Kidd, Programming Director Alexis Spence, Vice President Jacob Barth, Treasurer Erika Santacruz, Public Relations Officer Erik Salgado, Secretary Whitney Southam)



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Thursday, August 7, 2014, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Jon Lane
Chair

Stephen McFadden
Vice Chair

Mike Blakely

Anna Franz, J.D.

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

Action	
A	1. Call to Order/Roll Call Pledge of Allegiance – Delight Leas, World War II Veteran
I	2. Introductions – Rick Sparks, Director of BBT; Cassandra Fry, Program Asst Financial Aid/Counseling;
I/A	3. Consent Agenda <ul style="list-style-type: none"> a. Regular Meeting June 13, 2014 (A) b. President's Activity Update (I) c. Student Success (I) d. Accreditation (I) e. Capital Project Report (I) f. Safety & Security Update (I) g. Human Resources Report (I) h. Classified Staff Report (I) i. Enrollment Report (I)
I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <ul style="list-style-type: none"> a. ASB Advisor – Kim Jackson 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 – Gail Hamburg will comment g. Executive Director BBCC Foundation – LeAnne Parton
I	5. \$ALT Presentation – Jen DeLeon ----- BREAK -----
	Executive Session
I	6. BP Diploma Presentation, BP 6115 – President Terry Leas
A	7. BP 6106 Admission – VP Bob Mohrbacher
A	8. Board Resolution 2014-1 – President Terry Leas
I/A	9. Board Retreat Agenda – Board
I	10. Open Public Meeting Act Training – AAG Mirisa Bradbury
I	11. Assessment of Board Activity – Board
I	12. Regularly Scheduled Board Meeting – Board
I/A	13. Miscellaneous – Chair Jon Lane, President Terry Leas Adjournment

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

NEXT MEETING REMINDER – Retreat September 11 (CBTech)

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

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting on June 13, 2014, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting Friday, June 13, 2014, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Director of Safety & Security Kyle Foreman led the Pledge of Allegiance.

1. Call to Order

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

2. Introductions

There were no introductions.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from May 22, 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 14-27

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

4. Remarks

- a. ASB President Mitchell Darlington provided the ASB update. ASB finished Spring Quarter with a pool tournament, free pool day in the game room and a Library Campout. The largest turnout ever attended the Family Surf 'n Slide Monday night with 230 attending the event. ASB hosted the first Recognition Night, honoring outstanding students and teachers as well as Club and ASB Officers.

ASB officers will raise funds by selling bottles of cold water to graduation attendees. Several clubs have been busy with fundraising. The new Aviation club has done yard work to raise money for their club. The SSS club partnered with the TRiO program and raised money with a Silent Auction. Phi Theta Kappa held a successful raffle as well as their quarterly Book Buy-Back Bake Sale. The Engineering Club and the Nursing Club co-sponsored a silent auction that did quite well. The LDSSA Club participated in a clean-up as well as picking up rocks in the college-owned field by the electronic reader board last month. The MEChA Club held a movie night, showing the movie "The Cement Suitcase," and had a member of the production team here for the event. The GSA Club also had a movie night with pizza on campus, showing the movie "The Outlist."

The following clubs combined to hold a very successful campus Health and Safety event last week: Engineering, SSS Club, Phi Theta Kappa, GSA, MEChA,

Veterans Club and the Medical Assistant Program. The L.I.G.H.T. Club (Living in God's Holy Truth) hosted a BBQ on campus this week.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Fourteen Classified Staff members were nominated for the 2013 Outstanding Classified Employee at the Campus Excellence Awards Luncheon and Lyubov Konovalchuk from the BBCC Childcare Center received the honor. Staff Training for Technical and Community Colleges (STAACC), a consortium of community college classified staff, is accepting nominations for outstanding classified staff employees. Anyone can submit a nomination to Ms. Bernhardt by June 20.
- c. Faculty Association President Rie Palkovic provided updates from the faculty members. Dr. Ryann Leonard, Psychology/Criminal Justice Instructor, reported three of her students worked with the Moses Lake Prevention Coalition, to see if vendors will sell alcohol to minors. All five locations tested, refused to sell alcohol to minors. German Instructor Jennifer McCarthy led her students in a flash mob. Spanish Instructor Angie Leavitt also led her class in a flash mob. Four faculty members were nominated as Outstanding Faculty members at the Campus Excellence Awards Luncheon, and Biology Instructor Barbara Jacobs received the Outstanding Faculty Award.
- d. VP Gail Hamburg reported summer projects for M&O and BBT. Additional security cameras will be installed in nine locations. New security cameras and a light will be installed near the GTA bus stop. A car was recently reported stolen from the parking lot near the dorms, and the camera footage revealed the car had not been parked at that location. The business and liberal arts building (1600), math building (1200), and the Opportunity Center will also receive upgrades during the summer.
- e. VP Mohrbacher reported that BBCC received the Working Family Success Network (WFSN) grant promoting financial literacy and career planning. It will fund a full-time career counselor and the \$ALT Program, which is an online debt education and counseling program. The program will help students understand their student loans, and personal budgets, through online modules. This program should also reduce BBCC's cohort default rate for financial aid, which is a national issue. Lastly, VP Mohrbacher announced that Director of ABE/JATP Sandy Cheek will retire in August.
- f. VP Kim Garza provided an update from Human Resources. The Campus Excellence Awards Luncheon was held Friday, June 6. It was a great employee recognition event highlighting years of service and outstanding employees. Andrea Elliott was named the outstanding Admin/Exempt employee. HR is busy filling positions; counselor interviews have been completed, and the last two flight instruction interviews will be held Monday.

VP Garza announced Brian Willett will be here from the WA State Auditor's Office Monday, June 23, to present a Strategic Planning Workshop.

BCC employees and community members will attend the workshop. VP Garza encouraged the trustees to attend and invite other community members to attend. July 10 Maria Agnew from Influencing Options will present a Confronting Without Conflict training; trustees are welcome to attend.

- g. Executive Director LeAnne Parton provided an update for the Foundation. Cellarbration! raised a gross of \$104,231. After all of the invoices have been received, she will provide the net revenue total. Foundation board members and Executive Director Parton awarded 116 scholarships. The Classic Car Club donated \$1,500 for tool kits for automotive students. Manager Chuck Wade from the Bud Clary dealership also donated \$2,000 for this effort. Lastly, Executive Director Parton reported the Brent Blake Scholarship Quilt winning raffle ticket will be drawn at 3:00 p.m.

5. Draft 2014-15 Operating Budget

VP Gail Hamburg presented the 2014-15 State Operating Budget for the trustees' approval. She stated this budget is very similar to the 2013-14 State Operating Budget. VP Hamburg reviewed the budget process. BCC receives the initial allocation from the SBCTC, which is calculated from the base budget with changes for pass-through adjustments (retirement pension and health insurance rate changes). New and variable rate allocations are added or subtracted and then SBCTC earmarks and legislative provisos are added. The tuition and local revenues are added to the budget based on revenue forecasts.

New items for this budget include removal of the aerospace training variable allocation and one-time allocations for various workforce development projects. The student achievement funding will be reallocated later in the year. New funding is provided for classified employees who have been at their top compensation step for at least six years. Funding for TIAA/CREF retirement will be increased. A reduction absorbing resources as a result of LEAN activities will be allocated this year. Tuition levels are frozen at the current level.

VP Hamburg explained that the 2015 unrestricted base budget is \$8,132,064. After pass-through adjustments, new and variable allocations, SBCTC earmarks and legislative provisos, tuition, carryover, Running Start and ABE/ESL grants, the total 2015 operating budget is \$15,325,305, which includes the board-mandated 2.5% reserves in the amount of \$373,788.

The allocated state-support FTE total has risen by 5, or 0.3% from 1,680 last year, to 1,685 this year.

The source of operations funds changed slightly from last year. State funding is down 2% to 57% (\$8,749,642), tuition is up 1% to 29% (\$4,400,000), and local funding is up 1% to 14% (\$2,157,353).

VP Hamburg described the expenditures by program. Instruction uses 44% or \$6,741,242, compared to 46% last year, and the system average is 49%. Academic administration uses 5% or \$827,048, the same percentage as last year, and the

system average is 6%. The library uses 4% or \$544,668, compared to 3% last year, and the system average is 3%. Student services uses 13% or \$1,931,232 compared to 12% last year, and the system average is 13%. Administration uses 17% or \$2,670,045 which is the same percentage as last year, and the system average is 16%. Lastly, maintenance and operations use 17% or \$2,611,070, this is the same percentage as last year, and the system average is 13%.

VP Hamburg explained the principle changes in each category. She highlighted AVID, a new computer instructor, and the new Homeland Security Management program in Instruction. Half of the 2.5% board reserves are held in this program.

Academic Administration partially funds the BBT Director position, which was recently filled after an extended vacancy.

The Library has added to its online collections and new staff have been hired; Librarian Libby Sullivan, ABE/GED and Development Education Instructor Valerie Wade, and eLearning Coordinator/Librarian Zach Wellhouse.

The Student Services area added funding in the disability account to provide for anticipated expenses related to student needs.

Institutional Support partially funds the BBT Director position. Half of the board 2.5% board reserves in the amount of \$186,894 are held in this program.

Maintenance and Operations funds increased security efforts to include another part-time security officer in order to provide 24/7 coverage. Roof repairs, HVAC, compressor, and steam coil installations are also scheduled for the upcoming year.

Institutional funds total \$30,137,425 for 2014-15. Of this total 51% is operating budget and 49% is comprised of grants and contracts, and proprietary funds. The percent has changed from last year when it was 47% operating budget and 53% grants and contracts, and proprietary funds. The change is primarily due to a change in state financial need coding. These funds were counted as revenue. Now OFM is classifying it as recovery of expenses.

It was noted that this is the third consecutive year of no tuition increase. This is the longest period of time with no tuition increase, historically tuition rises annually.

Trustee Mike Blakely complimented VP Hamburg for the thorough budget presentation.

Motion 14-28 Trustee Anna Franz moved to approve the 2014-15 Operating Budget. Trustee Mike Villarreal seconded, and the motion passed.

6. President's Evaluation Process

During the May 22, 2014, board meeting the trustees agreed to change policy governance wording from requiring the presidential evaluation in June to requiring it

annually (later in the fall). President Leas also asked the trustees to consider revisions to the presidential evaluation process to align it more closely with BBCC employee evaluations. He asked specifically if the focus group portion of the evaluation could be accomplished using an electronic 360° survey on a biennial basis, which is part of the evaluation process for senior level administrators (deans and vice presidents). The trustees discussed the value of gathering feedback from community members.

VP Kim Garza stated the climate or culture of the organization benefits from having the president's evaluation process in alignment with the other employees' evaluation process. The value of the community feedback in the process will depend on the questions asked. It is important to ask questions specifically about the president and to include community members who interact with the president. Using a transparent process and including community members maintains connections between the college and community. VP Garza also stated BBCC is the education hub of the service district, and this is an opportunity to set an example of leadership development.

The president's log, which is provided in each board agenda, is a good resource for president's evaluation survey recipients. The trustees talked about gathering information throughout the year as they interact with community members.

President Leas asked Faculty Association President Rie Palkovic and Classified Staff Representative Starr Bernhardt for their input as internal stakeholders. Ms. Palkovic commented that the questions provided to external stakeholders need to be tailored for community members. She also stated that faculty members will respond to electronic surveys. Ms. Bernhardt said including the viewpoint of classified staff is important.

Trustee McFadden stated he supports the president's evaluation mirroring the administrative/exempt evaluation process and using the current policy. VP Kim Garza will share the questions being used for the administrative/exempt employees' 360° evaluations for the trustees' consideration and revision. Dean Kirkwood and Data Analyst Starr Bernhardt are also good resources for survey question revisions.

Trustee McFadden recommended waiting to begin the 360° survey in February 2015, which will align the president's survey with other administrators' 360° surveys.

Motion 14-29

Trustee Anna Franz moved to use the proposed forms to evaluate the president during the September 11 retreat. Trustee Stephen McFadden seconded, and the motion passed.

7. Board Policy 6101 Admissions

VP Mohrbacher explained that the criteria for Running Start admissions changed. This prompted Instructional Council to discuss and approve the changes for BBCC. The published guidelines are not in board policy. Running Start criteria will be added to AP6106. One change to Running Start criteria requires students to show

eligibility for one college-level English or math class. The revised wording will be submitted for action during the next meeting.

8. Assess Board Activities

Trustee Anna Franz attended the Campus Excellence Celebration Luncheon and the GED graduation.

Trustee Stephen McFadden attended the Campus Excellence Celebration Luncheon and the GED graduation. He commented on the camaraderie between employees during the luncheon. Trustee McFadden stated the GED ceremony represents a great life victory for students moving forward and continuing to pursue education. He appreciated hearing the key comments in Spanish.

Trustee Jon Lane reported that he was elected to Treasurer of TACTC. He also attended the automotive BBQ.

Trustee Mike Blakely attended all of the BBCC graduation functions. Trustee Blakely met the Microsoft Data Center Facilities Manager Jack Eaton. Mr. Eaton invited the trustees to meet with the data center managers in Quincy. Trustee Blakely also stated that he would like to bring the new editor of the Quincy Valley Post Register to campus to meet President Leas.

9. Next Board Meeting

The next board meeting is scheduled for August 7.

10. Miscellaneous

President Leas announced that VP Mohrbacher advanced to candidacy for his doctoral degree.

STEM Director André Guzman arranged a tour of the Microsoft Data Center for Monday June 30, beginning at 12:30 p.m. and invited the trustees to attend. Trustees Jon Lane, Mike Blakely, and Stephen McFadden accepted the tour invitation.

The annual board retreat will be held Thursday, September 11, at CBTech Skills Center.

President Leas opened a preliminary discussion of a new Board Policy (BP). BBCC has a practice of allowing faculty and administrative/exempt employees to present a diploma to a loved one at commencement. President Leas is revising the Administrative Process (AP), and there is currently no BP regarding this topic. Trustees have the legal authority to present diplomas, which they delegate to President. President Leas asked the trustees if they have any recommendations regarding the diploma presentations. The trustees discussed the tradition of the BBCC family and the possible disruption of several employees presenting to loved ones. Trustee Franz stated community is an important part of the culture of BBCC, and the definition of family member has expanded to honor strong bonds.

President Leas will compose flexible policy language for the trustees' consideration.

President Leas presented a plaque to honor outgoing Board Chair Mike Blakely. The plaque was inscribed with the following wording:

*Years of Service
2004-2014*

*Board Chair
2008-09, 2012-14*

*Drop a pebble in the water: just a splash, and it is gone;
But there's half-a-hundred ripples circling on and on and on,
Spreading, spreading from the center, flowing on out to the sea.
And there is no way of telling where the end is going to be...*

*Drop a word of cheer and kindness: in a minute you forget;
But there's gladness still a-swelling, and there's joy a-circling yet,
And you've rolled a wave of comfort whose sweet music can be heard
Over miles and miles of water just by dropping one kind word.
James W. Foley*

Current Vice-Chair Jon Lane will become the Chair July 1, and Trustee Stephen McFadden will become the Vice-Chair.

Trustee Blakely stated his term will expire after the next meeting. He will continue to attend meetings until a new trustee is appointed. He complimented the trustees for their teamwork and unanimous votes. Trustee Blakely stated that board members' affection for the BBCC students and employees brings the board together in a common cause.

Trustee Mike Villarreal complimented the annual report.

The meeting adjourned at 3:33 p.m.

Mike Blakely, Chair

ATTEST:

Dr. Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from June 5, 2014 through July 25, 2014 are following.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
06/05/14	Health & Safety Fair	Support Clubs	BBCC Quad	
	Retirement Celebration	Employee Support	BBCC	
6/06/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Heritage Dual Enrollment Meeting	Program Support	BBCC	
	Campus Excellence Celebration Luncheon	Recognition	BBCC	
6/09/14	Applicant (Employee) Preview	Feedback	BBCC	
	Graduation Planning Meeting	Information Sharing & Coordination	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
6/10/14	Foundation Director LeAnne Parton	Planning	BBCC	
	Softball Scoreboard Meeting	Planning	BBCC	
	Computer Science Graduation Event	Recognition	BBCC	
	John Swedburg Retirement Dinner	Celebration	BBCC	
6/11/14	Graduation Planning Meeting	Information Sharing & Coordination	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Aerospace Presidents Conference Call	Information Sharing Consultation	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	GED Graduation Welcome	Celebration	BBCC	
6/12/14	Executive Council Meeting	Information Sharing Consultation	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Applicant (Employee) Preview	Feedback	BBCC	
	Automotive BBQ	Celebration	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
6/13/14	Applicant (Employee) Preview	Feedback	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Tour Composites Lab	Information	BBCC	With Trustees
	Trustees Dinner	Celebration	BBCC	With Trustees
	Commencement	Excellence in Teaching & Learning	BBCC	With Trustees
6/16/14	Applicant (Employee) Preview	Feedback	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
6/17/14	Office of Financial Management	Information Sharing	Phone Conference	
	M&O Department Meeting	Information Sharing Department Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Graduation Debriefing Meeting	Feedback	BBCC	
	Political Candidate Dan Newhouse	Information Sharing	BBCC	
6/18/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	BBCC Student Persistence	Feedback	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Presentation			
6/19/14	Position Allocation Training	Professional Development	BBCC	
6/20/14	HR Meeting	Information Sharing & Coordination	BBCC	
	Viking Boosters	Information Sharing & Coordination	BBCC	
6/23/14	Annual Sodexo Expectations Meeting	Information Sharing & Guidance	BBCC	
	Strategic Planning Training	Professional Development	BBCC	
6/25/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
6/26/14	Dean Clyde Rasmussen	Information Sharing & Guidance	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	Moses Lake	
6/30-7/3/14	Vacation			
7/7-7/11/14	Vacation			
7/9/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
7/10/14	Confronting Without Conflict Training	Professional Development	BBCC	
7/14/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	VP Hamburg	WACTC Budget Conversation		
7/16/14	WACTC Retreat	Professional Development System Support	Grays Harbor College	
7/21/14	Vacation			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/22/14	KBSN Radio Show	Promote BBCC Community Engagement	Moses Lake	
	Achieving the Dream	Information Sharing & Coordination	Conference Call	
	STEM Director Andre Guzman	Program Support	BBCC	
7/23/14	Grant County EDC Board of Directors Meeting	Community Engagement	BBCC	
	Personnel Evaluation	Supervision	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Board Chair Jon Lane	Agenda Planning	BBCC	
7/24/14	Board Retreat Planning	Coordination	BBCC	
	STEM Internal Monitoring Team	Information Sharing & Coordination	BBCC	
	AD Preston Wilks	Softball Support	BBCC	
7/25/14	Personnel Evaluation	Supervision	BBCC	
	Retirement Celebration	Recognition	BBCC	

BIG BEND COMMUNITY COLLEGE

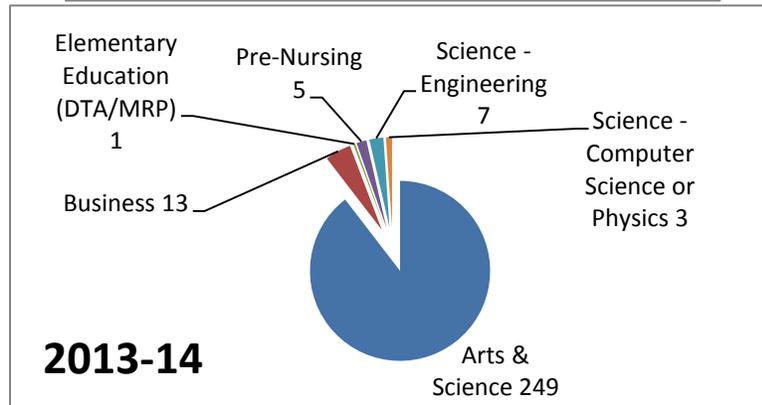
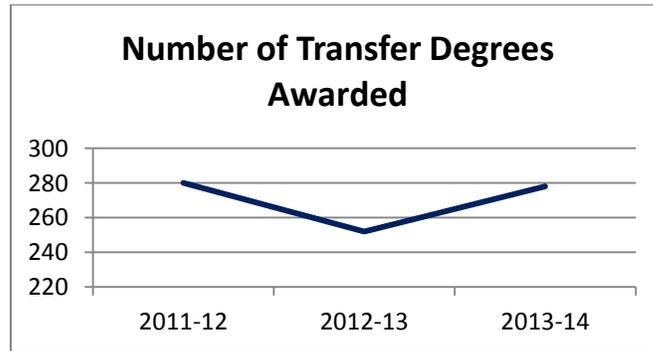
Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

Student Achievement – Completions 2013-14

The following pages show Big Bend's degree and certificate completions for 2013-14. In the Professional/Technical Degrees, several programs showed increases in the number of degrees or certificates awarded: Accounting, Associate Degree of Nursing, Child and Family Education, and Medical Assistant all had increases in degrees. BBCC awarded 278 transfer degrees in 2013-14, just two fewer than the 280 degrees awarded in 2011-12, which represented an all-time high in degrees awarded.



Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

Big Bend Community College

Degrees* by Program

Prog Code	PROGRAM TITLE	09-10	10-11	11-12	12-13	13-14
505	Accounting	5	8	5	5	12
105	Agriculture	3	0	2	0	0
323	Associate Degree of Nursing	17	19	19	13	19
712	Automotive Technology	5	7	9	12	10
718	Aviation Maintenance Technology	1	1	7	6	2
547	Business Information Management	1	6	11	4	3
567	Business Medical Services	4	1	7	3	0
402	Child & Family Educaiton	4	4	10	6	12
672	Commercial Pilot	6	9	5	8	3
685	Commercial Pilot Helicopter	0	0	0	0	1
515	Computing Systems	9	5	0	0	0
784	Industrial Electrical Technology	14	20	24	18	14
770	Maintenance Mechanics Technology	6	12	14	7	7
381	Medical Assistant	8	11	12	15	18
509	Micro Computer Specialist	5	0	0	1	0
527	Systems Administration	0	0	0	0	5
814	Welding	8	6	6	8	4
TOTALS	Professional Technical	96	109	131	106	110
AS	Associate in Arts & Science	165	219	262	229	249
BUS	Associate in Business	10	8	8	12	13
ELEM	Associate in Elementary Education (DTA/MRP)			1	0	1
PREN	Associate in Pre-Nursing	1	2	7	8	5
SC	Associate in Science	0	2	0	0	0
SCE	Associate in Science - Engineering	0	0	0	2	7
SCP	Associate in Science (computer science or physics)	1	1	2	1	3
GS	General Studies	20	45	53	23	43
TOTALS	COMBINED TOTALS	293	386	464	381	431

* Associate degrees only

Completions from 2013-14 were run from ODS and run on 7/23/2014

Big Bend Community College

Certificates of Achievement and Certificates of Accomplishment (Exit codes 3 & 4)

Prog Code	PROGRAM TITLE	09-10	10-11	11-12	12-13	13-14
505	Accounting	5	0	7	0	0
712	Automotive Technology	0	1	14	0	8
672	Aviation	2	3	0	0	0
718	Aviation Maintenance	19	39	66	40	33
505	Business Communications Cert	0	0	0	1	0
547	Business Information Management	19	22	49	15	2
567	Business Medical Services	22	4	12	4	2
402	Child & Family Education	0	2	1	1	1
715	Commercial Driver's License	55	28	40	44	33
780	Electrical Mechanized Irrigation Technology	0	3	0	2	0
784	Industrial Electrical Tech	14	0	10	0	0
770	Maintenance Mechanics Technology	6	0	5	1	3
381	Medical Assisstant Cert	13	8	10	1	2
329	Nursing Assistant	77	36	73	103	60
559	Office Occupations & Clerical Services	6	4	0	0	0
326	Practical Nursing	16	11	20	15	17
814	Welding	7	5	12	3	3
	TOTALS	261	166	319	230	164

* Certificates of Achievement are those with more than 45 credits with Related Instruction in Computation, Communication, and Human Relations On the Job; Certificates of Accomplishment are those with fewer than 45 credits without Related Instruction.

Completions from 2013-14 were run from ODS and run on 7/23/2014

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Accreditation:

In fall 2015, Big Bend Community College will complete and submit a Mid-Cycle Evaluation, which is required in the third year of the seven-year cycle. The Mid-Cycle Self-Evaluation includes institutional self-evaluation on its assessment efforts, examples of the assessment process, and an analysis of the report's findings.

The Northwest Commission on Colleges and Universities (NWCCU) recently revised the requirements and process for the Mid-Cycle Self-Evaluation. This Year Three report originally consisted of a "virtual" visit, conducted via phone and email. However, the initial implementation of this "virtual" visit was deemed impractical by evaluators and college staff. Consequently, NWCCU is moving to a one-day visit associated with the Mid-Cycle Evaluation. The next visit for BBCC will take place in the fall of 2015.

Prepared by VP Mohrbacher and Dean Kirkwood

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Facilities Master Planning:

Most Facilities Master Plan committee members are off campus for the summer. The committee will reconvene in the fall.

History:

6/13/14: Work continues on the Facilities Master Plan.

5/22/14: Our capital proposal to State Board for PTEC was submitted by the February 28 due date. On April 21, we received an email with the prioritized list, and we were #1 on the list! We had a great team working on the proposal and a special “thank you” goes out to everyone involved.

We met with the architects on April 10 and have a plan for spending the Minor Improvement funds based on the current Facilities Master Plan. We are also working on standards for building finishes, HVAC systems, landscaping and so forth to incorporate into the Facilities Master Plan. The Academic Master Plan Committee met and is finalizing the update to the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

4/14/2014: 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.

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.

Prepared by VP Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

f. Safety & Security Update

Director Foreman attended via ITV the state Safety, Security and Emergency Management Council quarterly meeting. Emphasis was placed on new reporting requirements for the Clery Act. Director Foreman serves as the chair of the statewide Security Operations Subcommittee.

Director Foreman was called 7/26 by the Washington State Emergency Operations Center at Camp Murray to deploy for 72 hours to the Okanogan County Emergency Operations Center to serve as a Public Information Officer for the Carlton Complex Fire. (Due to Director Foreman's experience as an emergency manager and firefighter, he is regularly called upon to assist at local and regional emergencies).

New security cameras are installed and in testing. The new cameras and software are incredible and a big improvement over the previous system.

Incident stats thru 7/30/2014

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	Apr. 2014	May 2014	June 2014	July 2014	YTD
Arrests and Violations								
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	0	0	0	0	0
[35A] Drug Law Arrests	0	0	0	0	0	0	0	0
[35A] Drug Law Violations	0	0	0	0	0	0	0	0
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0
Criminal Offenses								
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	1	0	1
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0

(8a-g, 8 h-l, 8j) [200] Arson	0	0	0	0	0	0	0	0
Sex Offenses								
(2a) Forcible								
[11A] Rape	0	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0	0
[11D] Forcible Fondling	2	0	0	0	0	0	0	2
(2b) Non-Forcible								
[36A] Incest	0	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0	0
Hate Crimes								
Larceny or theft								
Race bias	1	0	0	0	0	0	0	1
Gender bias	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0
Simple Assault								
Race bias	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0
Intimidation								
Race bias	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0
Destruction, damage or vandalism of property								
Race bias	0	0	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0	0	0
Criminal Offenses								
[510] Bribery	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	1	0	0	0	1
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0

[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	0	0	0
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	0	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	0	0	0	0
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	0	0	0	0	0	0	0	0
[23H] Other Larceny	0	0	1	0	0	0	0	1
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0
NIBRS Group B Offenses								
[90A] Bad Checks	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	0	0	0
[90D] Driving Under the Influence	0	0	0	0	0	0	0	0
[90E] Drunkenness	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0
[90H] Peeping Tom	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	0	0	0
[90Z] All Other Offenses	0	0	0	1	0	0	0	1
Vehicle Collisions								
Non-injury	0	0	0	0	2	0	0	2
Injury	0	0	0	0	0	0	0	0
Other Type Incident (Not categorized)								
Overdose w/o Intent to Harm Self	0	0	0	0	0	0	0	0
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0
Hostile Person - No Assault/Crime	0	0	0	0	0	0	0	0
Fires								
All incidents	0	1	0	0	0	0	0	1

Total Combined Incidents

10

Prepared by Director Kyle Foreman

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

g. Human Resources Update

BACKGROUND:

Recruitment & Selection:

Ben Altrogge accepted the position of Flight Instructor. This position replaces John Swedburg who retired in June. Ben will begin work at BBCC in September.

Heidi Gephart accepted the position of Counselor. This position replaces Max Heinzmann who retired in June. Heidi will begin work at BBCC in September.

Tina Bessett received a promotion to the position of Aviation Mechanic/Inspector Lead. Tina replaces Howard Temple who retired in June.

Isaac Ewing has accepted the position of Aviation Mechanic vacated by Tina Bessett. His first day of work was July 14.

Cassandra Fry accepted the position of Program Assistant in the Financial Aid Office. This is a full-time, classified position replacing Alejandra Sandoval who resigned in May. Cassandra's first day of work was July 21.

Tracey Weiser accepted the position of Program Assistant supporting CBIS. This is a new, part-time, classified position. Tracey's first day of work was July 21.

Interviews for the position of JATP Operations Coordinator were completed on July 11. An offer was extended to a candidate. Unfortunately, the offer was not accepted. The committee plans to review the applications that were submitted after the first review date to determine if other qualified applicants are available.

Chad Lower accepted the position of Aircraft Pilot 1. This is a part-time classified position supporting the Aviation program. Chad previously worked for BBCC in this same capacity as a part-time hourly employee. The position was changed to a classified position to accommodate the needs of the program.

The position of Career Services Coordinator has been posted. This is a new grant-funded, admin/exempt position. First review of applications will begin on August 8.

The position of Director of Adult Education has been re-posted. Our initial posting did not produce a sufficient pool of applications. Review of applications will begin on August 1.

The position of Academic Advisor for the TRiO Upward Bound program has been posted. This is an 11-month, grant-funded, admin/exempt position. This position replaces Yekaterina Kozlova who resigned in February to relocate to the east coast.

Training:

Strategic Planning training was held on June 23rd. The workshop was open to BBCC employees as well as employees from other local government offices. Forty individuals attended the session, including several from local government offices.

Maria Agnew conducted two workshops on “Confronting without Conflict” on July 10. Maria is the Senior VP of Business Development at Influencing Options. This course was open to all BBCC faculty and staff. Ninety-five employees attended the sessions.

Two Lunch & Learn sessions on Continuous Improvement were hosted by Tom Willingham. Sixteen employees attended the sessions.

Position allocation training for supervisors was conducted at the end of June. Twelve supervisors attended the session.

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

Loralyn Allen-

Washington State Student Services Council Conference on May 1-2 in Tacoma
Alternate Media Boot Camp on June 10 in Des Moines, WA

Jody Bortz-

Transforming the Classroom Through the Standards for Mathematical Practice-online
on May 19 at BBCC
Creativity in the Science Classroom: Online and F2F-online on May 22 at BBCC
CASAS on June 16-19 in San Diego
OER/ Open Educational Resources-online on June 16-23

Linda Chadwick-

Excel 2013-Collaborating with others on May 21 at BBCC
Office 2013-What’s New on May 22 at BBCC
Excel 2013-Charting on May 29 at BBCC
Excel 2013-Appling Advanced Formatting on May 29 at BBCC
Are you Really Listening? on May 29 at BBCC
Ethics and Business Conduct on June 17 at BBCC
Employee Privacy on June 24 at BBCC
Stress Management for Women on June 25 at BBCC
IAAP E-Newsletter and articles on June 27 at BBCC

Jennifer DeLeon-

Classroom Management: Engaging Students in Online Classes-online on May 20 at BBCC

Raffaella Dowey-SALT Financial Literacy on June 24 at BBCC

Kara Garrett-AVID Philosophical Chairs and Socratic Seminars on April 10-11 at BBCC

Kim Garza-

Investigator Training – Core on May 7-9 in Walla Walla

Title IX Coordinator Training on May 20-23 in Seattle

Kim Jackson-

Student Activities Advisor Training/Association of Programs & Campus Activities on June 3-5 in Las Vegas

Terry Kinzel-

AVID Socratic Seminars and Philosophical Chairs Strategies for Teaching on April 11 at BBCC

Passport to College State Summit on April 24 at Tacoma

AtD implementation on May 30 in Olympia

Valerie Kirkwood-

National Institute for Staff and Organizational Development (NISOD) on May 25-28 in Austin, TX

Terry Leas-WACTC Presidents' Academy Capital Budget session on May 29 at Edmonds CC

LeAnne Parton-

Leading from the Middle on April 14-16 in Union, WA

WA State Development Directors Meeting and networking on April 18 in Kent

Rita Ramirez-

Washington State Student Services Conference on April 30-May 2 in Tacoma

Washington State Education Access Coalition for HB1079 Students 2014 Summit on June 20 in Seattle

Char Rios-

ctcLink Webinar on April 3, 24 at BBCC

TSA (Transportation Security Administration) on April 16 at BBCC

Wellness Coordinator Training: Nutrition Guidelines Webinar on April 30 at BBCC

Influencing Others on May 5 at BBCC

ctcLink Webinar on May 15 at BBCC

BAR (Budget, Accounting and Reporting) on May 29-30 at Columbia Basin College

ctcLink Webinar on June 5, 26 at BBCC

Amplifund (Grant Tracking) Webinar on June 23 at BBCC

Mary Shannon-

IT Futures Summit on May 15-16 in Mercer Island

Tyler Wallace-

Smarter Balanced Webinar on May 6 at BBCC

Washington State Math Conference on May 8-10 in Wenatchee

Zach Welhouse-

Classroom Management: Engaging Students in Online Classes-online through the City University of Seattle on May 20 at BBCC

College Librarian and Media Specialists (CLAMS) Conference on May 22-23 at BBCC
Instructure Con. eLearning and Education Conference Focusing on Canvas on June 17-19 in Park City, UT

Panopto Training-Software Integration and Use-online on June 4, 13, 24 at BBCC

Tom Willingham-

Panopto Lecture Capture Training-Online via Canvas for BIM Lab classes on June 23 at BBCC

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

h. Classified Staff Report

BACKGROUND:

2014 STTACC Exemplary Staff Award

Staff Training for Technical and Community Colleges (STTACC) recognizes classified staff members across the state who consistently demonstrate commitment and excellence in job performance, dedication to the mission and goals of their college, and dedication to the professional development of classified staff on their campus.

Big Bend submitted two nominations for this year's STTACC Exemplary Staff Award – **Robin Arriaga** in Human Resources and **Scott Carsey** in BBT. Both of these individuals exemplify the characteristics noted above, as is seen in their daily work and as is acknowledged by their nominations (direct quotes are below). Robin and Scott are an important part of the reason why BBCC is such a great place to work!

“Robin is not only efficient and knowledgeable in her job, she is also upbeat and cheerful in representing the HR department internally...and to outside affiliates.”

“[Scott] has led by example and his staff...follow his lead, putting customer service first.”

“The extra effort and great customer service Robin provided [during the recent PEBB insurance attestation process] gave people tangible results and helped ease the pain of a very confusing process.”

“What is so special about [Scott] is that no problem is too big or too small, and no employee is ever made to feel insignificant, no matter what his or her position.”

“I regularly see [Robin] offering to help people who look a little lost...and she is quick to respond to internal employees when they have questions.”

“Scott’s integrity and stewardship values are reflected in all areas of accountability, ethics, honesty, sustainability, and resource management.”

STAR-Sponsored Training (June & July)

Training	Trainer	Date(s)	# Classified Attendees
Active Shooter Training	Sherriff's Deputy Ric Char & Kyle Foreman	June 26	CANCELLED (rescheduled for October)
Microsoft Outlook 2013	Tom Willingham, BBCC	July 8 & 11	13
Confronting without Conflict	Maria Agnew, Influencing Options	July 10	50
Microsoft Word 2013	Tom Willingham, BBCC	July 22	9
Microsoft Excel 2013	Tom Willingham, BBCC	July 24	6

Additional Classified Staff Training (May & June)

Name	Department	Training	Location	Date(s)
Kristen Krcma	Math/Science	Hazardous Communications	Mediasite	May 14
		Hazardous Waste	Mediasite	May 14
		PPE Training	Mediasite	May 14
		C&EN Webinar: Best Practices for Increasing Laboratory Efficiencies, Pt. 1	Webinar	May 28
		C&EN Webinar: Best Practices for Increasing Laboratory Efficiencies, Pt. 2	Webinar	June 12
		C&EN Webinar: Best Practices for Increasing Laboratory Efficiencies, Pt. 3	Webinar	June 25
Karen Okerlund	Human Resources	Harassment and Documentation-Labor & Employment Seminar	BBCC	May 21
Robin Arriaga	Human Resources	Harassment and Documentation-Labor & Employment Seminar	BBCC	May 21
Amber Jacobs	Payroll	IRS Webinar – Government Entity Retirement Plans	Webinar	May 28
Angie Smith	Accounting	B.A.R. Meeting	Columbia Basin College	May 29-30
Starr Bernhardt	Institutional Research & Planning	Basic Self-defense	BBCC	June 6
		Strategic Planning	BBCC	June 23
		Research & Planning Commission Spring Meeting	Spokane Falls Community College	June 25-27
Rick Jones	M&O	WISHA List of Blood Borne Pathogen Training	Samaritan Healthcare, Moses Lake	June 7
		CPR, AED, and Basic First Aid	Samaritan Healthcare, Moses Lake	June 12
Taisa Timofeyev	ABE/ESL	SALT Training	BBCC	June 24

Prepared by Starr Bernhardt.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #3: CONSENT AGENDA (for information)

- i. Enrollment Report

BACKGROUND:

The Spring Quarter 2014 enrollment report and final 2013-14 FTE report are included for your review. Headcount and total FTE numbers spring quarter were up slightly while state-funded FTE numbers were down 2.7%. The increase in headcount and total FTE is due to the increase in Running Start students. We were over our state-funded FTE level in 2012-13 and 2013-14 ending the 2-year period 2.7% over our target.

The current academic year (2014-15) is not starting out as well. We are currently down 20 headcount and FTE in summer quarter compared to last year at this same time. This is a 3% drop in headcount and a 6% drop in state-funded FTE. Fall quarter is also down from last year at this time. Headcount is down 4% (54) and FTE is down 5% (70).

Rita Ramirez, Coordinator of Student Recruitment and Outreach, sent an email on July 1 to 243 applicants who were admitted for fall quarter but had not registered for classes or signed up for a new student registration session. Approximately one-third of them have now enrolled in classes or taken steps to enroll. A list of College Bound students has been obtained from the SBCTC. The list includes 247 service district students. Rita is sending a letter this week inviting them to consider Big Bend Community College as their next step after high school.

After a few year hiatus, we are planning to have a booth at the Grant County Fair. Doug Sly, Public Information Officer, placed ads in newspapers and on the radio. We are also providing Start Next Quarter workshops to provide information about steps to get enrolled, find funding, etc.

TUITION COLLECTION REPORT

As of June 30, 2014 and June 30, 2013

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of June 30	\$6,086,566	\$5,925,517
As a % of annual budget	142.7%	147.8%
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:

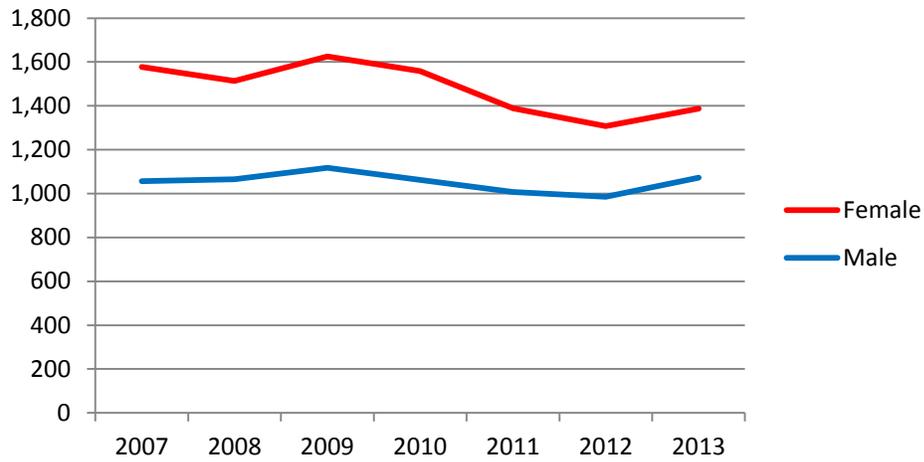
None

F.T.E. REPORT 6/30/2014

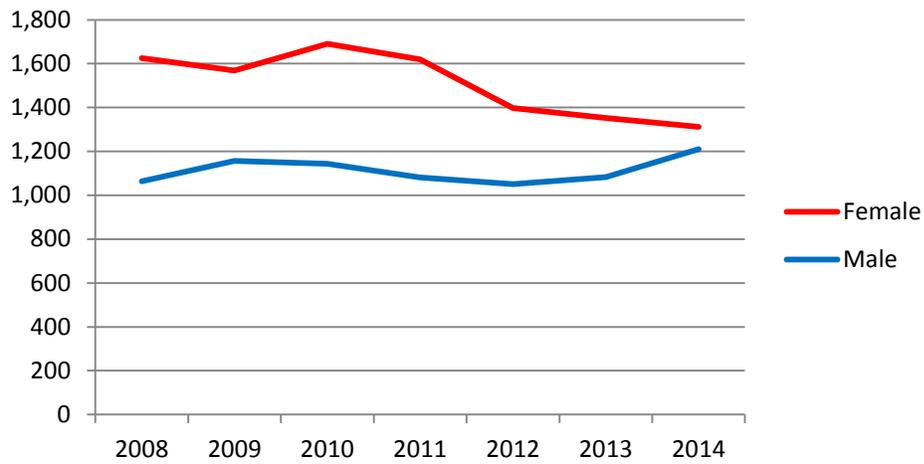
	<u>QTRLY FTEs</u>	<u>ANNUAL FTEs</u>
1st year (12-13)		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
2nd year (13-14)		
SUMMER	337.3	112.4
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1494.9	498.3
TOTAL	<u>10384.8</u>	<u>3461.6</u>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3461.6
Past year + current year allocation		3370.0
% of allocation target attained to date		102.7%
Add'l FTEs to meet minimum 96%	-679.2	-226.4
Add'l FTEs to meet target 100%	-274.8	-91.6
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	147.6	49.2

SPRING	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	40	50	36	30	26	23	28
Asian/Pacific Islander	41	36	33	37	28	36	46
Black	27	33	46	44	45	32	34
Hispanic	931	935	953	1,044	857	866	787
White	1,277	1,379	1,465	1,511	1,247	1,219	1,207
Other/Unknown	248	221	334	83	188	177	296
<u>SEX</u>							
Female	1,489	1,571	1,620	1,600	1,360	1,291	1,226
Male	972	1,075	1,190	1,143	1,002	1,052	1,166
Not Coded	103	8	57	6	29	10	6
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	1,135	1,223	1,385	1,392	1,344	1,282	1,321
Part-time (less than 12 crs)	1,429	1,431	1,482	1,357	1,047	1,071	1,077
Percent full-time	44.3	46.1	48.3	50.6	56.2	54.5	55.1
<u>BY FUNDING SOURCE</u>							
State	2,318	2,246	2,344	2,303	2,184	2,139	2,085
Shared Funding	0	0					
Grant/Contract	100	184	349	282	149	151	252
Community Service	149	224	174	164	58	63	61
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,708	1,836	2,110	2,026	1,891	1,827	1,812
On-Campus Evening	216	295	183	233	155	147	147
Off-Campus Day	298	195	262	265	198	204	289
Off-Campus Evening	342	328	312	225	147	175	150
TOTAL HEADCOUNT	2,564	2,654	2,867	2,749	2,391	2,353	2,398
Running Start	128	120	139	155	166	166	271
International	3	4	4	5	3	4	7
SPRING	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>STATE FUNDED</u>							
ABE/ESL	204.9	146.6	158.7	169.2	111.1	126.0	129.2
Academic	700.6	751.6	887.4	890.3	914.0	850.1	846.8
Occupational	535.7	573.7	615.0	590.3	543.0	561.1	518.9
TOTAL STATE FTES	1441.2	1471.9	1661.1	1649.8	1568.1	1,537.2	1,494.9
<u>OTHER FTES</u>							
Community Service	7.1	24.5	7.4	10.9	2.1	1.7	1.7
Contract Funded	34.3	89.5	100.8	111.5	45.5	27.2	36.7
Running Start	114.9	110.4	122.6	136.9	147.7	155.5	203.1
Other (Employ., Sr. Cit.)	16.9	14.1	11.4	13.7	9.1	14.6	14.7
GRAND TOTAL FTES	1614.4	1710.4	1903.3	1922.8	1772.5	1736.2	1,751.10

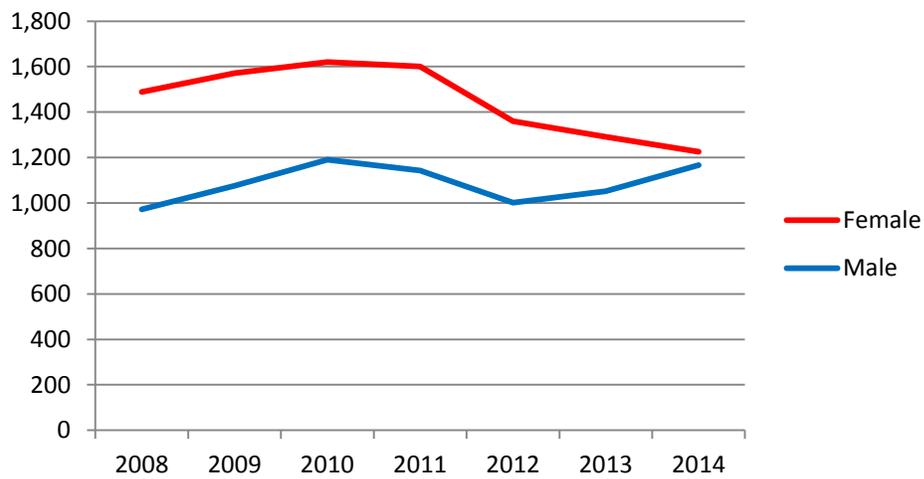
Fall Headcount by Gender



Winter Headcount by Gender



Spring Headcount by Gender



BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #5: \$ALT Presentation (for information)

BACKGROUND:

Jenn DeLeon, will present information on \$ALT, a non-profit organization that partners with BBCC and other higher education institutions to help students understand debt and budgeting.

Prepared by the President's office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #6: Board Policies (for information)

BACKGROUND:

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

BP 8070 Diploma Presentation

BP 6115 Policy Prohibiting Discrimination, Harassment and Sexual Harassment

Prepared by the President's office.

RECOMMENDATION:

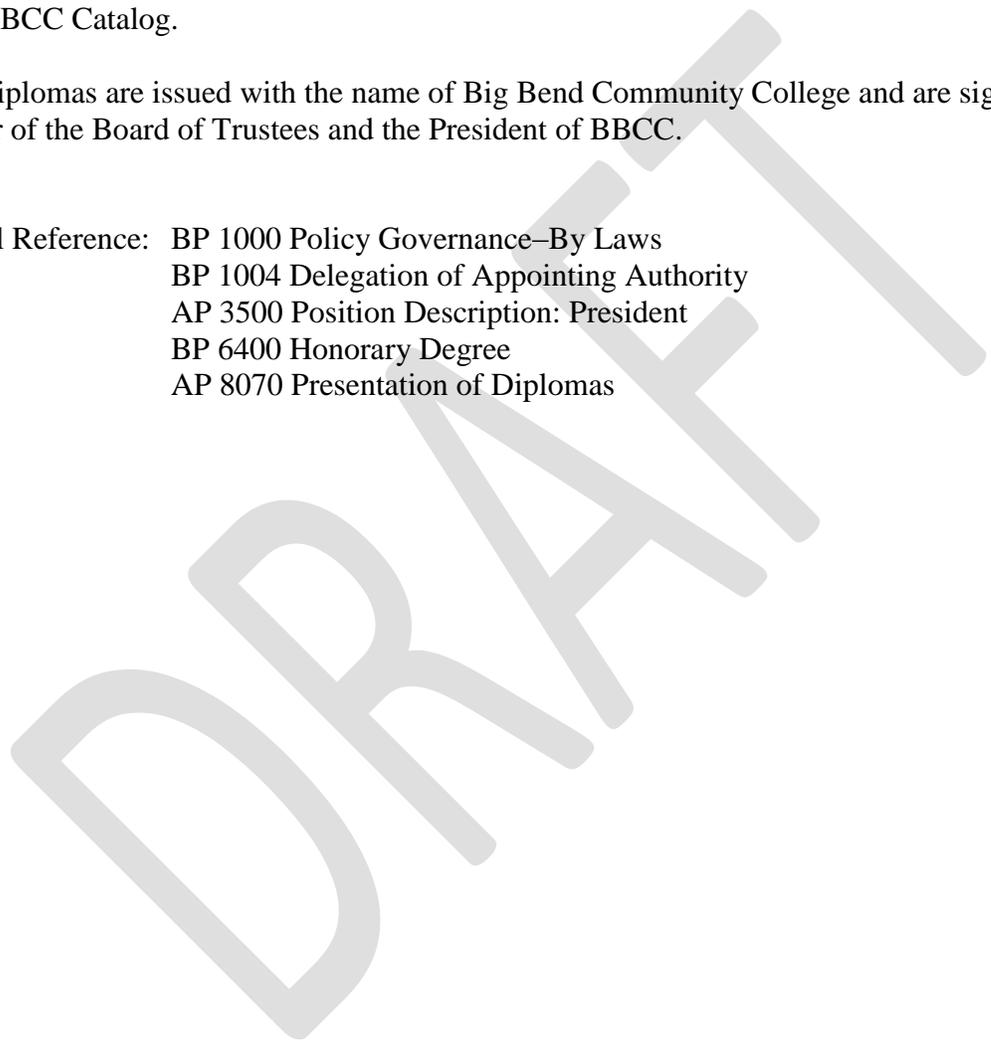
None.

Degrees are conferred by a member of the Big Bend Community College Board of Trustees, by the President of Big Bend, or by the president’s designee in accordance with RCW 28B.50.140.

Degrees are conferred following successful completion of academic requirements as described in the BBCC Catalog.

All diplomas are issued with the name of Big Bend Community College and are signed by the Chair of the Board of Trustees and the President of BBCC.

Legal Reference: BP 1000 Policy Governance–By Laws
BP 1004 Delegation of Appointing Authority
AP 3500 Position Description: President
BP 6400 Honorary Degree
AP 8070 Presentation of Diplomas



BP6115 POLICY PROHIBITING DISCRIMINATION, HARASSMENT SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

6115.1 PURPOSE

The goal of Big Bend Community College is to provide a work and academic environment free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, and sexual misconduct. Discrimination, harassment, sexual harassment, and sexual misconduct destroy mutual respect and a trusting environment.

This policy applies to all students, faculty, staff, trustees, or others having an association with the College while on campus, on properties leased or used by BBCC for any college activities, and/or while conducting BBCC business off-campus such as business trips, field trips, athletic events, student activities, and internships.

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

6115.2 PROHIBITED PRACTICES

This policy prohibits discrimination on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit. Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or status as a veteran. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, domestic violence, sexual assault, stalking, and dating violence. Sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

The Vice President of Human Resources and Labor shall develop and implement an internal complaint procedure for filing a complaint of discrimination or harassment. BBCC will implement a supporting educational program that makes the policy and complaint procedure generally known. Complaints will be investigated in a timely

manner and appropriate action will be taken when violations of policy are confirmed.

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

This policy is based on: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 & 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, 29 CFR Part 1635, Regulations under the Genetic Information Nondiscrimination Act of 2008, Vietnam Era Veteran's Readjustment Assistance Act, American with Disabilities Act, The Civil Rights Act of 1991, Washington State Laws on Discrimination, Chapter 49.60 RCW, Collective Bargaining Agreements, Violence Against Women Act, and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including the Campus Sexual Violence Elimination (SAVE) Act amending the Jeanne Clery Act.

DRAFT

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #7: Board Policies (for action)

BACKGROUND:

The following board policy draft is included for your action. The proposed revision was discussed during the June 13, 2014 board meeting. The revised language is underlined.

BP 6106 Admission

Prepared by VP Mohrbacher.

RECOMMENDATION:

VP Mohrbacher and President Leas recommend the Board of Trustees approves the revised BP 6106.

Big Bend Community College accepts all students who are 18 years of age or older or are graduates of accredited high schools or have an equivalent certificate, e.g. the General Education Development Test.

Individuals under 18 years of age may be admitted for full or part-time college courses at the request of the principal of the current or last high school of attendance and with the permission of the Big Bend Community College Vice President of Student Services.

Applicants must be at least 16 years of age or older. Some programs have specific admission procedures and limited space; therefore, admission to the College does not guarantee availability of all programs.

High school students may also be admitted under the current Running Start eligibility guidelines as described in AP 6106

DRAFT

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #8: Board Resolution 2014-1 (for action)

BACKGROUND:

Proposed Resolution 2014-1 revises the order of the senior administrators.

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the Board of Trustees approves Board Resolution 2014-1.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2014-1**

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

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency reponse. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2014-1, dated August 7, 2014, and effective August 7, 2014.

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

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

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

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

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

Senior Administrators' Order of Positions List:

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

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

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

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

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

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

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

This Resolution supersedes and replaces Resolution 2012-2 dated June 14, 2012, and any other inconsistent policies, and shall take effect on August 7, 2014.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on August 7, 2014, with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

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

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #9: Board Retreat Agenda (for information/action)

BACKGROUND:

The draft September 11, 2014, board retreat agenda is below:

8:30 a.m. AMP Outcomes Workbook (with Executive Council)

11:30 a.m. Lunch (with Executive Council)

1:00 p.m. Board Self-Evaluation (with President, VPs, & Dean Kirkwood)

2:00 p.m. President's Evaluation (Executive Session)

3:00 p.m. President's 2014-15 Evaluation Process (with VP Garza)

Prepared by the President's office.

RECOMMENDATION:

President Leas recommends the Board of Trustees reviews and advises regarding the proposed agenda.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #10: ESB 5964 Open Public Meeting Act Training (for information)

BACKGROUND:

Assistant Attorney General Mirisa Bradbury will provide training, including a PowerPoint presentation, regarding the Open Public Meeting Act to meet the requirements of ESB 5964.

Prepared by the President's office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #11: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #12: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The board retreat is scheduled Thursday, September 11, at CBTech.

The next regular board meeting is scheduled on Thursday, October 30, at 1:30 p.m. The Proprietary Budget and Financial Statements could be presented during a Study Session from 11:00-12:30, October 30.

The board may consider the 2015 meeting schedule. The board currently meets approximately every six months. The board may consider meeting monthly except for July and December. The board may consider moving the meeting date from Thursday to Tuesday to avoid conflicts with staff members' commission meetings, which are usually held Thursdays and Fridays. The meeting schedule needs to be filed with the Code Reviser's Office in December.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees confirm the schedule for its next board meeting and provide direction for the 2015 meeting schedule.

2014 Regular Board Meeting Schedule approved at December 12, 2013 Board Meeting

January 16, 2014, 1:30 p.m.

March 6, 2014, 1:30 p.m.

April 10, 2014, 1:30 p.m.

May 22, 2014, 1:30 p.m.

June 13, 2014, 3:00 p.m. (commencement date)

August 7, 2014, 1:30 p.m. (in the past, this meeting was cancelled for the Board Retreat)

~~August 21, 2014 Board/Admin Retreat (cancelled)~~

September 11, 2014 1:30 p.m.

October 30, 2014, 1:30 p.m.

December 11, 2014, 1:30 p.m.

Big Bend Community College | 2014-2015 CALENDAR

7/4 Independence Day
7/16-18 WACTC Retreat

JULY 2014						
S	M	T	W	Th	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		

JANUARY 2015						
S	M	T	W	Th	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

1/1-2 Winter Break
1/19 M.L. King Day
1/29-30 TACTC

8/7 Board Meeting

AUGUST 2014						
S	M	T	W	Th	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						

FEBRUARY 2015						
S	M	T	W	Th	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

2/16 Presidents' Day
2/26-27 WACTC

9/1 Labor Day
9/11 Board Retreat
9/25-26 WACTC

SEPTEMBER 2014						
S	M	T	W	Th	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				

MARCH 2015						
S	M	T	W	Th	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				

3/23-27 Spring Break
3/26-27 WACTC

10/13 Columbus Day
10/22-26 ACCT Congress
10/30 Board Meeting
10/31 Halloween

OCTOBER 2014						
S	M	T	W	Th	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 2015						
S	M	T	W	Th	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		

April 23-24 WACTC

11/11 Veterans Day
11/27-28 Thanksgiving Day
11/6-7 WACTC
11/14 TACTC

NOVEMBER 2014						
S	M	T	W	Th	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 2015						
S	M	T	W	Th	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						

5/25 Memorial Day
5/28-29 WACTC

12/11 Board Meeting
12/11-12 WACTC
12/25 Christmas Day
12/12-31 Winter Break

DECEMBER 2014						
S	M	T	W	Th	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			

JUNE 2015						
S	M	T	W	Th	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				

6/12 Commencement
6/21 Father's Day

Meeting	Recurring Agenda Items Clubs 2013-14=blue	Comments
January 1/16/14	Intro Women's Softball team Next Mtg AMP#1 Prob/Tenure Review List (for action in Feb) Consent Qtr Budget Rev (Char) Consent 4 th Qtr Personnel Update	
February/ March 3/6/14	Intro Basketball team Intro Nursing Club- Jennifer Brooks AMP #1 Access Report (Valerie Kirkwood) Prob/Tenure Review List (for action)	
April 4/10/14	Intro SSS TRiO, LDSSA Club Baseball, Softball AMP #1 Community Engagement (Valerie Kirkwood) Consent 1 st Qtr Personnel Report (Kim Garza) Consent Qtr Budget Rev (Char)	
May 5/22/14	Intro Phi Theta Kappa, MEChA AMP #2 Excellence in Teaching & Learning (Valerie Kirkwood) Emeritus Awards (Melinda) Board Officer Elections (Melinda) Job & Career Fair Report (?) EFA Award Recommendations (Bill Autry) Next Mtg Study Session (State Op Budget)	
June 6/13/14	State Operating Budget (Gail Hamburg) Educate Latino Fair (?) Negotiated Agreement Ratification (Kim Garza) Retreat Scheduling?	
July		
August 8/7	2 nd Quarter Personnel Update (Kim Garza)	
Sept Retreat 9/11	AMP #3 Mission Fulfillment Report Working/Discussion President's Evaluation (2013-14) & Process (2014-15) OPM Training 2014 (AAG)	
October 10/30/14	(new faculty join Board for lunch?) Welding Club Intro 2013 AMP Mission Fulfillment (Valerie Kirkwood) Consent Advisory Committee Report (Clyde Rasmussen) Consent 3 rd Qtr Personnel Report (Kim Garza) Proprietary Budgets (Gail Hamburg) Consent Qtrly Budget Rev (Char)	
November/ December 12/11/14	Next year Board Mtg dates (Melinda) Intro Men's Basketball EFA Award Recommendations (Melinda)	

Trustees would like to hear more from students. Each club is invited to present information at one Board meeting annually. (Ask Kim Jackson for new list of clubs each summer.)

American Welding Society – Shawn McDaniel
10/24/13
Chemistry Club – John Peterson
Creative Writing – Matt Sullivan
Engineering Club – Rafael Villalobos
Gay Straight Alliance – Rie Palkovic
Latter-day Saint Student Assoc – Kathleen Duvall
4/18/14
M.E.Ch.A – Rita Ramirez 5/22/14

Phi Theta Kappa – Barbara Whitney 5/2014
Peer Advocates – Beth Laszlo 4/18/14
Student Nursing Association – Jennifer Brooks
3/6/14
SSS TRiO – Luis Alvarez 4/10/14
Triathlon Club – Jeremy Iverson
Veteran's Club – Kyle Foreman

(sent e-mail to all 9/19/13, 1:31 pm, 9/23, 10/29 10:27 a.m.)

BIG BEND COMMUNITY COLLEGE

Date: 8/07/14

ITEM #13: Miscellaneous (for information)

BACKGROUND:

The ACCT Leadership Conference will be held October 21-25 in Chicago. Trustee Mike Blakely will be honored with the Trustee Leadership Award for the Pacific Regional.

Prepared by the President's office.

RECOMMENDATION:

None.