![Big Bend Community College logo]

Student Success
Excellence in Teaching and Learning
2015

Presented to the BBCC Board of Trustees, May 21, 2015
Prepared by the Office of Institutional Research & Planning
Valerie Kirkwood, Dean of Institutional Research & Planning
Starr Bernhardt, Research Analyst

Mission Statement

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

BBCC Board of Trustees' Ends Statements

The BBCC Board of Trustees provides policy direction through the following Ends Statements derived from the college Mission. The Ends Statements are implemented through the BBCC Academic Master Plan.

E-1 Mission
BBCC delivers lifelong learning through committment to student success, excellence in teaching and learning, and community engagement.

E-2 Student Success
BBCC provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

E-3 Excellence in Teaching and Learning
BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

E-4 Community Engagement
BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

E-5 Integrity and Stewardship
BBCC acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

E-6 Inclusion and Climate
BBCC provides and maintains a climate of inclusiveness for students, employees, and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

BBCC Core Themes
Student Success
Excellence in Teaching and Learning
Community Engagement

Front cover: BBCC Nursing students practice skills learned in the classroom through hands-on simulation technology. This technology provides students with life-like situations, providing them with a better understanding of real-world application.

TABLE OF CONTENTS

Student *Success*

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

Our standard of accountability focuses on these three areas, or Core Themes. The Core Themes interact with the Board of Trustees' Ends Statements, which provide policy direction toward meeting college goals and are carried out through the college's Academic Master Plan.

The diagram below demonstrates the relationship among the Mission, Core Themes, and Ends Statements.

The following report on **Excellence in Teaching and Learning** represents the first of BBCC's monitoring reports to have a full year of data collection behind it.

The purpose of these reports is to deteermine to what level the college is meeting Core Themes' objectives and indicators (see table on next page) and determine if there are areas for celebration or opportunities for growth.

Three objectives fall under the *Excellence in Teaching and Learning* Core Theme:
- 2.1 BBCC implements innovation and creativity in programs and services
- 2.2 BBCC helps students attain high academic standards
- 2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes

Big Bend Community College Governance
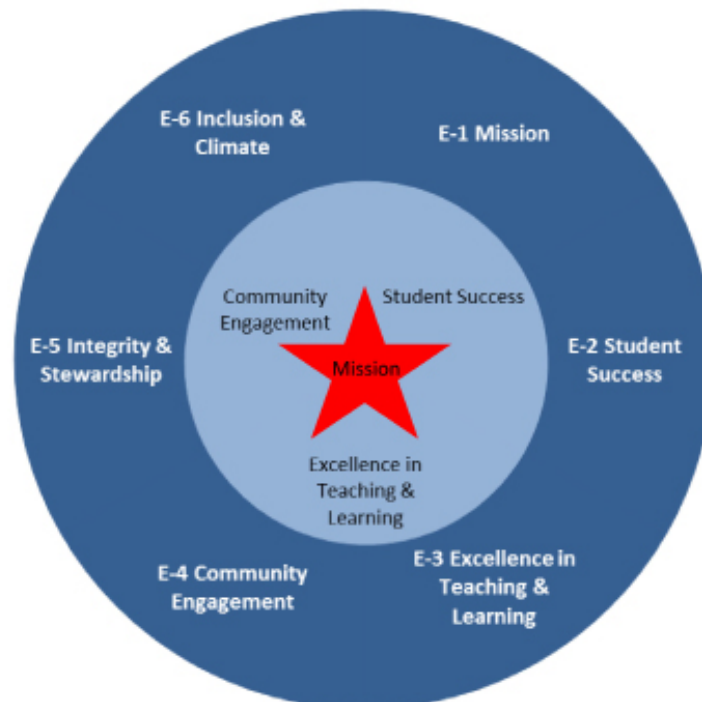
Ends Statements:
Describe how the Board expects the college to interact with and have an impact on our service district

Core Themes:
Address the three broad areas described in the mission and represent the primary measure of mission fulfillment

Excellence in Teaching and Learning Outcome: BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.	
Objectives	**Indicators**
2.1 BBCC implements innovation and creativity in programs and services	2.1a Education program and service area audits, including best practices 2.1b Correlation of practices to success, retention, or completion
2.2 BBCC helps students attain high academic standards	2.2a External certification rates 2.2b CCSSE data on academic challenge 2.2c NCCBP data on success rates 2.2d MRTE data on transfer success 2.2e Full-time faculty ratio 2.2f Student-to-faculty ratio
2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes	2.3a Budgets for professional development 2.3b Attendance for professional development 2.3c Report on Professional/Technical certification plans

Objective 2.1
BBCC implements innovation and creativity in programs and services

2.1a Education program and service area audits, including best practices

Each educational program, and service or administrative area at Big Bend Community College impacts students' access to education and their educational success. Not only does Big Bend Community College impact each student but each student's family, ultimately making our communities a better place to live.

The BBCC 2014-2019 Academic Master Plan (Student Success) clearly supports innovation, variety, and creativity in all areas. Below are highlights of educational programs and service and administrative changes to improve student learning and efficiency.   A complete list of educational program audits is found in Appendix A. Administrative and service area audits are found in Appendix B.

Education Program Audits and Best Practices (Appendix A)

The Business Information Management (BIM) Program implemented several changes, based on student feedback, to improve the student experience and student success. Students have scheduled assignments with due dates in place of lists of instructions. Whenever possible, open source and other materials are used to eliminate or reduce book costs. The Administrative Professional (BIM 103) class was developed as a type of college survival skills class to introduce students to industry expectations. Additionally, group advising allows faculty and staff to advise more students and facilitates student-to-student relationships.

This year, two sections of English 102 took a tour inside Grand Coulee Dam to supplement their reading of Blaine Harden's book about the Columbia River. This experience brought the hands-on spirit typically reserved for the lab or field components of STEM classes and encouraged students to be active learners. Similarly, the Creative Writing: Fiction class collaborated with the Drawing II class to have students illustrate stories written by their peers. This kind of cross-curricular opportunity makes the connections between academic disciplines more readily apparent to students. English offerings have been diversified to better address changing student interests, including the addition of a Creative Writing II class for more advanced writers, a Women's Literature class, and designing curriculum for a five-credit Technical Writing class catered to the professional needs of students going into STEM and business fields.

The Art Department stresses the importance of experiential learning in all art classes. Students have the opportunity to solve creative problems using various materials such as clay, paint, and drawing materials. These practices are expected in a studio class but are also included in art history and art appreciation classes, as a way to help students understand the creative process. Students enjoy the projects and it helps them learn the class material more fully. This spring we are offering a combination drawing and field botany class with a cohort of students. Students are learning the class material much quicker and are enjoying the benefits of such a learning community.

Service Area Audits and Best Practices (Appendix B)

Campus leadership has taken an active role to create an inclusive campus environment. Several specific "inclusion" discussions have taken place in Shared Governance Council meetings. This council is comprised of staff who represent administrative/exempt staff, faculty, classified staff, and students. Human Resources provided Customer Service Training that also included student survey responses indicating that the college would benefit from diversity training beyond understanding race and ethnicity differences.

Human Resources conducted a LEAN academy and Kaizen event to streamline the contract process. The Human Resource and Payroll Departments continue to streamline internal processes and the job application process.
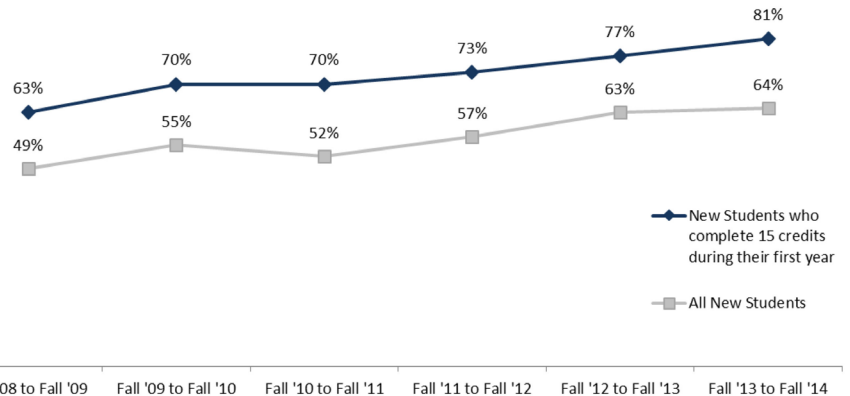
The Student Activities Director works with ASB to enhance communication with students using social media including Twitter and Instragram. The ASB began offering a variety of entertainment on the third Thursday of the month. These events are also open to the public. Although attendance has been low, the ASB wants to continue this next year with new and improved advertising methods.

2.1b Correlation of practices to success, retention, or completion

BBCC's fall-to-fall retention rates have continued to improve over the past six years (see chart above, right). Eighty-one percent (81%) of new students who earn at least 15 credits their first year are retained to the next fall, compared to 63% six years ago. The retention rate for students who have not earned 15 credits during their first year has also increased (49% to 64% over six years).

BBCC's graduation rates have stabilized over the last three years to approximately 33% (see chart below). Although we outperform the national comparison group, BBCC continues to keep student success a primary focus and strives for improvement. Through years of state budget reductions, grants have provided key support in tutoring, supplemental instruction (SI), advising, and mentoring for students. The Student Success and STEM Centers provide inclusive environments where students have access to computers, tutoring sessions, and supplemental instruction.

New Student Fall-to-Fall Retention

| | Fall '08 to Fall '09 | Fall '09 to Fall '10 | Fall '10 to Fall '11 | Fall '11 to Fall '12 | Fall '12 to Fall '13 | Fall '13 to Fall '14 |

New Students who complete 15 credits during their first year: 63%, 70%, 70%, 73%, 77%, 81%

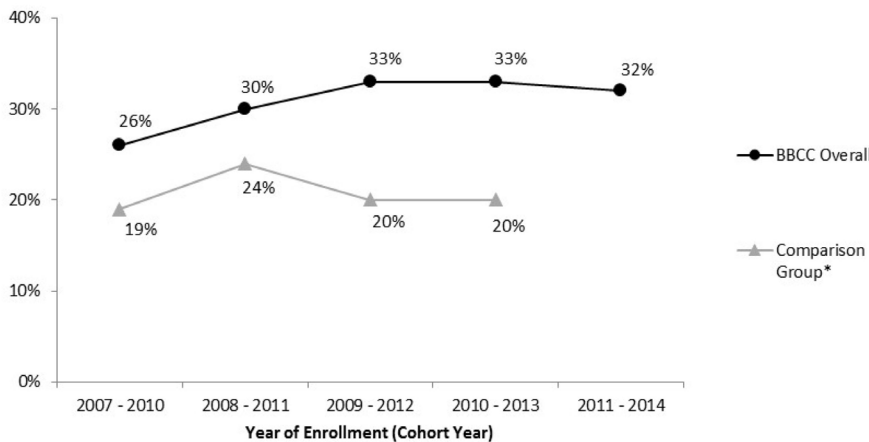All New Students: 49%, 55%, 52%, 57%, 63%, 64%

In 2014, BBCC was awarded the Working Families Success Network (WFSN) grant that focuses on bundling services for low-income students, including financial literacy training, financial coaching, credit and asset building strategies, and debt management.

In 2015, BBCC rejoined the Achieving the Dream (AtD) Initiative which will help BBCC improve student completion rates.

Achieving the Dream Focus Areas:
- College readiness
- Community Engagement
- Culture of evidence and inquiry
- Equity
- Faculty and staff engagement
- Financial literacy
- Institutional change
- Knowledge sharing
- Scaling change
- State policy reform
- Student-centered supports
- Technology in education
- Visionary leadership
- Workforce preparation

Graduation rates of full-time, first-time degree/certificate seeking undergraduates within 150% of normal time to completion (IPEDS)

BBCC Overall: 26%, 30%, 33%, 33%, 32%
Comparison Group*: 19%, 24%, 20%, 20%

Year of Enrollment (Cohort Year): 2007 - 2010, 2008 - 2011, 2009 - 2012, 2010 - 2013, 2011 - 2014

*Comparison group consists of medium, public, 2-year colleges, in the western states, town locale; the comparison group typically includes 25-30 other institutions. Comparison groups vary year-to-year.

NOTE: data for the 2011-2014 comparison group is not availble at this time.

Objective 2.2
BBCC helps students attain high academic and industry standards

2.2a External certification rates (Appendix C)

Industry certification is available to students in all professional-technical programs. The table in Appendix C represents professional-technical certifications earned by BBCC students in 2013-14. This is the first year BBCC has collected this data. Students' ability to obtain industry certifications allows professional-technical faculty and staff to determine if the program is preparing students for the workplace.

2.2b CCSSE data on academic challenge

BBCC uses data from the Community College Survey of Student Engagement (CCSSE) as a measure of academic challenge. The CCSSE is a national survey that collects information about student engagement with faculty, staff, other students, and subject matter. Research at the University of Texas at Austin shows that the more actively engaged students are with these things, the more likely they are to reach their educational goals.

This spring, we administered the CCSSE survey on campus to randomly selected classes. Results will be summarized and reported as benchmarks of effective educational practice. (*Academic Challenge* is one of five CCSSE benchmarks of student engagement.) This will help determine if BBCC is providing a challenging and engaging learning environment for students.

Data collected from this survey will be compared to data from five previous survey cycles to determine if we are making progress on this benchmark. Historically, BBCC has outperformed the national cohort and the average score of other small colleges on this benchmark, but our score has been declining since 2007. The 2015 data will help determine if this trend has changed since the survey was last administered in 2012. Results from the 2015 survey cycle will be available in the fall.

2.2c NCCBP data on success rates

The National Community College Benchmarking Project (NCCBP) is the largest benchmarking initiative for two-year institutions in the United States. In 2014, over 260 institutions participated in the study.

During the period reported, 82% of BBCC's students were first-generation college students (99th percentile) and 52% were Pell recipients (76th percentile) – two characteristics linked to decreased student success. Despite this, BBCC performance in various areas of student achievement were considered college strengths by the NCCBP in 2014. The NCCBP defines a college strength as a rank at or above the 85th percentile nationally.

NCCBP Student Success

The foundation of student success is student learning and success in the classroom. The chart below demonstrates how BBCC students' success in their classes compares to students' success at other community colleges, according to NCCBP data. In

Institution-wide Credit Grades National Percentile Comparison

50%   85%   94%

2012   2013   2014
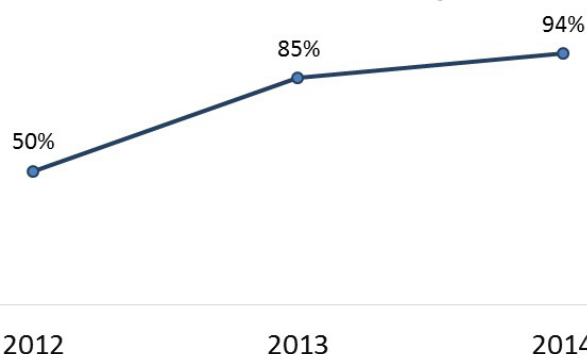
2014, BBCC ranked at the 94th percentile on this NCCBP measure. This means that BBCC students were more successful than 94% of other students at other participating colleges in the 2014 NCCBP study.

NCCBP Completion Rates

In 2014, BBCC full-time students ranked at the 89th percentile for completing within three years of starting college (see chart at right). Although our completion rates are significantly higher than other community colleges in the NCCBP study, BBCC graduation rates have stayed around 33% for the last three years (IPEDS data). Increasing completion rates is one area for continuous improvement.

Student Completions in Three Years National Percentile Comparison

85% 87% 97%
82% 89%
69%

2012 2013 2014

Full-time Completions   Part-time Completions

2.2d MRTE data on transfer success

Washington State community colleges are able to connect to Washington public baccalaureate institute transfer information of their students through a Mutual Research Transcript Exchange (MRTE) data system,
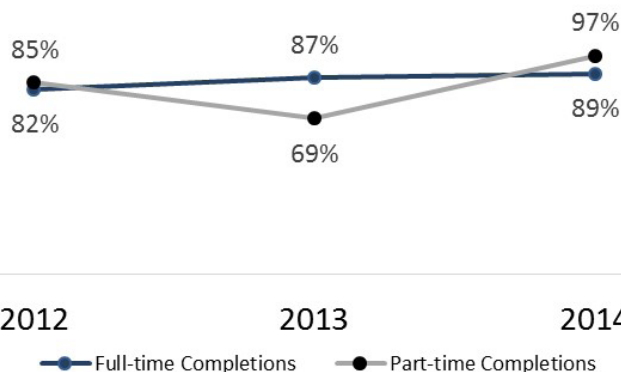
hosted by the Washington State Board for Community and Technical Colleges (SBCTC).

The table below demonstrates that BBCC students' grades at Washington public baccalaureate institutes are similar to the grades they earned at BBCC.

BBCC Students who Transfer to a Washington Public Baccalaureate Institution		
Big Bend Students	**Baccalaureate Transfer Institution**	
Credits Earned at BBCC **1-15 credits**	**N**	**Ave GPA**
<2.0 GPA	17	2.29
2.0-2.9 GPA	27	2.62
3.0 -4.0 GPA	87	3.12
16-44 credits	**N**	**Ave GPA**
<2.0 GPA	20	1.84
2.0-2.9 GPA	53	2.52
3.0 -4.0 GPA	150	3.13
45 or more credits	**N**	**Ave GPA**
<2.0 GPA	20	2.14
2.0-2.9 GPA	390	2.64
3.0 -4.0 GPA	548	3.22

Using Mutual Research Transcipt Exchange Database

Data began to be included in 2004-05

Data retrieved May 2015

Progress of BBCC Students who earned an AA and Transferred to Washington Public Baccalaureate									
BBCC Degree Earned		BBCC Ave GPA	Transfer GPA	grad in 3 years	Percent	grad in 4 years	Percent	grad in 5 years	Percent
2007-08	93	3.11	3.03	19	20%	46	49%	55	59%
2008-09	105	3.2	3	23	22%	42	40%	58	55%
2009-10	85	3.08	2.94	24	28%	38	45%		
2010-11*	108	3.12	2.94						

*Data seems to be incomplete for this cohort

Using Mutual Research Transcript Exchange Database

Data retrieved May 2015

The table above shows the year students completed an AA degree at BBCC, their average GPA, and the length of time it took them to receive a baccalaureate degree or higher. Forty-five percent (45%) of BBCC students who transferred with a degree earned a bachelor's degree within four years of receiving an AA at BBCC.

Unfortunately, not all of the data has been uploaded by the baccalaureate institutions, so we are unable to determine things such as field of study and other transfer details at this time. This database will become more useful as additional time is spent in it and baccalaureate institutes provide additional information.

2.2e Full-time faculty ratio

The chart below (left) indicates that BBCC has begun to regain faculty positions not filled during the state budget reductions. Full-time faculty are able to offer additional interaction with students through office hours, serving as club advisors, and being available to assist students in other ways. National research shows that increased student engagement leads to increased student success (University of Texas at Austin).

2.2f Student-to-faculty ratio

BBCC consistently has lower student-to-faculty ratios than the Washington State Community and Technical College system as a whole (see chart below, right). Smaller class sizes allow students to have more interaction with their instructors and the learning process and, subsequently, increases student learning.

Sections Taught by Full-time Faculty

54.0% (2009-10), 57.0% (2010-11), 56.4% (2011-12), 52.4% (2012-13), 57.0% (2013-14)

Student Faculty Ratio

CTC System: 23.4 (2009-10), 22.94 (2010-11), 22.16 (2011-12), 22.04 (2012-13), 21.06 (2013-14)

BBCC: 20.34 (2009-10), 20.79 (2010-11), 20.64 (2011-12), 19.88 (2012-13), 20.25 (2013-14)
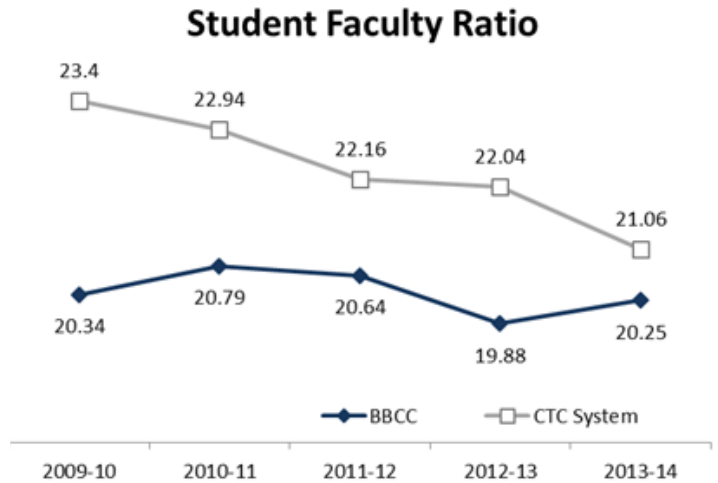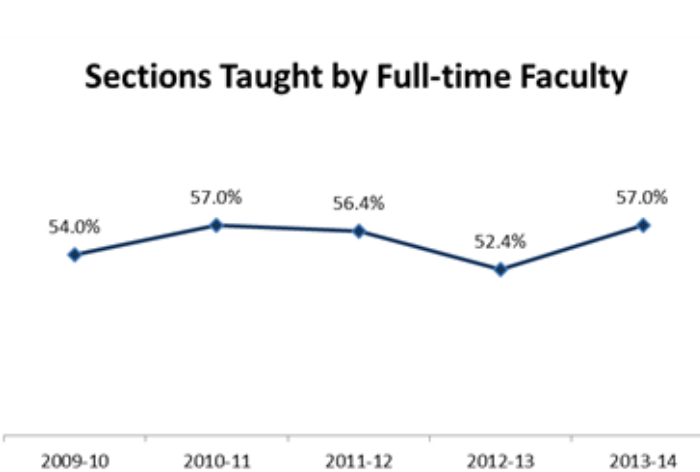
Objective 2.3
BBCC supports professional development for faculty and staff

The Leadership Development Team (LDT) and the Staff Training and Recognition (STAR) Committee continue their commitment to the professional development of BBCC employees. Each team created a training calendar for 2014 based on feedback from employees and their supervisors.

The LDT continues to base professional development opportunities on the 11 leadership competencies adopted in 2012. These competencies form the basis of the BBCC leadership development program. These competencies are also included in employee performance evaluation forms, ensuring that employees receive annual feedback on their leadership skills.

Formal standards for professional and personal development were also in place for 2014. Administrative/exempt employees are expected to complete a specified number of development hours each calendar year through on-campus trainings (Appendix D). Personal development hours may be met through reading, teaching, enrolling in college classes, attending workshops and seminars, etc.

A training calendar for 2014 was developed and distributed to employees (Appendix E). Course offerings were based on the feedback from a survey of administrative/exempt employees. The LDT offered 11 Lunch & Learn sessions during the calendar year and three quarterly workshops. For a complete list of employee training attendance, see Appendix F.

In addition to the leadership competencies and standards, the LDT developed a new 360-feedback process for leaders in 2013. This 360-feedback process was utilized by two department directors in 2014. The purpose of the 360-feedback process is to assist leaders in identifying areas for growth.

In January 2014, the STAR Committee surveyed all classified staff members and their supervisors to learn more about areas of interest and/or need. From these results, a calendar of training opportunities and events for 2014 was developed (Appendix G). Classified staff have the opportunity to attend monthly one-hour training sessions as well as longer quarterly workshops.

Feedback from each session is collected to assess learning outcomes for each topic and gather ideas for improvements and/or future training ideas.

2.3a and 2.3b Attendance and budgets for professional development

Many opportunities for professional growth and development have been offered to all college staff this year. In addition to the work done by the Leadership Development Team and STAR Committee, staff and faculty have participated in additional training as well.

In 2014, John Swedburg received a faculty Professional Development Unit (PDU) payment of $1,250. The remaining faculty that were eligible to receive a payment in 2014 elected to defer the PDU payment in lieu of receiving a promotional increase in accordance with new language in the Negotiated Agreement.

The current expenses for professional development (as of April 29, 2015) encompass travel and education/training for college faculty and staff. The overall expenses for travel were $262,270 which provided college employees with the means to visit different locations to gain new knowledge and skills and build networking contacts. The expenses for specific training-related costs (attendance fees, materials, etc.) was $46,043. This is the first year we have reported expenses for BBCC professional development in this way.

2.3c Report on professional-technical faculty certification

Requirements for WAC 131-16-094 state that all professional-technical instructors be certificated. This applies to full-time faculty and to faculty teaching two-thirds full-time load for more than three quarters. Each professional-technical instructor works with the dean to develop a documented professional development plan that identifies areas for professional growth. First, faculty complete an assessment of their current skills in particular areas and identify areas of highest priority for professional development. They then identify particular items which document that they achieved

their professional development objective. Much of this is done via software provided through the Washington State Board for Community and Technical Colleges.

The professional-technical dean is responsible for monitoring all faculty certification plans that are housed in a database used for tracking purposes. All faculty are current and up-to-date on First Aid and CPR certifications.

Examples of Faculty Certification Plans

As part of her plan, Mercedes Gonzalez-Aller (Nursing Instructor) chose *Objective G4, Maintain current knowledge of the field*. Mercedes noted that she would attend courses, conferences, and clinical workshops to meet this objective. Mercedes attended a Pearson Test Writing Workshop as part of this objective. She submitted for Professional Growth Units (PDUs) and stated that the activity helped her understand the need for good exam questions, how to evaluate good questions, and why. She also participated in a variety of Continuing Medical Education (CME) activities (online) to maintain her nursing skills levels. This helped Mercedes maintain her RN/ARNP license and maintain or augment her medical knowledge, skills, and abilities. Mercedes also participates in industry-based professional development (workplace experiences) each year to keep her bed-side skills up-to-date and accurate.

In her most recent Professional Development plan, Jennifer Brooks (Nursing Instructor) chose *Objective I2, Maintain current knowledge of technology in the field*. Jennifer has worked for two years on recording her lectures, implementing the flipped model of instruction, and moving more learning to an online environment. In addition, Jennifer has increased the use of simulation technology – Sim Man, Noel (birthing simulator), and Sim Baby – in her instruction. She submits written documentation of the use of simulation technology and flipped instruction to meet this objective.

Jenny Nighswonger (Early Childhood Education Coordinator/Instructor) chose *Objective G5, Participate in professional networking*, as part of her plan. Jenny has been attending statewide ECE group meetings, Early Childhood Teacher Preparation Council, conferences, and other regional meetings in order to meet this objective. By working purposefully on her plan, Jenny has a gauge of her intentions toward a larger goal and progress toward reaching that goal.

Professional development is critical to maintaining high standards and current practices in our programs. Without knowledge of current practices, procedures, and operations, professional-technical faculty are quickly outdated in their knowledge, skills, and abilities. Professional development that keeps faculty current with industry practices is passed to students, giving them knowledge and skills to enter the workplace as leaders with modern techniques and skills.

Conclusion

Although BBCC reported on *Excellence in Teaching and Learning* last year, 2015 marks the first year that the college had a full year to collect data on the specific objectives and indicators. Data collected this year will serve as a benchmark for future reporting.

Key Findings:

- The education program audits show several examples of how faculty have adapted teaching and learning materials to improve student learning and success.
- Administrative and service areas are developing ways to improve efficiencies and save resources.
- BBCC continues to outperform colleges in grades and completions, as demonstrated in the National Community College Benchmarking Project.
- BBCC professional-technical faculty have focused their professional development activities on enhancing instruction to better engage students and improve student success.

Future Direction:

- Build on BBCC past student success performance and capitalize on Achieving the Dream Initiatives to continue to improve student learning and success.
- Actively promote an inclusive campus climate. A BBCC team has been formed to plan appropriate training and activities to engage employees and students as the college embraces this initiative.

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Appendix A

Accounting/Business

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	73.53	77.18	80.71	63.54	41.06
FTEF (full-time equivalent faculty)	3.26	3	3.02	2.90	2.05
Student-Faculty Ratio (FTE/FTEF)	22.56	25.73	26.73	21.91	20.03
Direct Cost Per FTE (no lab expenses)	$2,359	$2,582	$2,126	$2,713	$4,011

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Accounting	100%	94%	80%	50%	37%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

- We perform an annual review of our curriculum by way of our Prof-Tech Advisory Committee. We ask for input and make changes to our curriculum based upon their recommendations.
- We attend an annual conference for accounting educators in the Seattle-area. We make changes to our curriculum based upon current trends happening in accounting education that we believe need to be made. Any proposed curriculum changes developed by the program's faculty are presented to our Prof-Tech Advisory Committee for their approval.

Are current equipment and facilities suitable for your program?

- Current software needs to be installed on the PCs in the lab (i.e., Windows 8.1 and Office 2013 and QuickBooks 2015).
- Classroom facilities are appropriate for this program.

Please describe your industry or community partners and/or outreach efforts?

- Annual meetings with our Prof-Tech Advisory Committee.
- Participation in the annual Latino Educate event.
- Meetings with CWU-Moses Lake staff.
- Responding to multiple requests each year from local employers to announce job openings and/or help with recommending students for job openings.
- Continue to update membership on our Prof-Tech Advisory Committee.

What recommendations do you have to grow or advance your program?

- We need the partnership with CWU-Moses Lake to continue to be supported by CWU and BBCC. Our transfer classes would be impacted with lower enrollments if this partnership were to go away.
- We need to develop more online and hybrid classes for distance delivery.
- Some courses are currently offered in distance modalities. Others are suitable as well for online or hybrid delivery, such as ACCT105, BUS&201, & BUS&101.

Adult Basic Education

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	279.69	265.55	192.02	180.99	167.45
FTEF (full-time equivalent faculty)	9.50	8.52	6.10	6.94	7.37
Student-Faculty Ratio (FTE/FTEF)	29.44	31.17	31.48	26.08	22.72
Direct Cost Per FTE (no lab expenses)	$2,047	$1,916	$2,455	$2,774	$3,335

What are your program's best practices or new initiatives?
- I-DEA Grant: funds to develop online curriculum targeted at low level ESL learners to use technology to move further and faster towards I-BEST and college-level coursework. Continued results from the second year indicate increased level gains and persistence
- HS21+: An alternative to the GED for students over 21 who need a high school diploma or equivalent. The program is becoming the most common pathway for students over 21 years of age. A total of 48 students have already completed this program through winter quarter, with several more expected to graduate in the spring.
- Innovations Grant: A new course, DVS 080 is being developed and will be piloted during 2015-2016 school year to help students transition successfully into the pre-college math sequence. The course is being designed under a team teacher model (on-ramp to I-BEST) with close collaboration with the math department and prof-tech faculty to ensure smooth transitions.

Are current equipment and facilities suitable for your program?
- In 2014 the classroom wing was remodeled including new paint, carpet, windows and hallway hard surface flooring.
- The testing space in the lobby of the Opportunity Center is not ideal, the main flow of traffic is through the testing space. New students walk through asking questions about programs which can be very distracting and at times noisy for students who are testing.

Please describe your industry or community partners and/or outreach efforts?
- United Way donates to the GED scholarship fund to assist students with the financial burden of paying for the exams
- Skillsource is an essential partner, offering classroom space, sharing instructors, and promoting student success in college and career readiness
- Catholic Housing Charities of Yakima have partnered with us to open up an ESL course in Mattawa
- Continued partnerships to offer ESL and GED/High School Completion (HS21+) courses across our large district include several school districts and churches
- Inspire continues to partner with ESL and the I-DEA project to help students learn English skills and computer skills that will be valuable to employers.

What recommendations do you have to grow or advance your program?

- With the new Workforce Innovation Opportunity Act legislation, our campus I-BEST programs need to be expanded to include opportunities for intermediate ESL students to earn workforce credentials while simultaneously developing their English skills. In addition, an MOU with Skillsource of Moses Lake needs to be developed to define how our partnership will continue to promote student success under the new legislation.
- Developing a system, similar to running start, to help our ABE students transition successfully to college level courses and earn college credits while completing their high school diploma
- A new classified position, a transitions coach, who would meet with off-site instructors for professional development and meet with students to aid in the transitions from Basic Skills to College Level courses.
- As the High School 21+ program continues to expand, instructors should be given the opportunity to develop course shells for all 19 credits students need to earn for their diplomas. This will ensure high levels of rigor in the program and assist new instructors as they begin to learn how to teach in the program.
- ESL classes should begin to offer first few credits towards high school completion to allow students to progress towards their goals faster and successfully.

Agriculture

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	2.85	4.51	3.71	4.27	4.73
FTEF (full-time equivalent faculty)	0.12	0.31	0.17	0.18	0.48
Student-Faculty Ratio (FTE/FTEF)	23.75	14.55	21.82	23.72	9.85
Direct Cost Per FTE (no lab expenses)	$115*	$1,354	$1,408	$715	$2,315

*Students were on independent study rather than in traditional classes. An adjunct instructor was hired in 2010.

What are your program's best practices or new initiatives?
We currently have a center pivot lab that can be used for instruction. We have an approved Agriculture Applied Science Degree and Certificate of Achievement for GPS guidance systems. This was a major change in our program and has provided greater opportunities for students to use new technology in the agriculture industry.

Are current equipment and facilities suitable for your program?
We have a need for qualified personnel to teach our approved agriculture courses. Current classroom are suitable. We will need new software and equipment to meet student needs.

Please describe your industry or community partners and/or outreach efforts?
Continue to work with advisory committee to help with outreach and recruiting students into the Agriculture Program. We now have funding to hire a full time instructor who will help build a new program on campus. The increases in enrollment are a result of developing strong partnerships with the schools and the work of our advisory committee.

What recommendations do you have to grow or advance your program?
Software and equipment will be needed in the future to meet the training needs of students. We will need some new program financial support for this program to grow. College financial support for new programs will be needed.

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Anthropology/Sociology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	51.23	48.79	37.67	39.22	40.0
FTEF (full-time equivalent faculty)	1.77	1.73	1.22	1.33	1.33
Student-Faculty Ratio (FTE/FTEF)	28.94	28.20	30.88	29.49	30.08
Direct Cost Per FTE (no lab expenses)	$1,659	$2,002	$1,582	$1,463	$1,126

What are your program's best practices or new initiatives?

Our best practices included writing for learning, student-focused courses with ample amounts of class discussions, student observation projects, critical question of our texts, and a focus on student voice.

Are current equipment and facilities suitable for your program?

We need more band-width for our computing systems. Larger classrooms, which would accommodate a circle, or larger U-shaped seating arrangement would facilitate better conversational-style classes.

Please describe your industry or community partners and/or outreach efforts?

We need more band-width for our computing systems. Too often in class while using an on-line download or a video it can lead to long buffering and the video doesn't play as smoothly as it could. In both areas, Sociology and Anthropology, there have been extensive wait lists each quarter. An additional instructor dedicated to Sociology/Anthropology/Psychology would allow the program to increase. Currently student demand is high because there are many programs that require course in the Social Sciences.

What recommendations do you have to grow or advance your program?

I recommend we keep doing what we are doing. However, we need a new faculty member who can teach the ever-increasing number of students interested in and required to, take social science courses. Additional qualified faculty would allow for growth and diversity of the course offerings as well as meeting the basic requirements that many students need for transfer credits.

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Art

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	43.82	44.6	44.34	41.04	39.58
FTEF (full-time equivalent faculty)	2.63	2.48	2.82	2.78	2.66
Student-Faculty Ratio (FTE/FTEF)	16.66	17.98	15.72	14.76	14.88
Direct Cost Per FTE (no lab expenses)	$2,918	$3,021	$3,158	$3,438	$3,841

What are your program's best practices or new initiatives?

The art department stresses the importance of experiential learning in all of its classes. Students have the opportunity to solve creative problems using various materials such as clay, paint, drawing materials, etc. These practices are expected in a studio class but are included in Art History and Art Appreciation classes, too, as a way to help students understand the creative process. The students enjoy the projects and it helps them learn the class material more fully. This spring we are offering a combination drawing and field botany class with a cohort of students. They are learning the class material much quicker and are enjoying being part of a community of learners.

Are current equipment and facilities suitable for your program?

We are in need of another kiln to be hooked up to better accommodate the number of firings required in a quarter. Sometimes the firings aren't finished at the end of a quarter and must be carried over into the next quarter. We are in need of projectors and computers in the drawing room and painting room. We are currently working on a solution for that.

Please describe your industry or community partners and/or outreach efforts?

We have given talks at the Soap Lake Art Guild about the program. We work with the Moses Lake Museum to show exhibits to students and take them to guest lectures there. We have worked some with area high schools in portfolio reviews. We have been invited to be a judge at the student show at Central Washington University.

What recommendations do you have to grow or advance your program?

We could use two more full-time faculty. We currently have one full-time person and two adjuncts. It is difficult to create expansion and allow the program to evolve with limited faculty. Everyone is teaching the maximum allowed. When a full-time person is out on leave it really impacts the enrollment as seen in the FTE numbers.

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Automotive Technology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	38.8	42.27	38.33	39.51	40.49
FTEF (full-time equivalent faculty)	2.42	2.41	2.52	2.46	2.54
Student-Faculty Ratio (FTE/FTEF)	16.03	17.54	15.21	16.06	15.94
Direct Cost Per FTE (no lab expenses)	$5,166	$4,192	$4,839	$4,609	$3,621

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Automotive Technology	88%	94%	71%	55%	79%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

Currently we are looking at new text providers to decrease student cost while maintaining the same high quality textbooks we have come to expect. One source would provide a single textbook that would cover the entire two-year program as well as much improved graphics and animations. We are working with that supplier to improve their material for a post-secondary environment.

Are current equipment and facilities suitable for your program?

We are working to acquire and update current equipment by replacement and possible upgrades, which may also include repair and software. We have purchased a new hoist to replace our one outdated unit.

Please describe your industry or community partners and/or outreach efforts?

As in the past, we are continuing our outreach by means of tours and participation in high school career events as well as the BBCC Job and Career Fair and the Latino Education Fair. We have also created a closer relationship with Bud Clary Auto Group for employment, possible financial assistance, and vehicle acquisition. We also have contacts with employers in the area and in Spokane. We still receive a donation from the Moses Lake Classic Car Club that we use as a tool scholarship for second year students.

What recommendations do you have to grow or advance your program?

The most exciting and greatest way to advance or grow the program will be the new PTEC building that is slated to be completed in the next four years.

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Aviation (Commercial Pilot/Helicopter Pilot)

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	36.29	35.38	46.71	48.11	54.72
FTEF (full-time equivalent faculty)	6.59	6.77	6.28	6.57	6.14
Student-Faculty Ratio (FTE/FTEF)	5.51	5.23	7.44	7.32	8.91
Direct Cost Per FTE (no lab expenses)	$12,058	$13,631	$8,020	$9,462	$8,447

Program Completers' Estimated Employment*

Year	2008-09	2009-10	2010-11	2011-12	2012-13
Aviation (Commercial Pilot)	60%	42%	69%	80%	67%
Aviation (Helicopter Pilot)	NA	NA	NA	NA	**

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

**Programs with fewer than five completers are not reported here.

What are your program's best practices or new initiatives?

We are working with a new scheduling program called Talon that is supposed to streamline our tracking and scheduling. We are involved in an ongoing evaluation of Talon to see if it will meet our needs currently. As parts become more and more scarce, we are also considering purchasing airplanes for parts to keep our current fleet running.

Are current equipment and facilities suitable for your program?

Our flight training center building is an outward visible sign to all who approach it, of the quality and thoroughness of instruction we give. The first view needs to be impressive. Two years ago, we started a project to design an exciting entry way. This needs to be completed soon, as it gives a first impression that is essential to give the program a positive view in the eye of the prospective student or visitor to our campus. The parking lot needs to be repaved, a student's skateboard wheels dropped into one of the many 2-inch cracks and he suffered scrapes to his face and hands as a result.

Our fleet should reflect a new revised role of the aircraft in the flight training. They must include the NextGen ATC requirements of ADS-B avionics which will be required by 2020. Simulators may need to be a higher level, allowing more training even at earlier levels of the syllabus. Upper end simulators can take us on to the ATP level, and turbo-prop training. However, our core training is still the instrument/commercial and flight instructor level of training, unless true ab-initio training becomes a reality. Then it will move upward to include multi-engine ATP level training.

Please describe your industry or community partners and/or outreach efforts?

We are working to strengthen our relationships with Great Lakes Airlines, SkyWest Airline, Horizon Airline and develop programs with them and others (including Alaska Airlines) to give students a flow

through relationship for future employment. As a result several of our former flight interns and students are working for commuter airlines. Currently we have an agreement for our students to participate in an internship with Alaska Airlines. In addition we have internships in place with certain airports like Paine Field and Harvey Field.

What recommendations do you have to grow or advance your program?
Since there is only one tenured faculty in the aviation group, growing and advancing seem unlikely under the present conditions. We have had a tremendous turn over in staff in the past couple of years, so we are currently dealing with the challenge of hiring qualified instructors. Our aircraft and simulators need replacing, so ongoing strategies for a fleet replacement are being discussed.

Aviation Maintenance Technology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	36.59	44.34	45.22	49.10	52.40
FTEF (full-time equivalent faculty)	2.93	3.17	3.29	3.41	3.82
Student-Faculty Ratio (FTE/FTEF)	12.49	13.99	13.74	14.40	13.72
Direct Cost Per FTE (no lab expenses)	$5,505	$4,711	$5,518	$4,268	$5,442

Program Completers' Estimated Employment*

Year	2008-09	2009-10	2010-11	2011-12	2012-13
Aviation Maintenance Technology	67%	63%	50%	52%	72%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

Our program's best practices are that our students work in small groups on projects that entail hands on training. The program has a low instructor to student ratio that helps the students learn more effectively. Big Bend Aviation Maintenance is a one of a kind FAA approved competency based curriculum that is a model to all Airframe & Powerplant schools throughout the country. We are currently working on a large grant to incorporate unmanned aircraft into the Big Bend classroom experience. Aviation Maintenance is one of the few aviation programs in the country with an operational Boeing 727 aircraft used for training purposes. We are very proud of our top of the line composite program that will help the students succeed in the real work environment.

Are current equipment and facilities suitable for your program?

Most of the equipment and aircraft are pre-1970's aerospace technology and is in need of replacement. We are in need of another classroom and expanded lab space due to the increase of students. We would like to update our tooling, test equipment and training aids. The tool room needs to be updated, manned and controlled to facilitate the growing number of students going through our program.

Please describe your industry or community partners and/or outreach efforts?

Big Bend Aviation Maintenance knows how important our industry and community partners are. We strive to maintain these relationships. We are partners with Boeing, Aviation Technical Services (A.T.S.), Columbia Pacific, AeroTEC, Sonico and other local aviation businesses. We have also been heavily involved with Air Washington and the Fighting 147 group that transpired out of the grant. Composites Washington has been another endeavor we have been associated with in building a Composite certificate of completion for all of the Washington schools. Dan Moore has been instrumental on the national Federal Aviation Administration rule writing team. This team was given the task to rewrite the Part 147 rules for all of the Airframe and Powerplant schools throughout the country.

What recommendations do you have to grow or advance your program?

In order to take the Big Bend Aviation Program to next level, we need to expand in a few areas. One of those areas would be to add a tool room attendant to keep track of our new tools, equipment and supplies that we have. We also need our lab assistant to monitor the lab area while the instructors are in the classroom. Big Bend instructors would also have to receive advanced training in several areas such as turbine engine and avionics training. Big Bend Aviation Maintenance and Big Bend Community College needs a marketing plan and advertising policy. One of the things important to our program would be a permanent third instructor to bring credibility to the program.

Biology/Botany

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	52.56	56.45	61.66	51.33	52.67
FTEF (full-time equivalent faculty)	2.46	2.48	2.99	2.86	2.98
Student-Faculty Ratio (FTE/FTEF)	21.37	22.76	20.62	17.95	17.67
Direct Cost Per FTE (no lab expenses)	$3,385	$3,248	$3,082	$3,762	$4,059

What are your program's best practices or new initiatives?
- New labs created around newly available laptops for BIO 241, 242, 170, and 211
- New labs created around newly available LabQuest hardware for BIO 242, 211, 222, 223 and BOT 130
- Restructuring of BIO 170
    - Use of Visible Body software
    - Use of skeletons
    - Creation of new powerpoints and activities
- Development of BIOL 104, Core Concepts in Biology, a two-credit course designed to help students be more prepared for BIOL& 211, increasing student success. This course exclusively uses open educational resources.
- Creation of inquiry-based labs in BIO 100, 211, 222, and 223 which reinforce the use of the scientific process
- Learning community between BOT 140 and ART 104, Field Botany and Drawing currently in progress during spring 2015. We plan to continue this learning community next year as well.

Are current equipment and facilities suitable for your program?

Our biology labs are outdated and need to be fully remodeled and reconfigured into group-centered stations. This would eliminate the need for as many models and facilitate inquiry labs in groups of four. Lab facilities are outdated and need improvements. Some faucets do not work; extremely old cabinetry is not functional. The greenhouse is functional but is in need of some repairs to increase its usability.

We could use another biology instructor – demand based on current enrollment. The classes can only be offered if qualified faculty are available to teach the classes.

Please describe your industry or community partners and/or outreach efforts?
We have a partnership with both Master Gardeners and the Community Food Bank in which we share our greenhouse space.

What recommendations do you have to grow or advance your program?
Our current laboratory space is adequate but does not provide much room for growth. More instruction space in the 1200 building from a class scheduling perspective is necessary since we lost four classrooms

to the STEM renovation. The two classrooms gained are dedicated to physics and CAD areas and will have limited availability to us. In order to grow our program, an additional full-time instructor and another Biology lab will be necessary. Currently ours labs are used to near maximum capacity.

Business Information Management

Program Data

	2009-10	2010-11	2011-12*	2012-13	2013-14
Annualized FTE	93.88	91.99	65.15	61.44	61.5
FTEF (full-time equivalent faculty)	4.24	4.01	2.83	3.08	2.96
Student-Faculty Ratio (FTE/FTEF)	22.14	22.94	23.02	19.95	20.78
Direct Cost Per FTE (no lab expenses)	$3,455	$3,327	$3,188	$3,661	$3,193

*OIT changed to BIM

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Office Clerical	55%	100%	73%	NA	**
Office Management & Supervision	88%	71%	94%	84%	61%
Medical Office Management	45%	83%	100%	80%	63%
Medical Receptionist	NA	100%	NA	NA	NA

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

**Programs with fewer than five completers are not included here.

What are your program's best practices or new initiatives?

We have expanded our use of Canvas to be the primary means of communicating with students. We are recording grades in Canvas so the students can see them in their Canvas class. We have also built in scheduled assignments with due dates in place of lists of instructions to help keep students on track. We have eliminated our external grade books. We export grades at the end of each quarter for archiving purposes.

Our BIM Agreement has been changed to become a series of short readings and videos with a BIM Agreement "Quiz" at the end. This must be completed with 100% before the student can move forward. We use this agreement as our means of reporting no-show students to the registrar via the Academic Early Warning (AEW) system.

We use course surveys in our classes to get feedback on what the students like, dislike, or would like to see changed. We have made several changes based on the information. One example is the elimination of the "skill building (typing tests)" in the Document Formatting class.

Wherever possible, we are using free, open source, and other materials to defray or eliminate the cost of books for our students. We also negotiate book prices with our publishers to lock in discounts for academic years.

Except for three classes, all of our class assignments are now submitted electronically in Canvas instead of on paper. We have further reduced the BIM paper usage to the point of using only two cases (20

reams) per year! We thought 3 cases would be our ultimate low as students may still print class related information for all ACCT, BUS, and BIM classes in our classrooms.

We created the BIM 103 – The Administrative Professional as a college survival skills type of class for BIM. Its purpose is to introduce BIM program students (or potential students) to our high expectations and to the industry as a whole. It has been a learning environment for all of us and resulted in some changes. Next year it will be a hybrid class with weekly meeting days so that we can develop stronger relationships with and between students.

Group Advising has been a boon for us in terms of time spent. We also find that it helps develop relationships between students and gives us a platform to make group announcement about program changes over time. We also use a Canvas Advising Class to communicate with BIM Program students and to store individual program plans and other information needed. If we have a BIM event, we can reach everyone through this site. We should be able to utilize the Advising class more by building out modules with information, documents, videos, FAQs or "groups" of peers with similar interests, such as Medical Billing.

Implemented the Microsoft Office Specialist (MOS) Testing for Office 2013 in BIM 280. This is the only industry certifications for our program at this time. We have also learned quite a bit with this and are trying to provide projects that reflect the MOS testing better, books for them to use for study, and SAM to support this process. SAM is a simulation tool that allows the student to practice the techniques and use the Microsoft Office features that they learn in the class.

Are current equipment and facilities suitable for your program?
BIM labs were repainted and carpeted; lighting is sufficient. We do not anticipate a need for equipment as our older PCs should function as terminals once the VM Ware environment is working correctly. We may need to make one more small purchase of desks to complete our updated model. We don't anticipate any new equipment requirements in the near future. Most changes will be software and "cloud" related.

Almost all of our classes are hybrid which reduces the need for "seats" in the classroom and with the expanded use of Canvas, we are able to spend more time helping the students who come in instead of sending them away due to full classrooms.

Please describe your industry or community partners and/or outreach efforts?
We continue to work with our advisory committee to update the BIM programs. Additionally, we have used community business professionals as guest speakers and interviewers for the mock interviews in the BIM262 course.

We are conducting job shadows for our BIM students in The Administrative Professional class. This has been an opportunity to tell people in the community about our program.

This is an area we should focus more on when we are fully staffed (i.e. hire the FT Lab Tech).

What recommendations do you have to grow or advance your program?
We hope to utilize Panopto and Canvas to reintroduce our online classes and to expand the offering. We severely need our requested full-time Lab Technician in order to be able to support that and to successfully manage our classes, daily workload, and will not be able to increase this offering without consistent and reliable full-time help.

Integrate SAM in our classes to better support MOS testing.

We absolutely have to evaluate the impact of the cloud to our classrooms, teaching methods, course texts, and course offerings. The world is rapidly becoming online, continuous change. We have adapted, but it may be that annual changes are no longer enough.

We are looking at courses that have low enrollment and have quit offering some. We are looking at classes such as Project Management, Web-Site Maintenance, or Adobe Acrobat as utilization.

We have begun conversations with Tyler Wallace with the intent to develop a way to make I-Best work in a variable credit, self-paced environment. There are some challenges with how to make that work.

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Chemistry

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	26.09	29.32	31.89	36.33	39.00
FTEF (full-time equivalent faculty)	1.30	1.37	1.63	1.73	2.03
Student-Faculty Ratio (FTE/FTEF)	20.07	21.40	19.56	21.00	19.21
Direct Cost Per FTE (no lab expenses)	$3,695	$3,495	$3,567	$3,440	$4,176

What are your program's best practices or new initiatives?

The chemistry department continues to develop new labs and refine existing labs to minimize environmental impact and waste disposal costs. Efforts have been made to "green up" some of the general chemistry labs and we continue on that track. Kristen Krcma is developing a better organization plan for chemical storage. Kristen is also developing detailed lab preparation instructions.

Are current equipment and facilities suitable for your program?

Our current laboratory space is adequate but does not provide much room for growth. It would be nice to have more instruction space in the 1200 building from a class scheduling perspective. The classroom projectors in Rooms 1218 and 1219 are growing dim and need to be replaced or repaired. It would be nice to have an integrated sound system in the lecture rooms to facilitate using videos as a teaching tool. The current external speakers are not really meant for classroom service and are not adequate.

Please describe your industry or community partners and/or outreach efforts?

There is an ongoing cooperation between science faculty at Ephrata High School and the BBCC Chemistry faculty. Joe Wolf of Ephrata High School is team teaching a section of Chemistry 121 this (spring) quarter of 2015. Chemistry faculty have been teaching an introductory chemistry class at Moses Lake Industries through CBIS to provide employee training in the fundamentals of chemistry. Chemistry faculty are planning a collaboration with CWU winter quarter of 2016 to help with a 'Teaching Chemistry at the Community College' class to be offered by the Chemical Education department.

What recommendations do you have to grow or advance your program?

The entire science department will benefit from additional training in the area of hazardous chemical treatment and disposal. BBCC chemistry continues upgrades and additions to the existing inventory of student lab equipment, both traditional and electronic.

The next step to increase the chemistry program at BBCC would be to add a full-year Organic Chemistry sequence. This would require a significant investment in laboratory equipment and instrumentation. Adding an Organic lab section would strain the capacity of the current lab space. Adding a second sequence to the chemistry offerings will require more instructional staff time, necessitating the addition of an adjunct instructor.

Develop a Chemical Laboratory Technician program that would be relevant and useful to local industry. Increase diversity within the program by offering a class in the History of Chemistry.

Commercial Driver's License

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	27.85	18.18	23.55	26.27	19.82
FTEF (full-time equivalent faculty)	3.70	2.45	2.98	3.23	2.86
Student-Faculty Ratio (FTE/FTEF)	7.53	7.42	7.90	8.13	6.93
Direct Cost Per FTE (no lab expenses)	$6,151	$8,832	$5,101	$6,032	$7,583

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Commercial Driver's License	83%	81%	96%	86%	92%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

- Provide classroom study introducing the latest D.O.T., Federal and State Laws, Rules, and Regulations.

- Cover a variety of professional topics and prepare students for entry-level job opportunities.

- Classes include defensive driving techniques, brake adjustment, equipment inspection, hazardous material transportation, DOT log books, trip planning and other job related topics.

- Provide experience behind-the-wheel with, driving, shifting, double-clutching and backing on a large shifting range and on back-roads, up-hills, down-hills, highways, freeways, towns and cities.

Are current equipment and facilities suitable for your program?

- For now, our current facilities have been suitable for our CDL program and we have had no problems or concerns in that area.

- However, our equipment is getting worn out and outdated, our semi-trucks are starting to break down a lot more than before, causing un-needed expenses to the CDL program.

- The driving range is in need of gravel to go inside of the track to control dust when maneuvering inside the track, i.e. backing, turning, and serpentine maneuvers.

Please describe your industry or community partners and/or outreach efforts?

- We have been in contact with many local and non-local trucking companies and other "driving" industries, asking us to allow them to come in and talk to students about employment opportunities.

What recommendations do you have to grow or advance your program?

- A change in schedule to better accommodate IBEST model for students and increase FTEs without taking CDL instructors' lecture and lab time. Upgrade our IBEST model to increase enrollment and meet the needs of students, so they are getting technical and basic skills needed to be successful in the CDL program.
- Branch out the BBCC CDL program into other communities and/or colleges, to better reach students who otherwise are not able to drive to Moses Lake.
- Add evening CDL classes to reach students who otherwise could not afford to quit or leave their "day jobs" for a six week program.
- Add a minimum of two simulators, one based at our BBCC facility and the other a portable to take where needed to help students (at our extended braches) better understand and be prepared for the different scenarios that they might encounter on the road, i.e., snow, ice, tire blow out, traffic, etc.

Computer Science

Program Data

	2012-13	2013-14
Annualized FTE	21.71	31.20
FTEF (full-time equivalent faculty)	1.53	2.55
Student-Faculty Ratio (FTE/FTEF)	14.19	12.24
Direct Cost Per FTE (no lab expenses)	$8,770	$6,728

What are your program's best practices or new initiatives?
- Added two Certificate of Accomplishment options
  - Network Support Specialist
  - Computer Support Specialist
- Revised Systems Administration and Software & Web Development AAS and AAS-T program options to be more flexible
  - Reduced number of required credits
  - Added elective courses
- Currently developing new courses to keep Software & Web Development program updated as new technologies emerge
  - Application Development for Mobile Devices
  - Video Game Programming & Development

Are current equipment and facilities suitable for your program?
- Classrooms are adequately equipped with computers and current software
- Hardware server and Cisco labs need new hardware kits, server racks, and routers (tentative order in process)

Please describe your industry or community partners and/or outreach efforts?
- Industry partners include local area data centers, manufacturers, and government agencies employing IT staff. All are represented on the CS Advisory Committee.
- Outreach efforts include
  - CS Program website www.bigbend.edu/computerscience
  - Annually printed, full color curriculum sheets
  - Articulation agreements with Columbia Basin Job Corps (Cisco, hardware and operating systems) and Columbia Basin Skills Center (video game programming, pending). Both are feeder schools for the program.
  - Participation in New Student Registration, New Student Orientation, and annual Job & Career Fair

What recommendations do you have to grow or advance your program?

- Strengthen college outreach and recruiting assistance
- Strengthen college advising support for program
- Provide additional administration support for the only full-time instructor
- Propose college develop a basic computer skills entry exam for all students
- Develop a Programming Lab classroom so multiple programming courses can be taught simultaneously
- Annually alternate low enrolled CS courses

Criminal Justice

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	21.32	21.45	12.22	13.11	22.44
FTEF (full-time equivalent faculty)	0.89	0.78	0.61	0.56	0.89
Student-Faculty Ratio (FTE/FTEF)	23.96	27.50	20.03	23.41	25.21
Direct Cost Per FTE (no lab expenses)	$2,502	$2,417	$3,282	$2,712	$2,498

What are your program's best practices or new initiatives?

Service learning and community experience by having students work with Law Enforcement during their training activities. Also, students in the corrections class visit one of the local prisons and jails for a first-hand experience with these organizations. Also, we have part-time faculty who have current or former employment in the Criminal Justice System and can give first-hand accounts of what they experienced.

We have flipped all classes and have switched to a textbook series that flows from one class to the next. The Introduction to Criminal Justice class was created through the collaboration of instructors so that students have one common Intro experience. This has helped cohesion for the upper level courses and has increased the discussion and learning opportunities in the classes.

We are also in the process of creating both a transfer and professional technical program. An advisory committee has met several times and we are close to bringing a program plan to the Instructional Council.

Are current equipment and facilities suitable for your program?

Mostly. We have new technology in the classroom. We would love to see tablets in the new rooms (1606, 1608, and 1610) that extend the desktops like in 1609 & 1611 and document cameras.

Please describe your industry or community partners and/or outreach efforts?

We work with local law enforcement either with assisting in their training or having them come and participate in our program. Every spring, they and other first responders volunteer their time for a community prevention day. Also, we have had a local district court judge and prosecutor volunteer their time for classroom presentations. Ryann Leonard has also given presentations on Criminal Justice and Psychology to the Forensics class at Moses Lake High School. She has presented at other schools and may have opportunities in the future to train local law enforcement.

What recommendations do you have to grow or advance your program?

We need more bandwidth for both the wired and wireless connections. We often try to use technology in the classroom and have students use their own smart devices as well as the computers in the room. BBT is great about trying to support our goals and finding ways to make

them work, but more bandwidth is needed to ensure that students can have reliable and efficient access and we can access videos and have them play. At high traffic times (8am – 1pm), there are often problems with access to the point where class has to stop to wait for a page to load or a file to be accessed from the network drive.

We need a program. We need something that can be certified as Continuing Education credits for our local law enforcement and can also prepare students with background knowledge in the Criminal Justice system if they are not planning to transfer. This is in progress.

Developmental Education/College Success Skills

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	141.76	155.44	132.87	110.51	116.31
FTEF (full-time equivalent faculty)	5.02	6.47	5.52	5.18	4.88
Student-Faculty Ratio (FTE/FTEF)	28.24	24.02	24.07	21.33	23.83
Direct Cost Per FTE (no lab expenses)	$1,763	$1,849	$2,138	$2,687	$2,568

What are your program's best practices or new initiatives?

- We are now identifying prof-tech students who might be able to convert English 99 into English 101 and, therefore, not have to take Technical Writing. Previously, we focused on students earning a transfer degree.
- This year we are experimenting with a CSS 100/102 and ENGL 098/099 combo classes offered in the afternoon/evening when it has been harder to offer these classes. Low enrollment has typically required us to cancel these sections.
- We are exploring creating another variable credit College Success Skills class for students who may need to pick up additional credits during the quarter because they withdraw from a class or because they simply feel they could handle another credit or two. The class would offer a variety of modules from which students can select. We are in the development stage for reading, math study skills, and online publishing.
- We are coordinating more in English 99 with English 101 changes in research writing, basically making clearer distinctions between student work and cited work.
- Jennifer de Leon "gameified" her online section of College Success Skills (CSS100). The class uses quest-based learning, geared toward the objectives for the course. Students earn experience points (XP), badges, awards, achievements, etc. as they complete quests, and "level up" through the curriculum. Some quests must be completed to move on. On others, they have their choice of quests they would like to complete. They progress at their own pace. Quests are submitted and approved or rejected and sent back with feedback. Students can re-do quests as many times as necessary to master the concept(s).
  - Pass rates are essentially the same, however, there is a huge difference in the number of students passing with a 4.0 using 3D GameLab versus not, 37% vs. 5%.
  - Jennifer will be changing the class for fall 2015, based on student feedback and some new functionality in 3D GameLab. First, 3D GameLab is integrating with Canvas, so students will have a single sign-on. Second, students will have an "either/or" option for quests giving them more choices. Based on student feedback, she will be assigning due-dates and selecting additional "must complete" quests and badges. Students like the freedom of choosing what they want to work on, but need more structure as far as her telling them when they must turn things in.
- Andrea Elliott helped develop and teaches CSS 105, Introduction to Healthcare Studies. In addition to the skills taught in 101 this hybrid (a combination of online and face-to-face instruction) course provides the foundation for understanding the educational responsibilities of choosing a career in the healthcare field. Students also develop an educational and career plan as part of this course.

- CSS 105 was developed to help local student be more successful in gaining admission into BBCC's nursing program. Of those who took CSS 105, 86% were able to enter the nursing program. Of those who were accepted into the nursing program this year 79% were local students. Previously this number had been in the 60% range. The course has been so successful it is now required for students in the Medial Assistant (MA) program.

Are current equipment and facilities suitable for your program?

Yes, facilities and equipment are adequate for Developmental English.

The only difficulty we experience is getting access to classrooms that have the seating capacity for the College Success Skills courses where the class cap is 30. Most BBCC classrooms were designed to accommodate smaller class sizes.

Please describe your industry or community partners and/or outreach efforts?

CSS 100 courses are regularly visited by Peer Mentors from the Student Success Center and BBCC advisors who provide information and activities to help students stay informed of the college's many services provided for increased student success, as well as keeping them abreast of important events and dates such as registration.

What recommendations do you have to grow or advance your program?

- The division will be working along with the rest of the college to help develop more evening and afternoon offerings to help alleviate some of the "crush" in the morning courses and create new opportunities for students and potential students who may be unable to attend in the morning.
- As mentioned earlier the department is experimenting with offering combined CSS100/102 and ENGL 098/99 in the evenings. While this has allowed the evening sections to "make" it is too early to determine how well this is serving students.
- Plans are being developed for a fast track system for MATH 080. Recently it was suggested that utilizing an IBEST model might benefit these students and the department will be looking into that option as well.
- MATH 080 is being redesigned with the hope to create higher levels of success as students move forward into higher levels of math. The new classes will be offered as Adult Basic Skills courses, which only charge $25 instead of full tuition, to help students avoid using up their financial aid awards taking pre-college level courses.

Early Childhood Education

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	36.33	49.15	31.77	34.07	34.01
FTEF (full-time equivalent faculty)	1.90	2.26	1.63	1.56	1.61
Student-Faculty Ratio (FTE/FTEF)	19.12	21.75	19.49	21.84	21.12
Direct Cost Per FTE (no lab expenses)	$1,461	$1,465	$1,517	$1,247	$1,728

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Early Childhood Education & Teaching	0%	94%	92%	89%	86%
Teacher Assisting	92%	100%	NA	NA	NA

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are you program's best practices or new initiatives?

We had our first cohort of students complete their Initial Certificate last quarter. This credential consists of 12 college-credits in ECE coursework. With this certificate, students can obtain employment at a State or Federally-funded program as an Infant/Toddler or Assistant Preschool Teacher.

Two of our students became employed as Infant/Toddler Teachers with a partnering agency after completing their certificates. Five others needed this credential to sustain their current position and/or apply for promotions within their agencies. All 11 students are continuing on to complete additional certificates and/or degrees.

We will have seven students complete Associate in Applied Science degrees (Early Childhood Education) this year. In addition, one of those students will become our first to complete an AAS-T and transfer on to EWU's Children's Studies program.

Are current equipment and facilities suitable for your program?

The ECE program does not have its own building like other professional technical programs on-campus. Therefore, the Coordinator is housed in the Nursing department, and evening classes are housed in the 1600 and 1700 buildings. Unlike other community colleges' ECE programs, BBCC's program does not have an observation lab at its campus child care for students to observe high-quality best practices. Many of our students are placed at partnering agencies to conduct their practicum experiences.

Please describe your industry or community partners and/or outreach efforts?

The program has one full-time person in the department. The outreach and recruitment for the program is done primarily by the Coordinator. She provides on-site visits, presentations, and advising sessions with partnering agencies such as: Inspire Development Centers (seven within BBCC's service district), Family Services of Grant County (two within BBCC's service district), licensed child care centers and family homes, and area school districts. These agencies, along with Department of Early Learning, Child Care Aware, and Heritage University have representation on the program's advisory committee.

What recommendations do you have to grow or advance your program?

There is much conversation at the state and local levels about how to support ECE students with continuing education beyond a 2-year degree. Currently, BBCC has articulation agreements with EWU and HU that allows students to transfer on to complete BA degrees in ECE. Although these are two options, it limits our students. If the state implements a DTA-MRP with an emphasis in ECE, it would allow more choices for our students to transfer seamlessly to the college of their choice.

If we adopt a DTA-MRP in ECE and/or continue to increase enrollment in the program, the need for additional part-time and/or full-time staff will need to be addressed.

Engineering

(Program data is not available at this time.)

What are your program's best practices or new initiatives?
The engineering program has been built off of best practices identified through industry-wide benchmarking. Benchmarking points include onsite visits to local universities as well as collaborative discussion at user groups like WCERTE (Washington Council for Engineering Related Technical Education). Working closely with our counterparts has helped us identify what we can implement here to offer a solid foundation for students pursuing engineering. This foundation starts with Major Related Program pathways offered through the AS-T track 2 statewide agreement. This degree will allow our students to transfer to their university of choice and have the necessary prerequisites to certify in their major. There are two MRP's in place now to help students pursuing Mechanical, Electrical, Civil, Aeronautical, and Manufacturing Engineering.

Benchmarking has also allowed us to identify what "excellence" looks like in engineering programs across the state. Best practices have been implemented into many of our courses already. These practices are implemented at the earliest stages of a student's academic career as possible. At BBCC, this is the ENGR 110 course, Introduction to Science and Engineering. In this course, we have started using two practices proved to help students succeed. The first is the implementation of Ray Landis' "World Class Engineer" project. This utilizes the course homework to develop a personal statement that defines why the student wants to be in engineering, what discipline they are interested in, how they plan on attaining their defined goals, and how long it will take. This personal statement has shown to increase success rates as well as cumulative GPA's. Dozens of community colleges and universities have and are continuing to implement this project in their introductory courses.

In addition to this project we have added hands-on projects. These projects help identify the students' personal interests and, ultimately, what discipline they would prefer. We currently use Arduino circuit boards to introduce basic circuitry and programming. Bridge projects are utilized to demonstrate mechanical and civil engineering curriculum. The projects have been very well received by the students and allow them to get excited early on. Also included in this course is a requirement to build a holistic academic road map. This includes a 2-3 year plan for their time at BBCC as well as a preview of their plan at the university. If the student does not have a transfer university identified, they are required to choose a local university of choice. "If you fail to plan, you plan to fail." This is stressed in this course and these academic plans help the students plan for success and reinforce that it is possible.

We have two large initiatives in the works right now. The first is to work with our industry partners to help pay for a full-time engineering instructor. The second is working with Washington State University Tri-Cities to build a sustainable collaborative program. WSUTC has been very proactive in discussions and would like to work together on offering courses, if necessary. This would increase the

chances of the program being sustainable and would develop a strong pathway from one institution to the other. We are in the early stages of this discussion so there will be more to come in the future.

Are current equipment and facilities suitable for your program?

Our equipment and facilities currently align with those programs identified across the state as "cutting-edge." We are using the same equipment seen at most universities as well as community colleges. This is true for our introductory courses as well as our more advanced courses. This year was our first to offer two Computer Aided Drafting (CAD) courses that utilize large drafting plotters as well as 3D printers and scanners. This equipment has been instrumental in ensuring our program aligns with industry best practices. New tables have been ordered for the CAD lab which will allow the room to be multipurpose. Ultimately, this has allowed our students to have the same equipment and facilities that are seen at leading universities.

Please describe your industry or community partners and/or outreach efforts?

The engineering program leveraged an Advisory Committee (AC) comprised of public and private partners from around the BBCC service district. Input and feedback form the AC ensures that course development aligns with changing industry demands, while simultaneously supporting content alignment with public schools. The partnership provides for continuous improvement starting at the high school level, through workforce training and engineering transfer support to potential employment in high demand/paying STEM careers. The committee continues to be engaged at every level of development and will continue to be leveraged to help ensure our program is sustainable. At this point in time, the committee is aware of our new degree and a request will be sent out by next meeting to request funding for a full time engineering instructor. The goal is to utilize the local industry members here to fund a position until the program is self-sustainable. This initiative is still early in the process.

What recommendations do you have to grow or advance your program?

We are currently trying to offer free tuition for the 3rd year students next year. This will help us keep a few students around next year to comprise the first cohort. I believe this will be key in growing the program quickly. At this point, that is the only recommendation.

English/Humanities

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	155.59	167.75	181.71	162.71	177.11
FTEF (full-time equivalent faculty)	6.78	7.25	7.75	7.14	7.84
Student-Faculty Ratio (FTE/FTEF)	22.95	23.14	23.45	22.79	22.59
Direct Cost Per FTE (no lab expenses)	$2,850	$2,434	$2,410	$2,469	$2,498

What are your program's best practices or new initiatives?

This year, two sections of English 102 took a tour inside the Grand Coulee Dam to supplement reading Blaine Harden's book about The Columbia River. This experience brought the hands-on spirit typically reserved for the lab or field components of STEM classes and allowed students to be active participants in their learning. Similarly, the *Creative Writing: Fiction* class collaborated with the *Drawing II* class to have students illustrate stories written by their peers. This kind of cross-curricular opportunity makes the connections between academic disciplines more readily apparent to students.

Additionally, we have implemented several courses that may appeal to non-traditional students, including two online literature classes and seven online composition classes (one of which was a hybrid class), two evening composition classes, as well as two summer composition classes (one of which was online). As was true last year, all on-site courses continue to be augmented with materials and explanations on Canvas. Offerings have been diversified to better address changing student interests including offering a *Creative Writing II* class for more advanced writers, a *Women's Literature* class, and designing curriculum for a 5-credit *Technical Writing* class catered to the professional needs of students going into STEM and business fields.

We continue to monitor our students' levels of interest/competence/previous experience when entering into courses with a literature-based curriculum, and to make changes in the curriculum of individual courses to best complement the changing culture of Big Bend students.

Are current equipment and facilities suitable for your program?

Much progress has been made on converting some classrooms in the 1600 building to the seminar style; however, we are unanimous in our support for lowering of caps on class sizes to <20 for composition or <25 for literature classes in order to make this set-up effective and to highlight what sets our community college apart from others in the state. As a small institution, we are uniquely situated to give students a personalized, relationship-driven education and smaller class sizes allow students to receive more individualized feedback on their writing, which is essential to their development in the 101 and 102 classes—these composition classes are the bulk of the classes offered by our department and where students learn the skills needed to perform satisfactorily in upper level classes that require writing.

Also, as technology becomes more and more integrated in the classroom and as English faculty design more participatory, student-centered learning activities, the bandwidth on campus fails to meet the demands of both students and faculty. Increasingly over the past year, students have been unable to participate in class because of issues directly related to bandwidth, especially on activities aimed at teaching students how to use library databases for research, activities that require students to interact with lectures or interviews housed on the web, or in-class activities that require students to take quizzes or exams on Canvas. All the computers are slow, especially when multiple students are trying to use the same database or the same website, which is traditionally the case, and often times the webpages will time out causing students to have to jump to a different machine and get behind on the instruction for the day's lesson. Also, as technology and the "flipped classroom" pedagogy become more integrated into composition coursework, we would like to see more classrooms that are set up with computers available on campus.

Finally, we would like to see further dialogue regarding the means used for the evaluation of tenure-track and part-time instructors. At present, class responses are very low and the data we receive is often statistically insignificant, or indicative of a small but vocal minority within a classroom. We would like to encourage the adoption of policies which reward students for participation in evaluations.

Please describe your industry or community partners and/or outreach efforts?
One English faculty member was invited to act as a judge for Write on the River regional writing Conference in Wenatchee. In addition to selecting winning entries, he attended judges' meetings and wrote voluntary critiques for contest entrants, all of which helps to bring positive publicity to the college. Another faculty member volunteers with the Pygmy Rabbit Recovery Project with the Washington Department of Fish and Wildlife and recruits student volunteers, who are often Running Start students seeking community service hours for Moses Lake High School graduation requirements. Two faculty members are currently serving as faculty advisors for the Gay/Straight Alliance club, and have participated in literature-related events with the students in that club, one in Ellensburg, on the CWU campus, and one in Seattle.

What recommendations do you have to grow or advance your program?
This past year, English faculty attended the Community College Humanities Association Pacific-Western Regional Conference in Seattle, the MLA Convention in Vancouver, the Western Literature Association Conference in Victoria, and the Association for the Study of Literature and Environment Conference in Moscow, ID. These opportunities serve to both re-invigorate best practices in teaching the humanities as well as broaden faculty's knowledge in their specialized areas of interest. We would like to continue to have the travel funding available to cover travel, lodging, and registration expenses.
We plan to continue to diversify our literature and humanities offerings and to develop more courses within specialty areas to better expose students to more contemporary trends in literature including 21st century postmodern literature, environmental justice, eco-criticism, and gender and

queer studies as well as continue to integrate literature written by underrepresented groups including African-American literature, Native American literature, Latino literature, and literature from Islamic cultures into the 102 curriculum.

In order to promote more continuity and accountability in the composition courses, we would like be able to provide a stipend or a course release each year to a full time faculty member who would serve as the "Director of Composition." This would allow more oversight of curriculum and assessment as well as move toward more intentional mentorship and collaboration between full-time and adjunct faculty.

Additionally, in order to better serve students at all levels in their writing, we would like to see more collaboration and consistency in feedback between the English department / composition faculty and the Writing Lab tutors. More active involvement from the English faculty, maybe in the form of a course release for a full load of tutoring hours, in order to emphasize the importance of the one-on-one feedback students receive at the Writing Lab. Also, more comradery and dialogue between faculty whose students use the Writing Lab and receptivity from Writing Lab tutors in implementing the faculty member's teaching / grading styles in regards to high order concerns and low order concerns.

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Foreign Language

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	44.00	50.56	49.11	43.78	48.56
FTEF (full-time equivalent faculty)	1.66	1.99	1.99	1.66	1.88
Student-Faculty Ratio (FTE/FTEF)	26.51	25.41	24.68	26.37	25.83
Direct Cost Per FTE (no lab expenses)	$2,587	$2,179	$1,905	$1,967	$1,968

What are your program's best practices or new initiatives?
- Utilization of Total Physical Response Storytelling (TPRS) methodology to allow for effective, natural, long-term acquisition of target languages
- Incorporating use of music in class to allow students to see "real" usage of language structures being taught in class
- Utilization of the Destinos curriculum (Spanish courses) to reinforce grammar and vocabulary studied in class as well as giving students the opportunity to experience different cultures within the Spanish speaking world
- Research and discussion of holidays celebrated in the Hispanic world
- Exposure to Spanish authors and artists as they relate to current events, i.e. death of Nobel Prize winning Spanish speaking author; introduction of Spanish poetry and poets during National Poetry month.
- Presentation of current events taking place in countries where the target languages are spoken increasing students' global knowledge and understanding of the interconnectedness of the world i.e. political upheavals, environmental disasters, etc.

Are current equipment and facilities suitable for your program?
Facilities and equipment are suitable for the program. New speakers added beginning of 2014-2015 academic year.

Please describe your industry or community partners and/or outreach efforts?
The Foreign Language department works with Ephrata High School to offer College in the High School classes in Spanish II and III. Spanish 122 and 123 classes were developed last year and have been in effect for the 2014-15 academic year.

What recommendations do you have to grow or advance your program?
A second full-time language instructor would allow Big Bend Community College to diversify the language offerings beyond the current offerings of Spanish, taught by the tenured faculty member and one adjunct instructor, and German and French (taught in alternating years by one adjunct instructor).

Development of a "Spanish for Spanish speakers" course to benefit our Heritage speakers here at BBCC. The current 1st year Spanish courses are not really helpful to this population. A course focused more on the grammatical concepts not understood by these students would be much more beneficial to this population than what is currently being offered.

History/Political Science

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	59.77	63.67	67.22	62.11	73.44
FTEF (full-time equivalent faculty)	2.44	2.55	2.55	2.66	2.89
Student-Faculty Ratio (FTE/FTEF)	24.50	24.97	26.36	23.35	25.41
Direct Cost Per FTE (no lab expenses)	$2,150	$2,092	$1,942	$2,091	$1,935

What are your program's best practices or new initiatives?

In the past year, the departments have been re-introducing a hierarchy of learning to the classes. This means that students taking the 100-level courses are provided with information in a largely lecture-based format with exams and quizzes designed to introduce them to methods of study appropriate for the expected course rigor. The 200-level classes expect students to be able to demonstrate a higher level of interaction (thinking) with the course materials. Assignments are more vigorous, too.

Are current equipment and facilities suitable for your program?

In an ideal world, BBCC would have a variety of different classroom types allowing for a variety of learning/teaching methods. The traditional classroom with a "front" doesn't necessarily meet our instructional needs anymore. There needs to be more rooms like 1601 on campus, at least one per instructional building. There also need to be smaller conference-style rooms for classes which call for high degree of student interaction. Rooms also need to be large enough to accommodate student seating while also allowing for the free movement of the professor to whatever part of the room he/she needs to be in. Technology would be readily accessible at a location central to the needs of the instructor, instead of tucked into a corner.

Please describe your industry or community partners and/or outreach efforts?

Over the past two years, the departments have attempted to work with instructors at Ephrata High School, but with limited success. Results have been discouraging as neither high school instructor has shown interest or willingness to take ownership of the course materials or to work more closely with the college department to provide their students with greater resources.

This year, we have also entered into an internship program with Central Washington University. A graduate student from CWU spent winter quarter working with department faculty to develop a class of her own, and is teaching that course during spring quarter. The department hopes to continue such a relationship with CWU, but it needs to be noted here that such a program cannot replace the necessity for another full-time instructor to assist with program governance, student advising, and quality course instruction.

What recommendations do you have to grow or advance your program?

The department would benefit from a second full-time instructor. Currently the department consists of a single full-time instructor and a long-time part-time instructor. Between them, the department has been divided according to specialty. Unfortunately, due to the geographic location of the college, a large pool of qualified instructors with the capability to teach nationally popular courses, such as Chicano history, women's history, and Black history, is unavailable. A second full-time instructor would allow the department to begin to diversify its holdings and, thus, attract new students to the college.

Industrial Systems Technology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	72.54	84.36	56.44	51.56	48.93
FTEF (full-time equivalent faculty)	3.89	3.99	3.33	3.07	3.36
Student-Faculty Ratio (FTE/FTEF)	18.65	21.14	16.95	16.79	14.56
Direct Cost Per FTE (no lab expenses)	$2,806	$2,847	$3,510	$4,060	$4,578

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Industrial Electrical Technology	80%	83%	89%	91%	88%
Maintenance Mechanics	100%	86%	92%	98%	98%
Electrical Mechanized Irrigation (MIST)	NA	NA	NA	NA	**

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

**Programs with fewer than five completers are not reported here.

What are your program's best practices or new initiatives?

Presently the IST program is meeting expectations. The IST program is flexible, easily updateable and geared to present day needs of industrial clients and the students we serve. We added one new course to the program to reflect changing technologies. We retired the course it replaced.

Are current equipment and facilities suitable for your program?

We struggle mightily with facilities that are inadequate in size and utility to support our mission. Facility configuration, design, and age place undue limits to our ability to deliver instruction efficiently. Currently we have equipment needs to address, however limited infrastructure and floor-space negates new equipment placement. Meager equipment budgets have widened the gap between the cost of minimal new equipment and the ever increasing costs to procure new equipment designed to fit our instructional needs. In simple words, the program suffers from inadequate resources.

Please describe your industry or community partners and/or outreach efforts?

The IST program has a very hands-on, active advisory committee comprised of representatives from many local industries, the electrical union, Grant County PUD, and various other organizations. The program is extremely connected to the industrial clients we serve.

What recommendations do you have to grow or advance your program?

Our problems are many and the solutions are few. Our recommendation is, college-wide, we prioritize recruiting/marketing efforts beyond instructional departments. Instructional departments

have a place in recruiting, but recruiting cannot solely rest on the shoulders of instructional staff with too many priorities competing for too little time. BBCC is completely falling down on marketing. Our programs are still the best kept secrets, because very little real marketing is reaching the targeted masses.

Secondly, more emphasis must be placed on support in the form of facilities, funding, and time. We continue to produce great results, but we are limited by the conditions stated above which will continue to plague instructional quality.

Mathematics

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	239.30	252.03	253.40	259.89	258.36
FTEF (full-time equivalent faculty)	8.95	9.40	10.10	9.65	8.11
Student-Faculty Ratio (FTE/FTEF)	26.74	26.81	25.09	26.93	31.86
Direct Cost Per FTE (no lab expenses)	$2,387	$2,281	$2,278	$1,930	$1,744

What are your program's best practices or new initiatives?

The department is implementing new placement mechanisms to more accurately place students into initial math courses. Data will be tracked to assess the accuracy of the placement.

Tutoring support in the STEM Center has been increased to include more Supplemental Instruction (SI) sessions and better-trained tutors. SI is offered for all pre-college math courses and MATH 141, 142, 146, 148, and 163.

Other math best-practices include the flipped classroom (the Emporium classes, Math 146, and soon Math 107). The Emporium model of flipped classroom has solid data regarding student success. Other faculty in the department have begun to move toward this model.

Many tutors and SI leaders in the STEM Center are able to tutor multiple subjects, even across disciplines. Also, students no longer have to form a line by the counter to get assistance because the tutors float the labs looking for illuminated tutoring lights.

Are current equipment and facilities suitable for your program?

Equipment and facilities are sufficient at this time.

Please describe your industry or community partners and/or outreach efforts?

The math department partners with Ephrata High School and Warden High School to offer courses for dual credit in the high school.

Working with the STEM grant, partnerships with Genie, REC, and Takata have been established. In addition, university partners for engineering and math transfer have been made with Eastern Washington University, Central Washington University, and Washington State University.

What recommendations do you have to grow or advance your program?

A full-time STEM Center coordinator/STEM tutor would be very beneficial to provide stability and sustainability to the offered STEM support. Currently, without being able to offer benefits or more than 16 hours per week, tutors have a high turnover rate. With a full-time employee, we could train and continue to use him/her in this important role of helping students succeed.

We are also in the process of hiring a new full-time instructor who will specialize in pre-college math. We hope this will assist with our STEM concerns.

Medical Assistant

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	51.80	55.84	53.88	52.65	53.83
FTEF (full-time equivalent faculty)	2.31	2.16	2.76	2.35	2.61
Student-Faculty Ratio (FTE/FTEF)	22.42	25.85	19.52	22.40	20.62
Direct Cost Per FTE (no lab expenses)	$2,085	$2,065	$2,256	$2,279	$2,388

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Medical/Clinical Assistant	81%	81%	91%	90%	94%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

Our program has moved to providing more hybrid classes, which includes the "flipped model" of watching lectures online before class. This model enables us to better utilize class time when practicing skills and other hands on activities, while increasing review time. This new method greatly enhances information clarification and retention.

In addition to the new classroom initiatives, we have implemented a "Get Your Feet Wet Day" for all clinical students that are in their third and final quarter of classes prior to externship. This is an 8-hour day of shadowing and practicing medical assistant basics prior to the students entering their externship. The hours spent in this activity are applied toward total externship hours.

Are current equipment and facilities suitable for your program?

The facility is adequate for our program, however it would be beneficial to have a couple of exam rooms in which to practice real-life scenarios. The program would also benefit from obtaining a variety of instruments for identification and skill training, 2-3 microscopes, and an additional ECG machine.

Please describe your industry or community partners and/or outreach efforts?

We work closely with Confluence Health – Moses Lake, Samaritan Healthcare, Moses Lake Community Health Center, CBH – Ephrata, CBHA – Othello, and Grand Coulee. These are all clinic-based healthcare businesses that comply with the medical assistant scope of practice.

What recommendations do you have to grow or advance your program?

We would benefit from having a part time lab coordinator in the fall, winter, and spring that would be in charge of setting up all skill labs, maintaining, organizing and reordering supplies.

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Music

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	18.87	24.29	20.18	13.38	13.67
FTEF (full-time equivalent faculty)	1.28	1.32	1.19	1.08	1.08
Student-Faculty Ratio (FTE/FTEF)	14.74	18.40	16.96	12.39	12.66
Direct Cost Per FTE (no lab expenses)	$4,511	$3,862	$4,003	$6,844	$6,172

What are your program's best practices or new initiatives?

The Music department will be revising and updating courses and the focus of the program in 2015-16 with the hire of a new music faculty member.

Are current equipment and facilities suitable for your program?

No, the facility is outdated and cramped, the musical instruments are worn and in disrepair, and the ability to record is limited. A full overhaul is needed.

Please describe your industry or community partners and/or outreach efforts?

To be developed.

What recommendations do you have to grow or advance your program?

The program will be changed with the new faculty member. Stronger connections to high school and community programs, updated master course outlines and courses offered through online or hybrid models should be added by fall of 2016. New courses will be developed that attract additional students.

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Nursing (Including Nursing Assistant)

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	56.14	55.90	61.32	62.03	54.34
FTEF (full-time equivalent faculty)	6.76	5.97	6.21	6.04	5.93
Student-Faculty Ratio (FTE/FTEF)	8.30	9.36	9.87	10.27	9.16
Direct Cost Per FTE (no lab expenses)	$8,597	$8,949	$7,489	$7,556	$8,877

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Associate Degree of Nursing	100%	97%	91%	95%	88%
Practical Nursing	100%	100%	NA	83%	**
Nursing Assistant	67%	87%	71%	62%	64%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

**Programs with fewer than five completers are not reported here.

What are your program's best practices or new initiatives?

- Completed transition to a "flipped classroom" model through both levels of nursing students with the support of Title V funds. Student acceptance of the model markedly increased, with good feedback from clinical partners indicating that critical thinking and application skills are stronger.
- Increased use of simulation across the program to increase critical thinking skills. Debrief focus on thought process and communication skills.
- Nursing Assistant: I-BEST model remains available, but demand markedly decreased.

Are current equipment and facilities suitable for your program?

Facility is adequate for program needs. Classroom technology and lab technology are aging and will need improvements within a couple years, at most. STEM and Title V grant funds are helping to increase distance learning opportunities, including classroom technology.

Please describe your industry or community partners and/or outreach efforts?

Ongoing relationships with clinical partners for clinical experience, specifically exposing students to small rural facilities during the summer quarter, increases their interest in employment. Hospital and clinic have partnered to support a full time faculty position.

What recommendations do you have to grow or advance your program?

A dedicated staff member focused on increased technology (specifically simulation) would benefit the program across the board by managing the complex set-up and management of simulation, so that instructors can focus on the teaching component.

Philosophy/Religion

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	73.56	83.44	64.67	57.33	57.00
FTEF (full-time equivalent faculty)	2.78	2.77	2.32	2.21	2.22
Student-Faculty Ratio (FTE/FTEF)	26.46	30.12	27.88	25.94	25.68
Direct Cost Per FTE (no lab expenses)	$1,752	$1,687	$1,758	$1,980	$2,456

What are your program's best practices or new initiatives?

The philosophy department has been involved in a state-wide program to maintain standards in the PHIL& 120 Symbolic Logic course. Brandon Carey was hired as an adjunct instructor to teach Logic online and has been successful in this. Both Dennis Knepp and Brandon Carey attended the first PLATO-WA conference in fall 2013 to discuss teaching Logic with other logic instructors in the state and then attended the next meeting in fall 2014 to continue the discussion.

Are current equipment and facilities suitable for your program?

Current equipment is adequate. Instructors who use 1601 need to be trained in how to refill empty whiteboard pens. The department will be purchasing a laptop to help facilitate online courses.

Please describe your industry or community partners and/or outreach efforts?

- Dennis Knepp often meets with pastors and ministers in the area in an effort to improve the Religious Studies courses. This has resulted in hiring Pastor JoAnne Schaadt of Moses Lake United Methodist Church.
- Dennis Knepp and Brandon Carey attended the Northwest Philosophy conference at Central Washington University in fall 2014. Carey presented at the NW Philosophy conference. When Dennis Knepp picked up his ID badge at registration the CWU philosophy professor behind the table said, "Oh, I didn't know there was a philosophy department at Big Bend!" Clearly more outreach with other philosophy departments is needed.
- Dennis Knepp is currently writing a second book review for the Teaching Philosophy journal on the book Philosophy through Teaching, a collection of six prize-winning essays from the Teaching Philosophy journal with comments from other philosophers and responses from the original authors to create a symposium on teaching philosophy.

What recommendations do you have to grow or advance your program?

Higher pay for adjunct and overload courses.

Enrollment for PHIL& 120 Symbolic Logic is back up due to a revision in the pre-college algebra prerequisite. Students now need MATH 098 for Logic rather than MATH 099. It will be interesting to see how this affects Logic enrollment next year. One recommendation is two-fold: please do not change the pre-college math courses any time soon; and if you do, please tell the rest of us in a timely fashion so that we can anticipate changes in our classes.

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Physical Education

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	49.14	53.09	49.38	40.60	43.51
FTEF (full-time equivalent faculty)	2.23	2.24	2.09	2.03	2.00
Student-Faculty Ratio (FTE/FTEF)	22.04	23.70	23.63	20.00	21.76
Direct Cost Per FTE (no lab expenses)	$1,521	$1,396	$1,388	$1,686	$1,481

What are your program's best practices or new initiatives?

This year we changed to more instructor-led classes (face-to-face vs. arranged). The instructor-led classes are the best attended, have stated outcomes, and are monitored by the instructor daily. Many students don't have the fitness background or knowledge to self-prescribe a workout, and they need instructor knowledge. The sport-specific classes like basketball, volleyball, baseball and softball were designed for student-athletes of their respective sport to earn PEH credits while participating in their sports both in-season and out-of-season, where the coaches were monitoring student-athletes' workouts during practice and had face-to-face time. It would benefit more students to have those classes higher enrolled with non-team students.

Are current equipment and facilities suitable for your program?

The equipment is okay on average. New equipment was purchased this spring to update broken and worn equipment. Space is the major issue. An adjoining building featuring a dedicated fitness center that could be monitored more efficiently would be ideal.

Please describe your industry or community partners and/or outreach efforts?

Although we have worked with community/regional groups, it hasn't been under the scope of PEH; it has been under the umbrella of athletics or facility usage.

What recommendations do you have to grow or advance your program?

Full-time coaches who can teach additional classes in PEH would help move the PE program and athletics forward. Participation in additional health and wellness offerings such as yoga, martial arts, racketball, and other sports would encourage healthier students, faculty, and staff.

We have many students who need to instill fitness into their daily/weekly schedules for overall wellbeing. I frequently answer questions regarding dietary information for health and weight loss, what workouts are beneficial, techniques for exercises and general questions about overall health and fitness. I think students need to be in classes that cover many topics regarding this.

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Psychology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	44.78	36.45	56.67	54.56	65.22
FTEF (full-time equivalent faculty)	1.56	1.35	1.94	1.88	2.32
Student-Faculty Ratio (FTE/FTEF)	28.71	27.00	29.16	29.02	28.11
Direct Cost Per FTE (no lab expenses)	$1,700	$2,341	$1,657	$1,824	$1,964

What are your program's best practices or new initiatives?

All instructors use flipped classroom techniques for part or all of their classes. Also, we specifically have created sections of PSYC 100 & 200 for our pre-med students to fit around their other science classes so they can successfully complete their program pre-requisites. Also, students have assignments where they apply the material to their lives or to their communities which helps strengthen the knowledge of the course material.

Are current equipment and facilities suitable for your program?

Mostly. We have new technology in the classroom. We would love to see tablets in the new rooms (1606, 1608, and 1610) that extend the desktops like in 1609 and 1611 and document cameras.

Please describe your industry or community partners and/or outreach efforts?

One instructor has presented in the local high school regarding possibilities in the field of psychology.

What recommendations do you have to grow or advance your program?

We need more bandwidth for both the wired and wireless connections. We often try to use technology in the classroom and have students use their own smart devices as well as the computers in the room. BBT is great about trying to support our goals and finding ways to make them work, but more bandwidth is needed to ensure that students can have reliable and efficient access and we can access videos and have them play. At high traffic times (8am – 1pm), there are often problems with access to the point where class has to stop to wait for a page to load or a file to be accessed from the network drive.

We need another full-time instructor. Two of us are currently split between four departments, which means that none of those departments can fully grow or be supported. With the increasing demands from other programs to include PSYC 100 in degree plans, we need another person who can help take over the load. Adequate part-time faculty is hit or miss and we need a person who is dedicated to this area.

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Science – Groups (AST, GLY, GGR, ENV, NUT, PHY, SCI)

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	53.76	58.78	57.77	68.11	66.71
FTEF (full-time equivalent faculty)	2.33	2.33	2.29	2.90	3.07
Student-Faculty Ratio (FTE/FTEF)	23.07	25.23	25.23	23.49	21.73
Direct Cost Per FTE (no lab expenses)	$1,895	$2,100	$1,711	$1,655	$2,173

Physics/Astronomy analysis only:

What are your program's best practices or new initiatives?

In Engineering Physics, I have been modifying the homework system this year. In the past, I would have one large homework assignment per week. Students often did not start the homework until the day before it was due. So, I've started assigning two "plug and chug" problems per class day, so that each day the students do some introductory problems on that day's material. These problems are done using an online homework system. I've trimmed down the weekly assignments they turn in to keep their workload about the same. I am working to do this in my General Physics classes as well, although I'm not as far along in the process with those.

I am experimenting with using Panopto to record my lectures as I'm solving problems in my physics classes. The equipment I have at this time is a bit touchy, but students do have the opportunity to watch a problem solution more than once.

Are current equipment and facilities suitable for your program?

Thanks to some generous assistance from the STEM grant, the physics courses are in good shape as far as equipment for laboratories is concerned. For the next several years, student lab fees will be adequate to purchase what we need, unless some larger expense comes up.

Our facilities are not quite in the same good shape. The storage in the physics lab and storeroom is old cabinets from the original campus and, especially with the newly purchased equipment, I'm either running out of space for equipment or the inadequacies of the old cabinets are becoming more of a problem. Many of the items used in physics or astronomy labs consists of large or oddly shaped items (four foot long tracks, tubes that are similar in length, etc.), and these items do not fit in a typical cabinet and do not fit well on narrow shelves. Some different shelves that are selected with the nature of our equipment in mind would very much help. A good document camera for 1217 would very much help in recording problem solutions.

Please describe your industry or community partners and/or outreach efforts?

Occasionally (about twice a year), the Astronomy classes will set up telescopes for viewing at elementary schools in Moses Lake and Ephrata. These events give elementary school students and their families a chance to see various objects through telescopes. We also usually have an on-

campus stargazing event during the spring when the JATP students are here and we make sure we invite them. We have done this the last two years and have had a few dozen students each time.

What recommendations do you have to grow or advance your program?

1. Continue to advertise the fact that degrees in STEM fields are the most "value added" degrees.
2. Advertise the fact that BBCC science courses transfer to universities.
3. Advertise the fact that an education at BBCC is more economical, we can offer more personalized instruction, and that students from BBCC do very well when they transfer to universities.

Speech/Communications

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	61.63	60.35	65.40	65.87	69.27
FTEF (full-time equivalent faculty)	2.40	2.25	2.74	2.79	2.90
Student-Faculty Ratio (FTE/FTEF)	25.68	26.82	23.87	23.61	23.89
Direct Cost Per FTE (no lab expenses)	$1,845	$1,824	$2,014	$1,962	$2,172

What are your program's best practices or new initiatives?

Communications classes are taught in various modalities including traditional, hybrid, and online. The courses are also taught throughout the day and evening and this year, we offered a Saturday class that was robust in enrollment. The availability of the courses and the variety of times and modalities make the communications classes a good choice for students.

Are current equipment and facilities suitable for your program?

It would be beneficial for all of our students to have access to a public speaking lab. This would enable students to go to a designated area where they could record their speeches. This would give all students the opportunity to record and view their presentations before delivering them in class. The lab could be set-up with minimal funds, it could simply be a secured camera in one of the study rooms in the library, allowing students to simply enter, insert a thumb drive into a camera, and record their speech.

Please describe your industry or community partners and/or outreach efforts?

In the past we have worked with local businesses, offering their employees a workshop to increase workplace communication and public speaking skills. As the department grows, we can increase our efforts in promoting these workshops.

What recommendations do you have to grow or advance your program?

It is time to hire a full-time instructor. Currently there are no full-time instructors in the communications department. The FTE more than justify this need. This would allow the department to offer a broader curriculum, which in turn, would better prepare students planning on pursuing a communications degree at the four-year level. Most of the communication classes that we offer fill quickly and have several students on the waiting list. With added courses, more students will have the opportunity to take communication classes, consequently further increasing the department's FTE.

Recommendations:
1. Public Speaking Lab
2. Hire a Full-Time Instructor
3. Increase Outreach Efforts
4. Develop and Increase Curriculum

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Welding Technology

Program Data

	2009-10	2010-11	2011-12	2012-13	2013-14
Annualized FTE	59.50	55.88	50.35	47.50	47.15
FTEF (full-time equivalent faculty)	3.41	2.90	3.71	3.66	3.22
Student-Faculty Ratio (FTE/FTEF)	17.45	19.27	13.57	12.98	14.64
Direct Cost Per FTE (no lab expenses)	$4,354	$4,004	$4,425	$5,009	$4,568

Program Completers' Estimated Employment*

	2008-09	2009-10	2010-11	2011-12	2012-13
Welding	76%	98%	64%	88%	86%

*This shows students who completed their training in a given year (above) and their employment status, nine months following their training. Students who completed in 2012-13 then were employed in 2013-14 are shown under 2012-13.

What are your program's best practices or new initiatives?

The new initiatives include modernization, increasing alignment with surrounding employers' needs, and adding high demand, high wage skills training.

Are current equipment and facilities suitable for your program?

Not even close! Much of our equipment is nearly antique and it all sees enormous use. We replace as budget allows; however, this is not sufficient for the amount of use this equipment is expected to endure.

Classroom and lab spaces are both inadequate. There is a huge need for more room for lab space with industry standard safety ventilation and lighting. A larger classroom, as well as covered and secure storage, is desperately needed. Paved outdoor areas to facilitate forklift use is also needed.

Please describe your industry or community partners and/or outreach efforts?

Over the last few years, we have received well over $100,000 worth of direct support from industry in the form of donated metal, electrodes, and other consumables. We actively reach out to welding employers to align the program with current needs as well as to solicit donations to the welding department.

What recommendations do you have to grow or advance your program?

We need adequate power and equipment to support a broad variety of skills taught in the Welding Department. Updating the welding equipment would reduce power consumption and reduce floor space, while helping students understand operation on current technology.

Continue to align the evening program with the daytime classes so a student can earn their degree in the evening. Continue to update equipment to keep pace with industry. Increase budget to allow for equipment upgrades and instructor training.

Appendix B

Program Audit of Best Practices 2014-15

Program Name: DeVries Activity Center

Administrator: Michael H. De Hoog

1. What are your department's best practices or new practices you are trying?

Our best practices are to provide smooth event management, the best health, wellness and workout facility given the financial constraints, and work with the PEH department effectively as possible.

No new practices have been implemented. Rather, we are trying to polish what we have been doing in day-to-day operations and special events to become more effective. However, I am planning on having a joint training session with payroll for all athletes under my supervision for their athletic employment. Timely and correct TLR submissions have been an issue this year. Training could assist in resolving this issue.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2	Student Employees: Varies	2

3. Are you currently able to meet the internal and external demands placed on your program/department?

With any demands that arise, we make it work to the best of our abilities and resources. If it involves a community event or outside organization, we partner with the necessary departments to make the event work.

I feel that we provide the best game management in our region, but I am always seeking to become better as a host to provide fans, opponents and officiating the most professional and enjoyable experience as possible.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Technology-computers	Would assist in speeding up work.
Exercise Equipment	Equipment is used heavily and should be replaced more often, but budget constraints limit this.
Air Conditioning	My office and the gym can reach 80-85 degrees in the summer.
Gym Floor	Will need to start planning for a new floor in the next 5-10 years.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

I speak with my assistant and staff/faculty that we serve in order to find out what has been effective and what can be done better. I also speak with students and coaches from other colleges regarding their experience here to judge how we are servicing their needs.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

As stated earlier, we feel that we are working well and seek to polish what we are doing in order to run more efficiently. Funding/money are the limits to what we are able to accomplish.

Program Audit of Best Practices 2014-15

Program Name: Admissions/Registration

Administrator: Candy Lacher

1. What are your department's best practices or new practices you are trying?

Continued use of email: We are now emailing acceptance letters. This saved on letterhead, envelopes, postage, and time processing mail. Information about new student registration sessions is now emailed.

Continued use of the online reservation system using Survey Monkey for new student registration sessions. Previously new students were required to call or come in the office. Providing the online option allows the staff member to retrieve the information once a day at a convenient time and students may complete the form 24/7.

The process we began last year for accepting application fees has proved to save time and frustration. We are collecting the needed information in the Admissions/Registration Office. All of the screen researching and entering is done after the phone call and then the credit card information is taken to the Business Office.

Former students may call the office to obtain a registration appointment time with the current students. The past practice was that former students enrolled after current students which may have prevented students who were near graduation but who had to stop out from efficiently completing their program.

We will be posting current information for students on a TV monitor in the hallway of Bldg. 1400. This monitor will be shared with the Financial Aid/Counseling Offices.

The changes above helps us with our goal to provide excellent customer service.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
3	2 employees = 1.0	0	4

3. Are you currently able to meet the internal and external demands placed on your program/department?

Barbi Johnson is now permanently assigned as ½ time in the Business Office and ½ time in Student Services (Admissions/Registration and Testing Center) We are currently able to meet demands; however the future time demands of converting to the PeopleSoft system will change this ability in the future.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

<u>YES</u>   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We meet informally often to discuss certain processes and procedures and consider changes. Student evaluations are completed at each new student registration session, questions include feedback on information that was received and customer service.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We are beginning to discuss procedures with the PeopleSoft system in mind. We are working to enter all old hard copy academic transcripts into the SMS system. We know that they won't all be moved into PeopleSoft, but we also know that trying to enter them into any computer system after our go-live date will be much more difficult and maybe not even possible.

We continue to provide improved service by using online services for as many processes as possible.

Program Audit of Best Practices 2014-15

Program Name: ATEC Event & Conference Center

Administrator: Deena Westerman

1. What are your department's best practices or new practices you are trying?

- New practices:
  - New marketing and advertising currently in the works. Trying to utilize the web more as a resource to reach potential clients.

- Best practices:
  - Keeping costs low. Labor costs, supplies, etc.
  - Attention to detail and accuracy is critical.
  - Excellent record keeping.
    - We keep very detailed records on the needs of each event as well as the logistics of how we execute their needs. Annual and recurring events are almost identical each time they schedule, and there is extensive preparation and coordination that happens behind the scenes. Having their event details already planned out not only cuts our work in half, but also benefits the client from having to duplicate their decision-making and planning.
    - We keep record of all event inquiries, even those just tentatively gathering information.
    - We keep record of all correspondence with clients, both written and verbal, to ensure all details are taken care of even when there are multiple changes.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
1	0.45 (18hrs/week)	1.45

3. Are you currently able to meet the internal and external demands placed on your program/department?

YES

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   **NO** (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
More current equipment in conference center and meeting rooms, including projectors, screens, recording equipment etc. Exact equipment needs can be specified by BBT and Media Technicians who use the equipment and are familiar with the defects of our current equipment.	Updated equipment would allow us to provide the *Advanced Technologies* that our facility name promises. This would keep us competitive as a full-service event venue, and would also minimize the great deal of trouble-shooting that is currently needed.
Additional signage in the building, as well as new signage both outside the building and near campus entrances.	Signage would help attendees recognize they have arrived at the correct location. Online map searches show our mailing address which causes confusion for many people. They often arrive at Big Bend but can't locate the building. Proper signage, though it seems like a small detail, could help minimize delays and frustration from getting lost. Arriving at their event more smoothly helps set the tone for their mood and their overall experience at ATEC. Better signage indoors could help attendees as well but would also help make operations more efficient if upgraded to electronic signage. It would reduce printing costs as well as eliminate the need to physically and manually change out signs between events.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We meet weekly to go over upcoming events, and in those meetings we regularly evaluate processes and look for areas of improvement. We review any feedback that is given, and when feedback is constructive we design solutions with deadlines and follow up to ensure the issue has been resolved.

Annually, we review data on incoming revenue, as well as volume of BBCC events which add value to the college in ways other than revenue.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

The department is trying to have more of a web presence to reach potential clients outside of our immediate area. Ideally this could give us an increase in volume and revenue, and improve services by making information more accessible to potential clients.

The department is also aiming to improve our services by focusing on being available and accessible.

Program Audit of Best Practices 2014-15

Program Name: Athletics

Administrator: Preston Wilks

1. What are your department's best practices or new practices you are trying?

We implemented a new certification process for all head coaches and assistant coaches this current year, as prescribed by the NWAC. Additionally, all coaches were required this year to have concussion training to better understand the treatment for injured athletes.

We continue to emphasize with head coaches the need to recruit quality athletes that possess demonstrated success in the classroom from high school.

We adopted the NWAC annual review of academic performance of teams by way of participating in the President's Cup.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
2 head coaches	3 PT head coaches 9 PT assistant coaches	Each sport is permitted to award work-study funds to the student athletes as part of their grant-in-aid scholarship. Thus, all student-athletes are considered "Student Workers" which is approx. 90" Athletic Events are staffed with "Student Workers". Usually a total of 25 student-athletes and non-student athletes work for the Athletics Dept. during a year.	

3. Are you currently able to meet the internal and external demands placed on your program/department?

Due to the abrupt changes in funding for athletics that came with the 2012-2013 budget year at the State level, which eliminated the use of State funds athletics, we have not yet recovered from this, as approximately $90,000 of expenditures were shifted off of State funds and no local changes were made in our funding model for athletics. Thus, our revenues were approximately $27,000 less than our expenditures that first year. Fortunately, Athletics had reserves built-up which we used to fund our teams and programs in 2012-2013 and 2013-2014 and we are anticipating a similar shortfall for this current year 2014-2015, which again will be covered by reserves. We have tried to increase our fundraising efforts to off-set some of the losses. It is anticipated that if we continue at the current bleed rate, we will be through our reserves in a few years and will have to change our current offerings/programs if no further changes are made for funding athletics.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)
(in order of Priority)

Description of what is needed	Role of the needed item in fulfilling program duties
Press box for softball facility.	Sub-par facilities for Softball; potential Title IX issue.
Separate indoor practice facility for baseball/softball teams to alleviate crowding of student-athletes from all 5 sports in current facility.	Inadequate space for all 5 teams during the Winter months. Baseball and Softball teams are at a disadvantage for working out during the Winter months, not enough room to improve…they take a step backward in their preparation for their seasons.
New scoreboard for baseball facility.	Becoming antiquated; need for game management.
On-site athletic trainer available for practices and for all games.	Huge risk & safety issue for Baseball & Softball games; need for game management.
New clubhouse with locker rooms, public restrooms, and concession stand for baseball & softball facilities.	Sub-par facilities for baseball & softball teams. Restrooms become a bottleneck during events, especially the men's restroom as you have 2 teams (approx. 65 men) trying to use it during the baseball games.
Air Conditioning for gymnasium.	Sub-par facility during summer months; impacts when we can use facilities and hampers ability to offer camps during July and August months.
New floor for gymnasium.	The floor has been sanded down as many times as possible and we are unable to paint the floor again. It will need to be replaced within 5-10 years.
New Camcorder and DVD-Video Recording equipment for games & practices.	Insufficient DVD-recording equipment. Have to wait to mail DVDs to opposing coaches on next business day. Expectation is to send the visiting teams home with a DVD copy. Current camcorder is aging.
New DVD, TV monitors, and sound equipment for Viking Bus.	Currently broken; really nice to have for long road trips.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

1) Frequent on-site comparisons of other NWAC athletic programs and facilities by VP, AD, and head coaches.

2) Team season records.

3) Annual player evaluations of Head Coaches.

4) Individual team performance on the Scoring Matrix for the NWAC President's Cup, and academic award.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We need to increase funding of our programs by asking for additional S&A fees.

We need to improve Softball facilities (specifically the Press Box).

We need to improve Baseball facilities (specifically enlarging restrooms).

We need air conditioning in the gymnasium.

We need to improve game management staffing and policies for crowd control for games.

We need to replace gymnasium floor sometime in the next 5-10 years.

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Program Audit of Best Practices 2014-15

Program Name: Big Bend Technology (BBT)

Administrator: Rick Sparks, Director

1. What are your department's best practices or new practices you are trying?

BBT has is a set of practices for IT service management (ITSM) that focuses on aligning IT services with the needs of business. The set of best practice of framework being put into practice is industry recognized as ITIL

ITIL describes processes, procedures, tasks, and checklists which are not organization-specific, but can be applied by an organization for establishing integration with the organization's strategy, delivering value, and maintaining a minimum level of competency. It allows the organization to establish a baseline from which it can plan, implement, and measure. It is used to demonstrate compliance and to measure improvement. Two BBT staff have been trained and certified as ITIL foundations practitioners. BBT has implemented servicedesk strategies as defined in ITIL best practices.

BBT has established baselines for service level agreements (SLA) and process improvements strategies. The benefit is to demonstrate continuous improvement using performance metrics and customer satisfaction surveys.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
10		10

3. Are you currently able to meet the internal and external demands placed on your program/department?

Part of the benefit of implementing ITIL service strategies is to objectively define if we are meeting business services demands on the department. With these strategies we will quantify if we are meeting service demands as are defined through BBT service level agreements with the college.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   **NO** (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Administrative/Program Assistant	Monitoring and recording performance, inventory control, planning, coordinating, scheduling and procurement.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

In the first year performance is measures almost exclusively through ticket lifecycle management, customer satisfaction surveys and systems stability metrics.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Replacing vacant positions, measuring performance, refine service level agreements and improve processes to meet target goals.

Program Audit of Best Practices 2014-15

Program Name: BBCC Bookstore

Administrator: Caren Courtright, Director of Bookstore

1. What are your department's best practices or new practices you are trying?

Textbook Rentals: We now partner with 4 wholesalers to obtain the most rental titles and the best rental prices for students. This also enables us to provide a guaranteed buy back on those rental titles to those who want to purchase instead of renting.

We have stopped putting price labels on textbooks, the shelf tags have the price and we have saved hours and hours that we spent relabeling textbooks when the price would change. By not labeling new textbooks we save time in receiving and shelving textbooks. Used books are labeled with a barcode only tag.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2	1.15	3.15

3. Are you currently able to meet the internal and external demands placed on your program/department?

We currently manage to meet the demands with the help of temporary help during the first 3 days of each quarter. The demands depend on the time of the quarter and we are usually getting by and any extra demands put us in "catch-up" mode.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
We are in need of a new server and new registers	To run our software used to maintain our inventory and run our Point of sale system.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Our annual performance is based on our Profit/Loss statement

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We continually work to decrease costs and especially freight for textbooks. We look for new items in the snack/drink and gift areas to add to our inventory.

Program Audit of Best Practices 2014-15

Program Name: Business Services

Administrator: Charlene Rios

1. What are your department's best practices or new practices you are trying?

Increased use of email. We are now scanning and emailing billings and contracts, saving money on letterhead, envelopes, postage, and time processing mail.

ACOM printer. We were able to move our accounts payable (AP) checks on campus; saving money on courier services from SBCTC and all staff/vendors gain having additional time because checks are now produced before 10am as before they are received and ready for delivery around 4pm.

Printing Reports. We moved all our report production to electronic versions; saving time for staff to research errors and making copies plus we now have the ability to email reports to others.

American Express. We now have the ability to accept American Express; many of our flight parents appreciate this change.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
6	0	6

3. Are you currently able to meet the internal and external demands placed on your program/department?

We are currently able to meet demands placed on us by both internal and external forces.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

<u>**YES**</u>   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We meet informally at least once a quarter to discuss any updates to processes or procedures. We have also increased our use of email to keep staff appraised of any changes in the office or campus. Staff is given the opportunity to report specifically about their desk in our round table sessions.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We are in the process of updating old Administrative Processes. We continue to look for ways to remove student run-around by trying to cross-train between departments; Barbi Johnson, splits her time between the Business Office and Admissions/Registration as well as the Testing Center.

Updates to the AP's will allow us to process payments on a monthly basis, saving time and money in late fees for students and staff processing STEPP payment plans.

Program Audit of Best Practices 2014-15

Program Name: Center for Business and Industry Services

Administrator: Beth S. Laszlo, Coordinator

1. What are your department's best practices or new practices you are trying?

This year we have made several major strides in identifying new process and practices in order to accommodate efficiencies, program effectiveness and to support our local industries through Workforce Training:

Working closely with HR and Purchasing, we have developed a new contract process in order to meet state guidelines as well as streamlining for efficiency.

Branding CBIS has become a priority so that programming is recognizable and clearly connected as a department of BBCC.

Working closely with Registration, the Workforce Training registration process has been revised to address industry concerns of confidentiality and employee security.

In order to ensure completion of instructional/partnership paperwork, a "Trainers Toolbox" was created with clear direction for use so that all required steps and paperwork for instruction can be completed in full. Those steps include: contract information, invoicing, participant registration, attendance, and workshop evaluation.

All CBIS personnel are committed to providing the BEST customer service to each current and potential partner of CBIS. These partners include local industry, trainers, other BBCC departments and personnel, partner organizations, as well as state and federal partners.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
1	.5	1.5

3. Are you currently able to meet the internal and external demands placed on your program/department?

At this time we are able to meet both the internal and external demands of our program. I anticipate an increase in programming and responsibilities in the next year, at which time I believe additional FTE will be required.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   **NO** (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Updated computer for Program Assistant	This is a tool REQUIRED for day to day management of activities.
The office space for CBIS is VERY conveniently located, but floor to ceiling walls are needed.	As the lead for CBIS, I am often in need of a space for confidential conversations with local industry, partners, and staff. The lack of floor to ceiling walls does not lend properly to the confidentiality required from time to time.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Annual/Per Training Evals to include the following:

- Client/Partner Satisfaction - Ability to meet industry training needs, customer service provided, ease of process, satisfaction of instruction, participation in grant available, support available, ability to respond to services requested.
- Satisfaction of participating instructors – ease of process, support from CBIS, customer service provided, timeliness of contract completed and payment.
- Community Partner Satisfaction – customer service provided, programming available to meet the needs, ability to respond to services requested.

Other methods to review performance:

- Administration Satisfaction – Performance reports, formal and informal communications.
- Peer Review – Formal and Informal communications.
- Number of contracts negotiated and completed each year (Job Skills Program, Customized Training and Contract Training)

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Because CBIS experienced transition this year, and a new coordinator is in place, a formal evaluation will be developed and implemented after the completion of this fiscal year. Training evaluations of CBIS will be implemented with the start of the new fiscal year. None of these documents are currently available or used in the past.

Continual process improvement will be the focus for all CBIS activities – on campus, as well as with local industry. Good customer service will be the focus as partner collaboration will be essential for improved processes.

Program Audit of Best Practices 2014-15

Program Name: Purchasing/Central Receiving

Administrator: Kathy Arita

Provide timely, accurate, and complete customer service when ordering and delivering products to meet the customer's need. Communication is key.

	Full-time Employees	Part-time Employees	Total
	Employees 2	Part-time, 3 Example: 16 hours a week/40 hours a week = .4 FTE	
FTE Example	2	3 staff then = .4 + .4 + .4 = 1.2	2+1.2+.5 = 3.7
	2	0	2

Yes

(YES)   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties

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1

95
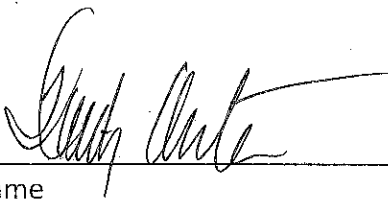
A) How do you review and evaluate your program/department's annual performance?

We review and evaluate based on customer feedback. If there is a problem, Dale and I address it immediately. At one time, I sent out a customer survey and the results were all positive. It might be time to do it again.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

I think our current purchasing, receiving, and delivering procedures meet the needs of the campus.

Completed by : _____ ___5/11/15___

Name   Date

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96

Program Audit of Best Practices 2014-15

Program Name: Counseling and Advising

Administrator: Candy Lacher, Associate Vice President of Student Services

1. What are your department's best practices or new practices you are trying?

- Weekly Counseling Center meetings for coordination of services and consultations regarding student issues to best provide students with counseling services. Counselors assist students in effectively addressing their concerns and, when necessary, refer students for additional assistance outside the Counseling Center.

- The Counseling Center continues to use the Advisor Data Portal which enables multiple advisor access to student advising history and records.

- Planning, coordinating and facilitating of quarterly New Student Registration's and New Student Orientation's. Student evaluations continually allow for both assessing and modifying each program for the greatest student learning effectiveness.

- Provide workshops throughout the quarter to assist students with college success strategies.

- Provide intervention services to students, through the Academic Early Warning system, regarding resources that can assist with academic support services, counseling, and financial aid. Students are contacted via telephone, email, or face-to-face.

- BBCC Mentoring, in collaboration with the Peer Advocate Coaches, provides mentoring to students enrolled in the College Survival Skills courses (CSS 100) and the Focus on Success course (CSS 102). BBCC mentors (counselors and advisors) provide information to students four times throughout the quarter. Information regarding academic and student support services, campus resources, registration, and degree planning is provided to students at critical times of the quarter.

- Career assessments are available to students using the Strong Interest Inventory. Students complete the assessment online and are provided a face-to-face interpretation. Students from the TRiO program are often referred to the Counseling Center for assessments.

- Running Start information sessions are made available throughout the academic year on the BBCC campus. Sessions are presented in both English and Spanish, and when requested, presentations are provided at BBCC service district high schools.

- On-going counseling and collaboration with high schools, colleges and universities regarding BBCC outreach, admissions, and student transition. Co-hosted with the College Success Foundation a "Summer Melt" workshop for area High School counselors on the BBCC campus.

- Actively participate in monthly Advising Conversations meetings and implemented the first part of an Advising Campaign. Advising and registration materials were designed and distributed across campus to increase student awareness regarding registration dates and the importance of meeting with an advisor.

- Outreach through the Washington Council for High School College Relations: Fall Transfer Fair Day and College Planning Day.

- Organize and provide presentations regarding BBCC admissions, programs and support services at ¡Edúcate @ Big Bend!, Gear-Up activities, and local high schools.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
3 faculty = 3.00	1 exempt @.35 + 1 class@ .50 = .85		3.00 + .35 + .50 = 3.85

3. Are you currently able to meet the internal and external demands placed on your program/department?

No. However, the following areas have been identified by the Counseling Center staff as needing improvement:

- Continue to improve reception coverage for students and public at all times to create a welcoming, friendly office environment.
- Continue use of clerical support for the production of documents and other Counseling Center projects.
- Increase use of web support for the implementation of Counseling Center webpage

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES __NO__ (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Office set-up/Configuration for student computer use in counseling offices.	To better serve and teach students online resources, provide confidentiality, and student privacy.
Daily cleaning and maintenance of student use areas (reception area) and routine cleaning of office areas (carpet, windows, blinds, etc.).	To provide a healthy and welcoming work environment for staff, students, and the public as the Counseling Center/Financial Aid office is often the first stop in a student's journey to enrolling at BBCC.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

- The Counseling department reviews and evaluates services through weekly counselors' meetings, New Student Registration and New Student Orientation evaluations, workshop evaluations,

institutional research surveys, tenured faculty review process, administrative/exempt performance appraisal, and employee performance evaluation.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

- Work with the webmaster and BBT to develop a Counseling Center webpage and implement portal updates and other Counseling Center materials.

- Coordinate with Counseling Center/Financial Aid staff to improve reception area coverage for all students requesting services.

- Coordinate a Counselor's Appreciation Day for area High School and Middle School Counselors to provide information regarding BBCC programs and services.

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Program Audit of Best Practices 2014-15

Program Name: Disability Services (DS)

Administrator: Lora Lyn Allen

1. What are your department's best practices or new practices you are trying?

1) Implemented an Accessible Technology Team (ATT) on campus, of which DS is a member.

Mission: To work collaboratively with all departments within BBCC to develop, coordinate, and further the implementation of a college-wide accessible technology plan to strive for effective and equivalent access to information technology, e-learning, and educational benefits provided by the college.

Vision: Big Bend Community College provides an accessible educational environment for all students, staff, and community members.

a) In an effort to increase accessibility of highly used media, we have begun in-house captioning of the current Emporium math YouTube videos. DS has partnered with the STEM center where DS has one work study student and STEM has two tutors captioning videos as time allows. The DS coordinator does a final quality review and corrections of each video. In the new grant to produce MATH 080 Emporium videos, the ATT is pleased that a budget line to pay for captioning was included to proactively address accessibility. DS also teamed with Jeremy Seda, BBCC's Web Master, to caption videos on the website.

b) The ATT participated in several trainings in regards to accessible technology throughout the year.

2) This year, DS implemented a new process for converting textbooks and documents into accessible alternative text. The DS coordinator was trained by Central Access staff at CWU, the creators of the process and tools. It entails utilizing the software ABBY FineReader, which converts pdf images into Word documents. Then use a tool called the Central Access Toolbar (CAT) to format the document in such a manner that will provide a quality reading experience when the student downloads the document into text-to-speech software, such as the Central Access Reader (CAR). The training to learn this process and the rights to use CAT was $250. Abby FineReader (2 units) cost approximately $375. CAR is a free download for all students. It produces an inexpensive, much higher quality product than DS was providing before and students are pleased with the quality and ease of use.

3) In an effort to increase disability awareness and to more purposely recognize Disability History Month, DS teamed up with ASB to bring in a speaker that addressed disability issues and a traveling exhibit from the Museum of disAbility History. The display was exhibited for two weeks in the library entrance along with a display of books on various topics of disability.

4) The DS Coordinator presented a workshop training for BBCC's classified staff on Disability Etiquette and Customer Service. This was a first-time training for classified staff on disability issues.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
.65	0	Work study-DS shared a 16-hr/week work study position with counseling. Duties were mainly video captioning and Alternate Text conversions. Other student workers-the number of workers needed varies, as they assist with accommodating students (note takers, readers, etc), not with administrating the DS program.	.65

3. Are you currently able to meet the internal and external demands placed on your program/department?

No. As more national and state focus is drawn to compliance standards of accessible technology used at the post-secondary level (websites, e-learning, classroom technology, library resources, etc.), it is clear that the issue cannot be addressed solely through the DS office. It is a campus-wide, systemic issue that needs to be understood, evaluated, planned, and implemented. Although we implemented an Accessible Technology Team and have made progress, the team members do not have enough time to devote to or the expertise to create and implement a comprehensive plan to put this college on a timely track towards campus-wide accessible technology compliance. I recommend that an accessible information technology expert be hired to lead the Accessible Technology Team. College campuses across the state are recognizing and fulfilling this need.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   **NO** (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Improved accessible workstations in at least two locations on campus: Dragon Naturally Speaking, JAWS, Zoomtext, Speech-to-Text software, Inspiration, Ergonomic Keyboard, and mouse.	To create an equitable educational environment for students with disabilities that may need access to these items while on campus.
Laptops	For students to check out that are print disabled-can download audio books and/or speech-to-text software so students have access off campus. (It is not required as an accommodation to provide personal items for students, such as laptops, to use off campus, but it would be a nice service to students who cannot purchase their own.)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?
- Annual Program Audit
- Annual self-evaluation and work plan
- Quarterly/Yearly DS data that is created and reported to the Vice President Instruction/Student Services and the Associate Vice President of Student Services
- Student Surveys done through Institutional Research that include DS data and questions

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

- Implement Student Learning Outcomes that were developed through DSSC.
- Continue creating and/or updating DS policies and procedures.
- Continue researching and planning for procurement of needed technology to more effectively and efficiently accommodate students.
- Continue to serve on Accessible Technology Team.

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Program Audit of Best Practices 2014-15

Program/Department Name: English Skills Lab

Administrator: Tim Fuhrman, Dean of Library Resources, Dev. Education, & eLearning

1. What are your department's best practices or new practices you are trying?

The primary duties of the English Lab focus on assisting students with written assignments for various subject areas. The goal is to work with students one-on-one to help them improve their writing, instructing rather than just proofreading. Along with this, lab assistants help students with essay format and content, research, documentation styles required by instructors, and computer concerns.

2. What is the current FTE of your program/department?

16 hours/40 hours week = .4 * 3 employees = 1.2
15 hours/40 hours week = .375 * 2 employees = .75
6 hours/40 hours week = .15 * 1 employee = .15
TOTAL Part-time Employees = 1.2 + .75 + .15 = 2.1
1 Full-time (Administrative Exempt) = 1
Total FTE = 3.1

3. Are you currently able to meet the internal and external demands placed on your program/department?

Current funding and staffing levels allow the lab to meet user demands.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

NO

Description of what is needed	Role of the needed item in fulfilling program duties
Student computer replacement (7 computers) **UPDATE:** Dean Fuhrman is working with BBT to establish a replacement cycle.	Computers make the English Lab more useful to students and allow them immediate access to tutors while working on assignments. The lab's computers are among the oldest in the library.

5. Program Outcomes and Assessment

A) What are the expected outcomes of the program/department?

Continued academic success for students who utilize the lab.

B) How do you review and evaluate your program/department's annual performance?

1. Student Use   2014-15 to date:

Tutor Log Numbers (Students receiving one-on-one help with writing assignments)

	2013	2014	Diff.
Fall	848/135	886/138	+38/+3
Winter	704/125	870/172	+166/+47
Spring	674/115	NA	

Use of the lab's services continues to remain steady with some growth. We are unsure of the reason behind the significant increase between the Winter quarters.

2. Student Feedback: Students who use the lab tend to return each quarter. Since all Lab Assistants have at least a 4-year degree plus teaching experience, they are all extremely competent. Students view the English Lab as an invaluable asset.

The English Skills Lab remained among the top five services in the Spring Enrollment Survey for 2014 with an 80% satisfaction rate.

3. Instructor Feedback: English 098 and 099 instructors require their students to review their essays with lab assistants in the English Lab. Other instructors in many different subject areas recommend that their students utilize the English Lab as well.

C) Please list the program/department's primary performance goals and measures and are they aligned with the college's goals and strategic plan?

English Lab's goal is to assist students in learning how to communicate clearly and effectively, in written form. This aligns with the college's goals and plans.

D) What changes were made based on the assessment of performance or what future plans do you have to better meet your outcomes?

Lab staff continually strive to improve this service.

E) Identify any action plans that your program/department has to better meet the needs of students, improve services, become more assessable and/or improve overall efficiency.

Lab hours were recently increased lab hours of offer more access to the service.

UPDATE: There has been some increase in use with the additional hours. The lab strives to meet student needs as they arise.

Program Audit of Best Practices 2014-15

Program Name: Financial Aid and Veterans Services

Administrator: Jille Shankar

1. What are your department's best practices or new practices you are trying?

We moved job postings for Work Study students to Viking Careers, an online job search software. This enabled students to review and apply for available jobs online. This is a step in the right direction for students who regularly use online resources rather than having to view a paper job posting board in the office.

We have begun to communicate with students via social media to increase our online footprint so students receive the information they need in a timely manner to apply for and receive financial aid. We continue to promote the Financial Aid Portal as a tool students can use to check the status of their financial aid application.

Federal financial regulations changed dramatically in several areas. We updated all procedures and forms to comply with these regulatory changes. We will change the Direct Loan Processing System to make the transition to PeopleSoft easier.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
4	1=.5	1=.4	4 + .5 + .4 = 4.9

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes, to the extent possible with the current software

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
PeopleSoft	Integrate all of the data from all areas of the college: Registration, Financial Aid, Business Office, and Human Resources and Payroll. PeopleSoft has many types of communications avenues with students including mobile devices.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We review/evaluate annual performance based on a combination of student and staff comments and responses from federal and state financial aid entities. The goal of the financial aid office is to get funds to students as quickly as possible while complying with federal and state financial aid regulations and reporting requirements. If students do not understand a procedure or communication we will revise it to make it more understandable. Staff annually review the   procedures to speed up the process for the students.

The Spring Enrollment Student Survey indicated that students are satisfied with our customer service.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Communication with students is critical. We have begun to release information on social media. This spring we will install a TV monitor in the hallway outside of the financial aid office to post current information in a more consistent basis for the Financial Aid, Veterans, Counseling, and Admissions/Registration Offices.

Program Audit of Best Practices 2014-15

Program Name: Big Bend Community College Foundation

Administrator: LeAnne K. Parton

1. What are your department's best practices or new practices you are trying?

1. Updated the accounting system reporting our investment portfolio from a cost basis to market value system.
2. Nurture donor relationships by President Leas and the Foundation Director taking donors to lunch to thank them for their support.
3. Re-establishing an annual audit.
4. Moving subcommittees of the Foundation's Board of Directors from quarterly to monthly meetings.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2	.75	2.75

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes, now that we have hired our program assistant.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
More storage needed for auction items.	By being able to store more items, we may access them earlier and more often.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We employ an annual work plan with specific outcomes that we measure. Examples of such indicators include the following:

1. The bottom line on our balance sheet.
2. Increased revenues from Cellarbration! for Education and Dollar Da$h.
3. An increase in faculty and staff contributions to the Foundation through our Family Campaign.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

1. The most significant action hiring a program assistant to assist with Foundation activities.
2. Begin to gather alumni contact information and reconnect them to Big Bend Community College.

Program Audit of Best Practices 2014-15

Program Name: Human Resources/Payroll

Administrator: Kim Garza

1. What are your department's best practices or new practices you are trying?

1. Development of an electronic employment application.

2. Utilizing Job Target to place multiple employment ads with a single click, reducing the time spent in advertising.

3. Conducted a LEAN academy and a Kaizen event to streamline the contracting process.

4. Eliminated quarterly contracts for part-time hourly employees.

5. Reduced the amount of time needed to review payroll each pay period – 4 hours down to 1 hour.

6. Online review of applicant packets by supervisors and screening committees.

7. Made changes to the online contract approval process resulting in greater efficiencies.

8. Continued review and update of policies.

9.   Worked with BBT to revise NARF process. Requests for network access are processed in 24 hours.

10. Sorted and organized all file cabinets within Payroll and HR, eliminating significant amounts of paper.

11. Eliminated paper application packets for each job opening. All openings are posted on our website with an electronic application.

12. Restructured the physical space in HR/Payroll allowing for improved communications and work flow.

13. Created a computer kiosk within the HR/Payroll office for student and customer use.

14. Recruitment and selection responsibilities have been split between two positions. The Vice President of Human Resources is responsible for all admin/exempt and faculty recruitment and the HR Consultant Assistant 2 is responsible for all classified staff recruitment.

2. What is the current FTE of your program/department?

	Full-time Employees	Part-time Employees	Student Workers	Total
HR	3	0	0.15	3.15
Payroll	1	0.5 (classified position)	0.15	1.65

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Additional Computer Kiosk	Adding another computer kiosk will allow us to have two computer workstations for the public to use. This will allow students to use the computers to complete their TLRs and will also allow customers to use the computers to search job openings and complete online applications.
Computers (3)	Three computers in the HR/Payroll Department are at least seven years old. The payroll computer was purchased in 2007 and two HR computers were purchased in 2008. These computers are limited in the amount of memory available to run programs. These computers are scheduled to be purchased in May 2015.
Diversity/Equity Officer	The college may wish to either designate an existing employee as the Diversity/Equity Officer or add a part-time position to handle these responsibilities. As we move forward with our efforts to create a more inclusive campus having this position connects our actions to our values.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

1. We review feedback from staff provided during exit interviews and various electronic feedback surveys.
2. Reduction in the amount of time it takes to fill a posted position.
3. Reduction in the turn-around time for requests for assistance and information.
4. Review of accident rate and turnover rate.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

1. Implement ctcLink.
2. Implement electronic leave request and reporting (ctcLink).
3. Improve communication options with students to ensure that timecards are submitted by deadlines and that payroll questions are resolved in a timely manner.

Program Audit of Best Practices 2014-15

Program Name: Institutional Research and Planning (IR&P)

Administrator: Valerie Kirkwood

1. What are your department's best practices or new practices you are trying?

IR&P establishes an annual work plan that allows the department to:

- Manage and schedule compliance deadlines: IPEDS reporting – quarterly, Peterson's Survey of Undergraduate Institutions – twice annually, National Community College Benchmark Project (NCCBP) – annually, NWCCU Annual Report
- Conduct institutional effectiveness research and reporting
    o   Monitoring Reports – three annually
- Provide accreditation support and on-site visit logistics
- Support grant reporting requirements: Title V, STEM, AIR WA, Connect2Complete, BFET, TRiO programs, Basic Skills, WFSN
- Complete various ad hoc research requests and presentations
- Gather and synthesize data from multiple sources which is then distributed to a wide variety of people in different formats
- Participate on multiple local BBCC committees and various state-level groups to gather and share information for decision-making and gather feedback on data needs

Additions in 2014-15:

- Collaboration with the Public Information Office, Web Master, Word Services, and Graphic Designer to create the Student Success Brochure with infographics
- Administrative Survey Summary (40 hours)
- Continue to take on additional Department of Education regulations and reporting (Gainful Employment)
- ACT Institutional Data Questionnaire (annual)
- Administer national all-campus student survey (CCSSE)
- Additional reporting requirements from the Achieving the Dream Working Families Success Network Grant
- Complete Student Focus Groups (spring 2015)

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2	0	2

3. Are you currently able to meet the internal and external demands placed on your program/department?

At a small college, all areas are tasked with multiple responsibilities. Our challenge is to meet reporting deadlines for the Department of Education, grants' reporting requirements, institutional effectiveness requirements, and have time to learn new software and institutional effectiveness reporting that enhances student success.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
30-40 hour/week programmer	The programmer could set up dash-boards for public consumption and for college staff to use to make timely managerial decisions. The programmer would also set up canned procedures to collect much of the grant data requirements and data reporting requirements for the institutional effectiveness monitoring reports.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?
- Annual work plan and self-evaluation
  - Determine if IR was able to meet compliance, institutional effectiveness research and reporting, accreditation support, grant support, and various deadlines for ad hoc research requests and presentations.
- Administrative/exempt performance appraisal and employee performance evaluation (annual)
- Program Audit (annual)

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

- Develop a pipeline visual that demonstrates where our students are leaving BBCC prior to completion.
- Better software tools for data extraction and visuals; some will be addressed through CTC Link.
- Continue to serve on BBCC and WA State committees/groups to disseminate and gather information and resources.
- Rejoining the Achieving the Dream Initiative, along with institutional dedication to student success, will support the development of measurements and data presentation that will help BBCC develop strategies to build more student success.

Program Audit of Best Practices 2014-15

Program Name: William C. Bonaudi Library

Administrator: Tim Fuhrman, Dean of Library Resources, Developmental Education, & eLearning

1. What are the primary duties of your program/department or new practices you are trying?

New Practices:

The library added Gimlet to track staff and patron interactions, replacing the old paper and pencil tic sheet formerly kept at the Service Desk. The old tic sheet provided inaccurate information because staff had to constantly return to the sheet to add information and this rarely happened when the library was busy. The Gimlet application is web-based so it can be used from any location, including offices. The system is also highly customizable and easily generates reports. The library can now track information relating to the duration of each interaction, they type of assistance offered, the type of user, the format (email, phone, etc.) and location. The system also allows staff to add customized notes.

The library continues to utilize the Libguides system for customized web page creation. This year Libby Sullivan created pages for Citation and Plagiarism as well as for the new Women's Literature class and the Biology/Art collaborative class.

To ease access for the library's users the EDU collection, which included children's and young adult (YA) books, was separated into two different collections.

The library is also in the process of eliminating videos in the VHS format as it is rarely used and there are fewer and fewer locations on campus with the proper equipment.

Dean Fuhrman is working with the other Washington state CTC library directors to move from Voyager, the library's current Library Information System, which is a legacy product to a more modern one. The hope is to have this migration completed by 2016 assuming funding can be found.

The library is continually working to improve its instructional sessions. The new sessions are more focused on instructors' specific needs or assignments. Libby visited WVCC to talk with librarians and observe instruction sessions.

Library displays are highlighted in a more direct way both online and in the library to encourage users to access library items that they may not be aware of.

New web based resources added for the library's users:
JSTOR – provides access to online journals and articles (requested by the English dept.)
Rosetta Stone – for language learners (supporting JATP, ESL, and Foreign Language depts.)
eHRAF – designed for learning about cultures around the world (requested by Social Sciences)

Open Education Resources (OER) continue to be a hot topic as colleges look to find less expensive alternatives to textbooks. The library received a grant for $2,000 through the Washington State Library to work with college faculty to access current use of OER, explore ways of increasing the use of OER, and to find out how other colleges are implementing OER on their campuses. Zach Welhouse is heading up this effort. He spearheaded discussions and presentations at the most recent faculty inservice, where the focus was OER and the new Canvas Commons. Canvas Commons is a new repository for open content on the Canvas online instruction system which allows it to be easily integrated into online, hybrid, and onground courses.

Zach and Libby created the Library Skills training module for Canvas Commons. This is the germ of what will one day be several modules focused on the needs of BBCC faculty and students.

The live chat service added last year, where users can ask a librarian for help through a widget located on the library's web pages, isn't being used heavily but the library is tracking activity and the interactions have been very positive.

2. What is the current FTE of your program/department?

The FTE of the library (6.6) remains much the same as in previous years. The only changes have been the reclassification of one staff member from a Library & Archives Paraprofessional from a level I to a level III and changing the cataloger's position from a Library & Archives Paraprofessional four to administrative exempt to create the eLearning Coordinator position. We were able to offer one of our part-time staff some additional hours due to filling the eLearning Coordinator position late in the year.

3. Are you currently able to meet the internal and external demands placed on your program/department?

While the library is currently able to meet the demands placed on the department, the library is working hard to increase the use of its facility, resources, and services. As it looks to provide services and resources to areas of the college that don't currently utilize the library fully, or at all, the need to provide new resources and the demand for expanded or additional services will also increase. If the library's efforts are successful, we could outstrip our ability to meet demands.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

No. The library provides the busiest open-access computer and computer lab spaces on campus (totaling more than 130 terminals). The dean continues to work with the VP of Financial & Administrative Services and BBT establish and fund the library's technology needs

Description of what is needed	Role of the needed item in fulfilling program duties	2014-15 UPDATE

Online Resources	The library would like to offer expanded online resources and services but is limited by the ongoing cost they represent to its budget.	The current Title V grant is providing $10,000 for one year trials of online resources.
Netbooks & Laptops	The library has 10 netbooks for short-term loan to students. They get a great deal of use. The library is interested in continuing this service and would like to expand the number of units like these, but they were purchased with one-time funding from through the BBCC Foundation.	The library is continuing to look for funds to keep these resources updated and available to faculty, staff, and students.
Laptops	Faculty, staff, and occasionally event organizers utilize our eight laptops. They are well beyond their replacement schedule and haven't been replaced due to budget cuts.	see above
Computers	As mentioned above many of these are also well beyond their replacement schedule.	The library is working with BBT to set up a viable replacement process.
Cameras	The high-quality digital cameras the library had to offer are no longer functional. There have been a few requests for cameras from teachers.	The library is continuing to look for funds.
Headphones	Although some students have their own the library's headphones are still heavily used. Sound dampening headphones are expensive and have not been replaced. Unfortunately their inexpensive replacements don't work nearly as well.	Yearend funds were found to address this issue.

5. Program Outcomes and Assessment

A) What are the expected outcomes of the program/department?

The library's primary purpose is to support the educational mission of the college by providing access to information resources as well as instruction and assistance in the research process. The library also serves as a cultural and educational resource for the surrounding community.

Outcomes:

- Information resources meet the needs of the library's users
- The library provides information literacy efforts and basic library instruction (BI) provided via a variety of methods and practices
- Reference and other standard library services are provided
- Library resources and services are available to all potential users

B) How do you review and evaluate your program/department's annual performance?

The library tracks the utilization of its services and resources. A short survey is also included at the end of most library instructional sessions to gather data on student comfort levels in the use of the library. This data, along with evaluative commentary from both the library and other college constituencies, are included in the college's various reports throughout the year.

The library pays close attention to information gathered in campus wide data collection, such as the Spring Enrollment Survey, where the library and its services consistently rank high among the highest in importance, frequency of use, and satisfaction.

C) Please list the program/department's primary performance goals and measures and are they aligned with the college's goals and strategic plan?

The library's primary goal, as noted in question "A," is to support the mission of the college.

D) What changes were made based on the assessment of performance or what future plans do you have to better meet your outcomes?

The library continues to look for ways to better measure its performance and to increase the use of online tutoring. Libby Sullivan is tasked with measuring library performance and Zach Welhouse is now responsible for finding methods to promote the online tutoring service.

E) Identify any action plans that your program/department has to better meet the needs of students, improve services, become more assessable and/or improve overall efficiency.

Most of the actions noted throughout this document are ongoing and designed to better meet the needs of students, to improve services, and promote and increase access and efficiency.

Program Audit of Best Practices 2014-15

Program Name: Maintenance and Operations

Administrator: Todd Davis

1. What are your department's best practices or new practices you are trying?

Use of an effective and efficient work order system. Enhancement of the grounds spraying to complete in a more timely manner.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
21	7x.4=2.8	23.4

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

     YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
New backhoe	It helps us repair our infrastructure problems and also maintain the landscaping.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Periodic inspections of the cleanliness and operational factors of each individual building. The grounds themselves I like to see them nice, neat, clean and safe.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Keep looking for better and more efficient ways to maintain the campus and keep students and staff safe.

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Program Audit of Best Practices 2014-15

Program Name: Public Information/Community Relations

Administrator: Doug Sly, Director of Public Information

1. What are your department's best practices or new practices you are trying?

1. One new practice is using memes as a marketing tool to reach target audiences. Meme campaigns can be developed. The use of memes (humor) has emerged as an effective marketing tool throughout the internet. There are risks associated with memes if one is distasteful. Best practices are being studied and developed. For instance, we don't use a college logo on the memes because the target audience will reject it as blatant advertising. We still must make sure a reference to BBCC is made in the piece.

    #Hashtag campaigns are something we hope to experiment with in the fall of 2015. There has been extensive use of hashtags on all Social Media posts that go through the PIO. By adding a # followed by a word or short-phrase, like #bigbendcc, to a new post, it will then syndicate with other content that contains that hashtag. We are hoping increase the trending of specific hashtags, like #bigbendcc, in first week of fall quarter by promoting a prize drawing for randomly selected selfies that contain the #bigbendcc hashtag. Part of the random nature of the drawing will be to select the selfie on different networks. So if students want to increase their chances of winning one of several drawings, they will likely upload their selfie to Instagram, Twitter, Facebook and Google+. With the many analytics packages we use, we can measure the effectiveness of #hashtag campaigns by seeing changes in likes, shares and click-throughs to our flagship web site, bigbend.edu.

    A new practice is developing 8 or 9 transforming lives student success stories to be sent one per week during spring quarter. The stories also are pushed out through social media. Community newspapers rarely use features that aren't about someone in their community. All of the transforming lives articles are being published by some of these community newspapers because the editors like the stories. They are saving a hole for the next article, and asking when they will receive the next one. This project takes approximately 80 hours of work by the PIO and the web and multi-media specialist over a period of four months.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes. Technology is rapidly changing the internal and external demands of this department, so this is always an issue.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

> YES   X   NO (please describe in table below)

5. Program Review

> A) How do you review and evaluate your program/department's annual performance?
>
> 1. Google Alert shows when BBCC material is used by media.
>
> 2. Periodic analytic review of web page and social media traffic.
>
> B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Program Audit of Best Practices 2014-15

Program Name: Office of the President

Administrator: Terrence Leas

1. What are your department's best practices or new practices you are trying?

1. Using new templates for agendas and minutes that better record the "who," "what," "where," "why," and "how" of meetings. The desired outcome is more inclusiveness, increase in open communication, and clearer expectations for accountability.

2. We are implementing a diversity initiative designed to inform employees about issues related to diversity, inclusiveness, discrimination, etc. We will form an action team to plan appropriate training and other activities to engage employees and students as we confront issues related to this broad topic. The desired outcome is to ensure, consistent with the BBCC Board of Trustees' End Statement, a college that is welcoming, supportive, and better prepared to help students succeed.

3. We have expanded the membership of the former Cabinet group, now "Shared Governance Council," to include a greater number of faculty, staff, and student members. This restructuring has included a re-definition of the roles, authority, and responsibilities of groups within the chain of authority.

4. Incorporating elements of the LEAN management model, we use Kanban-style monitoring systems to understand the current status of projects and identify any delays or challenges.

5. Meeting quarterly with student government officers to enhance communication and maintain a student-centered focus in the Office of President.

6. Meeting with direct reports on a semi-monthly basis to provide proactive leadership and collaboration.

7. The President serves on the *Columbia Basin Herald* Editorial Board, which keeps BBCC informed about the pulse of the community. The President also serves on the Samaritan Healthcare Strategy & Finance Committee, which keeps BBCC working in close partnership with one of the largest employers in the community and a contributor to the nursing program.

8. The President's Office works closely with the Board of Trustees to celebrate student success of our diverse college population through the Transforming Lives Recognition Dinner, which features students who exhibit qualities that reveal the transformative nature of BBCC.

2. What is the current FTE of your program/department?

	Full-time Employees	Part-time Employees	Total
Totals	2	0	2

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes. At this time, we are meeting the internal and external demands placed on our department.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

Our current resources are adequate to serve our department.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Each employee develops an annual work plan with specific goals and objectives. At the end of the year, the supervisor and employee review the work plan, progress made on the goals and objectives, and incorporate that information in the employee's annual performance evaluation. The supervisor employs the same model with the board of trustees, who evaluate the college president.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We will seek to expand contact between the Office of the President and other groups, especially student government leaders. Improving communication with other groups will lead to a better understanding of the challenges employees and students face and promote a team approach to problem solving.

We are also working with the trustees to enhance interaction between the office of the president and outside community leaders, agencies, employers, etc. to gain a better understanding of the workforce development needs of employers.

We are working with the trustees to identify training and professional development activities to help the trustees better understand and carry out their responsibilities. Much of this professional development requires additional resources for travel.

Program Audit of Best Practices 2014-15

Program Name: Recruitment and Outreach

Administrator: Rita Ramirez

1. What are your department's best practices or new practices you are trying?

At this time, the best practices include recording all campus outreach efforts, working with different departments to coordinate on/off campus visits, advising potential and current students on the admissions and registration process and explaining different program options, and reviewing and updating BBCC marketing materials. New practices being tried include maintaining an online outreach page and calendar and hosting Start Next Quarter workshops.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
1	0	.375 FTE	1.375

3. Are you currently able to meet the internal and external demands placed on your program/department?

For the most part we are able to meet demands. However, the planning of new programming or projects are put on hold due to the following daily responsibilities that take up a lot of time: responding to phone calls, emails, advising students, participating in new student registration activities, coordinating on and off campus visits and activities.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

(YES)   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Currently, there is no evaluation of my program/department's annual performance. An annual work plan and employee evaluation could be used to fulfill this. However, I think a review and evaluation process needs to be developed to better assess performance.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

The action plan that needs to be implemented is creating an Outreach Plan for the college. To begin a plan, we need to assess the needs of students, staff and faculty, and the community. This could be done by distributing a survey to the BBCC campus and throughout our service district including local school districts and different agencies (WorkSource, OIC etc.). The results would help us develop an Outreach Plan that would include services and programs that would meet the needs of our community.

From my experience over the last two years, some additional items of actions that could be proposed and possibly implemented include: improving the admissions and outreach pages, creating or purchasing a program that tracks contacts and provides different communication channels to follow up with contacts, creating a student ambassador program and committing more time to creating new programs/projects/events that attract students to BBCC.

Program Audit of Best Practices 2014-15

Program Name: Residence Halls

Administrator: Hugh Scholte

1. What are your department's best practices or new practices you are trying?

1) Providing a safe, comfortable and hygienic living environment for our students which are conducive to academic success and excellence in teaching and learning.

2) Providing quality on campus housing at an affordable cost, thereby removing a barrier to education for low income families.

3) Our # 1 priority is the safety and security of our students. We have invested heavily in security measures, both personnel and equipment which includes high resolution security cameras covering all the residence hall parking lots. We are actively pursuing extra security cameras to cover all entrance points. We are also in the process of acquiring a newer truck for the residence halls which will also be used as a secondary security vehicle.

4) We recently increased the amount of bandwidth to our internet connection to provide our students with an improved internet experience.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2	4 p/t custodians x.4 = 1.6	3.6
	1 p/t office assistant .4	.4
	1 student worker custodial .4	.4
	6 student resident assistants .4 x 6 = 2.4	2.4
	3 night security officers .4 x 3 = 1.2	1.2
2	6	8.0

3. Are you currently able to meet the internal and external demands placed on your program/department?

I am confident that we meet internal and external demands satisfactorily.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Being a proprietary budget, our first priority is ensuring financial stability and a long term future for the Residence Halls at Big Bend Community College. Without this stability and self-sufficiency we could become a burden on college resources.

We are constantly evaluating our program and responding to student needs, implementing changes as and when required. We recently made significant changes to the Residence Hall Internet to provide our students with a better more reliable experience.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We shall constantly assess, plan, implement and evaluate our services and adapt accordingly to student/department needs.

Program Audit of Best Practices 2014-15

Program Name: Campus Safety Emergency Mass Notification System Project

Administrator: Kyle Foreman, Director of Campus Safety and Security

1. What are your department's best practices or new practices you are trying?

This project addresses notification to students, employees and visitors during an on-campus emergency in order to alert them and prompt emergency actions. This project directly impacts BBCC's compliance with the Jeanne Clery Act.

For this project, BBCC Campus Safety is utilizing best practices as outlined by Campus Safety magazine regarding emergency mass notification systems. These best practices include:

- Conduct a risk analysis for your overall emergency plan

- Involve your campus IT department

- Share resources and work with other stakeholders, including neighbors, county, city, churches, local businesses, etc.

- Use several technologies; no one method of communication will reach everyone

- Conduct site assessments for each technology deployed

- Determine ahead of time who has the authority to issue alerts

- Messages should originate from a trusted campus authority

- Determine ahead of time the situations when you will activate your emergency notification system

- Create clear, concise audible and written messages by working with campus public relations

- Use and test the system often but not too often

- Create groups of first responders and decision makers who can receive messages more frequently

- Automate your SMS text alert database

- Incorporate adequate logical security measures to protect your SMS alert database

- Avoid spam filters by white listing

- Market your mass notification program, and educate the campus community on how the system is used, what to expect and what to do during an emergency

- Adopt the opt-out approach to text alert enrollment (or make enrollment mandatory)

- Manage the message when the media are involved by having a good crisis communications plan in place

- Work with international student groups so they will receive and understand emergency messages during a crisis

- Include visitors and transient public in your emergency notification plans

- Choose the delivery methods most appropriate for the situation. Don't use the all-or-nothing approach to issuing alerts.

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129

- Adopt technologies, policies and procedures that will enable effective communication with the hearing- and sight-impaired

- Make tests realistic and conduct them at busy times

- Regularly train staff on how to issue alerts

- Adopt a change-management procedure so that everything is documented and everyone knows about system changes/improvements

- For campuses that have undergone major construction or renovation, verify your existing mass notification systems (sirens, loudspeakers, SMS text alert systems, etc.) still provide appropriate coverage

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
2 (2.0)	7 (2.1 FTE)	4.1

3. Are you currently able to meet the internal and external demands placed on your program/department?

We are currently able to meet demands. However, the demand for services and programs continues to grow and the need for an additional 1.0 FTE is quickly approaching. The gap will be in coverage during school days when the population of the campus is greatest and the calls for service are greatest.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   ✓**NO** (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Full time (1.0 FTE) Campus Security Officer	To provide daytime staffing during the school week (M-Th)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?
The Campus Safety department is in charge of safety, security and emergency management on campus. The director develops 100 day plans in order to complete projects. The projects cover such tasks as training, installing security cameras, conducting training exercises, developing and updating emergency plans, and conduct risk and vulnerability assessments.

Each month, statistics are gathered which catalog and track reported crimes and other incidents on campus. There was a 37 percent decrease in reported incidents between 2013 and 2014. These numbers confirm the employed security and safety measures are having a positive effect in the operation of the campus.

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130

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Campus Safety will continue to follow the 100 day plan cycle for project management. Campus Safety will also continue to commit college resources to alleviating problems and address concerns of students and staff.

Training will continue in order to empower employees and students to make decisions on how best to protect themselves and react during emergencies.

Completed by : _____   4/22/2015
                                Name   Date

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3

131

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Program Audit of Best Practices 2014-15

Program Name: TRiO-Student Support Services

Administrator: Custodio Valencia

1. What are your department's best practices or new practices you are trying?

The BBCC SSS project proposes to serve the needs each year of 190 students who meet the eligibility criteria of low-income, first-generation, and/or disabled. SSS project provides a variety of free services that enhance students' academic success, personal and social skills. The SSS project focuses on the following objectives:

1. Increase BBCC's <u>retention</u> and <u>graduation</u> rates of SSS participants;
2. Increase the <u>academic standing</u> of SSS participants by increasing their GPA.
3. Increase BBCC's <u>transfer</u> rate of SSS participants from 2-year to 4-year institutions; AND
4. Improve the <u>financial literacy</u> and <u>economic literacy</u> of participants including (a) basic personal income, household money management and financial planning skills and (b) basic economic decision making skills.

Retention and Mentoring are the most critical components of the SSS project. The following are the systems put in place to monitor and facilitate student retention and mentoring.

- Orientation/Welcome Workshops
- Personal Interview with SSS Director
- Individual Service Plan/Active Status Requirements
- Academic Tutoring
- Academic Advising
- Academic Progress (Academic Early Warning)
- Mentoring (SSS Club cultural activities)
- Financial Literacy Workshops (SALT, FAFSA, Scholarships)
- Career Coaching (Strong Interest Inventory Assessment)
- 4-year College Transfer Workshops
- 4-year College Campus Tours
- Degree Audit (Graduation Assessment)
- Graduation Application

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
4	0	4

3. Are you currently able to meet the internal and external demands placed on your program/department?

YES

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4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

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5. Program Review

A) How do you review and evaluate your program/department's annual performance?

BBCC's SSS Project is driven by <u>qualitative</u> and <u>quantitative</u> measures that provide consistent methods of evaluation that are reflected in student outcomes. We rely on critical sources that provide relevant feedback for the Continuous Quality Improvement (CQI) plan such as: *soliciting student and staff feedback, measure student progress, and StudentAccess (student tracking software)* that compiles data for Annual Performance Report which is submitted to Department of Education annually.

The StudentAccess-student tracking system collects a wide range of data based on demographic, historical, and current status of each participant. This type of data collection is called <u>Formative Evaluation</u>. The information in the database generates extensive reports that include: *Eligibility criteria, Results of Standardized tests, Placement tests, Career interests, Personality and social characteristics. Academic progress data collects tutoring reports including grade at the inception and conclusion of tutoring, Grade Point Averages are monitored at the beginning and end of each quarter.* Also as integral to the Formative Evaluation process, results of these reports are discussed at weekly and monthly staff meetings.

Another model of evaluation used is called <u>Summative Evaluation</u> and this type of data collection process captures the following: *analysis of academic progress, and performance, retention/graduation/transfer rates by ethnicity, low-income level, first-generation status, and other socioeconomic reasons.* Whenever reports show evidence of problems with the above objectives or activities, appropriate alternatives are explored and changes are made accordingly.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

Through our membership with Northwest Association Educational Opportunity Programs (NAEOP), our SSS Project has adopted and implemented a Self-Assessment study guide called <u>Council for the Advancement of Standards in Higher Education</u> (CAS). This type of instrument evaluates each SSS service, activity, and program objective. The results of this assessment will be discussed at the yearly SSS In-Service. If a need for changes in the services provided by SSS is indicated, feedback from staff and students will be used to implement changes.

Continue to attend annual NAEOP trainings that provide updates on TRiO regulations, legislation, and current issues. Also, continue to reach out to the Washington State TRiO Association (WSTA) which can allow our project to find out what methods and services work for other SSS projects, and bring this information back to the BBCC/SSS project.

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Program Audit of Best Practices 2014-15

Program Name: STEM Grant (Title III Part F)

Administrator: Andre Guzman

1. What are your department's best practices or new practices you are trying?

Open and Transparent Communication

- Daily meeting to discuss daily tasks, projects and report on major progress toward program objectives (the project meets monthly, if needed). This practice allows the team to stay informed, asked questions, request/offer support and serve as a method of routine accountability.
- The project holds a day-long strategic planning meeting focused on objectives in order to align staff efforts once per quarter. The outcomes of the quarterly strategic planning meeting are also communicated to the Department of Education Program Officer to maintain an open channel of dialogue and support.

Collaborative Benchmarking

- The STEM Grant continues to move forward with course design, development and piloting. STEM staff has developed a rapport with partnering universities and other community/technical colleges' staff. It has resulted in obtaining pre-requisites outlines, curriculum content and constructive feedback regarding our intended course goals from our partners.
- Efforts have also overflowed into the enhancements made to STEM tutoring support services and STEM related advising practices.

Creative Sustainability

- Redesigned pre-college math through the implementation of inverted instruction, which has yielded at least a 25% increase in success rates each term, integrated instructional/tutoring support during class hours, incorporated 3 courses into each class time slot with twice as many students as a traditional lecture course, and aligned the intermediate algebra requirements with college-level courses such as statistics and pre-calculus.
- Set a new standard for tutoring support through improvements to STEM facilities, accessibility to tutors, increases in the hours of operation and range of subjects tutored, and the method by which tutors are alerted to student needs.
- Math/Science faculty perform their office hours in the STEM center which fosters teaching excellence and student learning
- The STEM Center has implemented an open-source application called Tutor Queue (TutorQ) that used keypads for tables and a desktop icon for computers to display student location, type of tutoring needed and the order of in which the request was received on six monitors across the tutoring labs. The application is hosted locally, the queue can be sent to a webpage, and the monitors have wireless capabilities, which saved the STEM project thousands in audio/visual wiring while providing staff and faculty real-time monitoring of student needs, even from a remote location such as their offices.
- STEM Center has enhanced the quality of the overall tutoring experience by hiring adjunct instructors, students, and contractual tutors that can provide support for multiple math and/or

science subjects. For those interested and eligible, the STEM project encourages, supports and compensates tutors that wish to become proficient in another subject associated with meeting grant objectives, mainly math and engineering courses.

- Supports the development of open-source materials such as workbooks and textbooks for redesigned math courses including development math and both pre-calculus courses. These open-source materials provide student with an extremely cost-effective alternative to traditional publisher textbooks, while simultaneously aligning with the instructional outlines and rigor established by BBCC faculty.
- Collaborates with math and science faculty to engage students outside of instruction. The STEM Center serves as a space for faculty to engage students during their office hour(s) in an environment that is more welcoming to students. The faculty have also been critical in providing peer support through their increase in access to supplemental instruction (SI).

2. What is the current FTE of your program/department?

	Full-time Employees	Part-time Employees	Total
PD, PADC, ECS, MIS, SSS, LS	6 @ 40 hours/week	2 @ 16 hours/week	6+.4+.4 = 6.8

3. Are you currently able to meet the internal and external demands placed on your program/department?

- Not entirely at this time. The Lab Supervisor (BBT Specialist) position has been vacant for an entire year. The understaffing coupled with a decline in personnel within our Technology Department has left STEM staff, math and science faculty, and students without a dedicated tech specialist. The result has been longer wait times, increased tech issues, and delays on projects due to prioritization.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

(YES)   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

- The Title III Part-F STEM Grant has three methods of evaluation for the purposes of practicing continuous improvement, transparency and compliance with project objectives. The first method includes an annual external evaluation conducted by a third-party. The external evaluation organization is an industry expert in the application, implementation, monitoring and assessment of federally funded programs.
- The second method involves institutional accountability and transparency. The grant specifically outlines the need to establish an Internal Monitoring Team (IMT) comprised of the BBCC President, Vice Presidents, Institutional Research, faculty and other BBCC personnel impacted by the project. The IMT meets on a quarterly basis and serves as a venue to share progress toward the grant objectives with the campus community.
- Last, the STEM project has developed an Advisory Committee (AC) comprised of public and private partners from around the BBCC service district. Input and feedback form the AC

ensures that course development aligns with changing industry demands while simultaneously supporting content alignment with public schools. The partnership provides for continuous improvements starting at the high school level, through workforce training and engineering transfer support to potential employment in high demand/paying STEM careers.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

- Benchmark best practices from other colleges in regards to advising, curriculum and program design (pre-engineering).
- Work with partnering universities (EWU, CWU, and WSU) in transfer and articulation for our transferring students
- Provide the ability for students, staff and faculty to provide feedback through surveys
- Seek and leverage other funding sources to meet any other key needs and services
- Input from the external evaluation has facilitated the refinement of record keeping practices to ensure that the project could successfully pass a Department of Education audit. The evaluation provides input regarding methods of reporting successfully reaching project objectives and substantial progress documentation.
- Although the project is not directly accountable to the IMT it does ensure that each department represented is aware of our efforts and interest to collaborate. Input and critical feedback from each member and department is accepted and used to facilitate partnerships that support the various department missions while also assisting the project in meeting grant objectives.
- With industry demands consistently adapting to advancements in technology, standards and personnel management the Advisory Committee's feedback is critical in ensuring that new course development aligns with their needs. It was recently discovered that local industry has a growing demand for highly skilled workers that fall within the range of technicians and engineering interns. The STEM project is actively working with private industry to determine the level and range of skills needed to meet their entry to mid-level workforce needs by investigating the development and implementation of a new Associate in Applied Science degree. The new AAS would also support the growth of the pre-engineering pathways as many of the courses in the potential AAS would be pre-requisites for engineering courses.

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Program Audit of Best Practices 2014-15

Program Name: Student Activities

Administrator: Kim Jackson

1. What are your department's best practices or new practices you are trying?

In order for ASB to become more familiar with their mission statement, the entire group continues to read it aloud at every executive meeting, so that when they discuss different events or topics, the mission statement is in their minds.

We have sponsored 3 leadership trainers this year for ASB and Club officers. We also sponsored a speaker for athletes, who spoke on relationships. With the last leadership training, we invited the student government officers from Spokane Falls Community College. It was a good opportunity to make connections with those leaders from a different campus. We continued to hold the Flashlight Easter Egg Hunt this year and invited the JATP students to attend. The record turnout was fantastic, as well as watching the JATP students participate fully in the event. The JATP students were also able to attend a Pandafest Lunchfest, while listening to a Japanese jazz pianist perform. ASB also invited them to attend another evening event, Thrillin' Third Thursday. This was a new monthly event created by ASB. On the third Thursday of each month, we bring in either a band, or some form of entertainer, such as a magician, musician, mind reader, or hypnotist. This is open to the community. Attendance has not been very strong, but next year's ASB wants to continue this for one more year, to see if more students will attend.

ASB has branched out with their social media, by opening both Twitter and Instagram accounts. We are currently trying to purchase an iPad for the officers to use and get a Snapchat account started. They can use the iPad, which will be located in the ASB officer and take pictures and instantly post them. Another form of event promotion that we started was getting the ASB President to walk around campus in a huge foam finger, announcing upcoming events. She also made appearances at the home basketball game halftimes.

We are still meeting with the President and Vice Presidents, when our combined schedules allow, to have dinner and get to know each other better. New plans for training ASB leaders – besides our annual leadership retreat the week after graduation, the new officers will be required to come to campus the full week before school starts. At this time, they will be getting more training by campus administration, as well as a professional leadership trainer. We will review job expectations again, so that there are clearer expectations of each officer and their responsibilities. They have been invited to attend the annual faculty and staff welcome breakfast and will be introduced to staff and faculty at this time.

We will continue to hold the student awards recognition night, but this time in Wallenstien Theater. The overall response to last year's was that family and friends were not able to attend, since dinner was provided to the recipient as well as the person nominating them. This way, there will be more room for all to attend the event.

ASB has taken on more service projects this year – one per quarter. The first quarter we made blankets for a children's hospital. Winter quarter we visited with the senior citizens at a local retirement facility. We are currently holding a PB & J drive, with the theme of helping others out when they are in a "jam."

I am currently working with the Athletic Director in bringing in an assistant for myself as well as a volleyball coach. ASB funds will pay for this assistant to work as an administrative exempt employee for 30 hours a

week with benefits. Currently, there are 3-4 work study students, who are paid to take care of the basic needs at the front desk in the Activities Office. This past fall, we were able to employ the volleyball coach part-time as my assistant. This past quarter, we were able to hire a university student, who was on break for the quarter as my assistant.

This past year I was selected to be a Regional Area Coordinator of the Western States for the Association for the Promotion of Campus Activities. This has been a great opportunity to facilitate workshops and give keynote addresses through this organization. This position is a two year responsibility.

We also started sponsoring monthly motivational speakers, from a female Muslim to an attorney, who informed the students about do's and don'ts of social media. We also had a disabled speaker during disability awareness month, a black history month speaker as well as a motivational movie about Latinos.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
1	0	3 staff combined hours 31.5/40 hours a week = .79	1+ .79=1.79

3. Are you currently able to meet the internal and external demands placed on your program/department?

No. I have to spend many extra hours outside of the normal work week trying to get/keep caught up with deadlines of certain projects, balancing budgets and events, etc. We currently have 14 clubs and 2 programs that I oversee. Some of this was relieved with a part-time assistant. Learning to delegate more to my ASB officers and the work studies.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

X YES   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

At the annual ASB Retreat in June, the new ASB officers will review the event evaluations, focus on both the college and the ASB's mission statements and plan upcoming events from that. We try to include as many students as possible with our events, including students with families.

I hope to receive an evaluation from my supervisor, Candy Lacher, Associate VP

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

With ASB's approval, we would like to get a survey out to the students this spring quarter, asking them what they would like to see more of on campus, what times would work better for them, and what form of communication would be most effective to reach them.

Still a goal for us is to eventually develop student outcomes with our upcoming activities. This is a constant work in progress.

We will continue to employ more students as ASB Programmers, from the original 6 we used to hire, giving more students opportunities for leadership training and growth.

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Program Audit of Best Practices 2014-15

Program Name: Student Success Center

Administrator: Diana Villafaña

1. What are your department's best practices or new practices you are trying?

The Student Success Center is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College. Free Services we are currently offering:

- Computer Lab
- Centralized tutoring and Supplemental Instruction services.
- Textbook and Laptop Check-Outs
- Peer Mentoring – Peer Advocate Coach Program (PAC)

SSC has started coordinating and implementing a few other things:

- Work with Career Services on: workshops, employer of the day, student job opportunities.
- Academic Early Warning: provide intervention information and resources to reported students.
- Transfer Events
- PAC leaders visits into the GED classrooms on-site as well as off-site classrooms.
- Participate in SALT weekly activities
- "Donate a Book" Event at end of each quarter.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
2	0	15 student workers = .25*15 = 3.75	2 + 3.75 = 5.75

3. Are you currently able to meet the internal and external demands placed on your program/department?

Not in all areas. Our biggest challenge is having textbooks available for check-out. Purchasing textbooks has been a challenge. We encourage donation of books, but textbook inventory is low at this time. Having funds for student leadership activities has also been a challenge.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Yes, we currently have 109 laptops and approximately 100 books for checkout.

Description of what is needed	Role of the needed item in fulfilling program duties

Textbooks	For student check-out.
Funds for PAC activities	To create leadership opportunities such as; conferences etc.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

- Program Audit
- Tutoring data done through Institutional Research that includes retention information from students using SSC.
- Student Surveys done in classrooms as well as through Institutional Research.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

- Encourage student engagement in SSC activities.
- Continue creating or updating policies and procedures that will meet the needs of all students.
- Continue to develop methods to capture data for retention.

Program Audit of Best Practices 2014-15

Program Name: Big Bend Community College Testing Center

Administrator: Margie Lane

1. What are your department's best practices or new practices you are trying?

Continue to add test launchers to meet the needs of BBCC and community. Added PearsonVue two days per week as well as Certiport (MOS) testing for BIM students.

Have found it's better to set specific TEAS test dates in the late fall through winter quarters rather than testing on an individual basis throughout the year.

Now use a "screen shot" software for viewing tester's computer screens for added security.

Initiated fee structure for proctoring tests for non-students as well as TEAS.

Be as flexible/accommodating as possible.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Student Workers	Total
1	0	0	1

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes, most of the time.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
4-6 computers/monitors	Alleviate scheduling issues when on-line classes schedule tests on PearsonVue test days.
Camera in one final private room	Improve security for that area.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

1. Review current practices and listen to test-takers comments to me about the facilities or my own demeanor/behavior.

2. Currently tracking the number of users each quarter. PearsonVue provides a "report card" of sorts from their test takers but would like to create an evaluation/survey form for all users, including PearsonVue. Will work with Valerie Kirkwood.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

1. Continue to pursue additional computers.

2. Continue to pursue additional test launch contracts with PAN testing and additional MOS testing opportunities to meet possible needs of the community and increase revenue.

3. Self-evaluate current practices and future survey results; follow up with changes if needed.

Program Audit of Best Practices 2014-15

Program Name: Title V Grant

Administrator: Terry Kinzel

1. What are your department's best practices or new practices you are trying?

The Individual Title V grant has focused on expanding access to High Demand programs through Flexible distance delivery. We have supported the redesign of core math courses (developmental math), 3 science courses (A & P, Cell Biology), 6 Compute Science Courses, 7 Practical Nursing Courses. We have also converted student services to online delivery. These include: Early Alert, Orientation, Advising, Financial Aid (including SALT) and online Library services. We also have supported online tutoring. We have broadened access to instruction and support throughout the service district by establishing computer labs (Community Knowledge Centers) in Quincy, Odessa, Wilson Creek, Royal City, Grand Coulee, and Mattawa. We have also supported the lab in Ritzville. These labs are active and used by communities. We also supported AmeriCorps College Access Challenge Grant and AmeriCorps VISTA. The VISTA supported community involvement in the CKCs and developed and delivered basic computer literacy skills classes in the lab. They also developed a sustainability plan for each community. The CAC AmeriCorps provide support to Warden AVID students and Soap Lake Century 21 students through tutoring, mentoring, service learning, financial aid workshops and assisting them in filling out FAFSA.

> The new Coop Grant Objectives for year one focus on renovating a space in the 1700 building to provide classroom and lab space for a Simulated Technology program that will begin development next year. Design work is finished and it is expected that renovation will be finished fall of 2015. A community advisory board has been established that has guided the design of the space and program process. Representatives of community partnerships are invested in the committee work. Samaritan Hospital representation visited Sim Tech sites at the University of Washington, Seattle University, and NW Simulation to gain perspective in this new industry. We are in the process of developing a Healthcare Advising System and a Professional Speakers' Series.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
4	0	4

3. Are you currently able to meet the internal and external demands placed on your program/department?

N/A

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES   NO (please describe in table below)

Description of what is needed	Role of the needed item in fulfilling program duties
Various	Title V grants explore the needs in technology, facilities, equipment and supplies and provide fiscal and staff support to implement new programs and best practices at BBCC.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Title V has specific objectives and outcomes to meet each fiscal year. Objectives are reviewed monthly by the staff and Director and are described in monthly Time and Effort logs and monthly reports. An external evaluator is hired and audits grant performance annually at the end of the fiscal year. The Director provides an annual report for the Department of Education that is also provided to the President.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We continue to meet all activity objectives.

Big Bend COMMUNITY COLLEGE

Program Audit of Best Practices 2014-15

Program Name: TRiO Upward Bound

Administrator: Anita De Leon

1. What are your department's best practices or new practices you are trying?

- Host a new student induction ceremony to welcome accepted TRiO participants. Parents and& families are invited to attend along with special guests such as the BBCC VP of Instruction & Student Services, a BBCC Board of Trustees member, the Moses Lake Mayor, target high school principals and TRiO academic coaches.

- Offer leadership opportunities through the TRiO Upward Bound Student Ambassador positions. Students attend a leadership training and assist with projects and mentoring students in their target high schools.

- Utilize social media with a TRiO Upward Bound Facebook page. Recognizing student accomplishments, birthdays, reminders, tips, quotes, pictures, etc.

- Text students weekly to check-in or to send them reminders. Emails no longer are the best way to communicate with our student population. They prefer texting or social media.

- Partner with Heritage University & the School of Social Work program to provide a practicum site within TRiO Upward Bound.

- Instead of only relying on mainstream tutoring services, the program has incorporated an on-line program called ComFit where students with internet access can use it anywhere. It helps with skill building and assessing the students' strengths and gap areas in reading, writing, and mathematics. The project also uses khan academy as a tutoring resource.

- Promote and encourage community service by participating in Operation Christmas Child every year and through a service learning course offered during the six-week summer academy where students work on various projects such as volunteering at the humane society, food bank, and Boys & Girls Club to working on a project to help the homeless and cleaning up the lakesides and parks in the area.

- Host Financial Aid Workshops in English and Spanish for seniors and their parents

- Schedule an all-day one-on-one meeting with each senior to work on college applications, academic resumes, and scholarship applications

- Offer monthly Saturday activities and the six-week residential summer academy are key services in assisting with student retention and engagement.

- This summer, the program will be offering two new classes: one is called College & Life Skills where high school students will be exposed to college-level coursework by watching lectures on-line and taking notes

through a free website called openculture.com. There are hundreds of courses to select from and most of them are from Ivy League Colleges. The other class is called College & Scholarship Essay Writing. This class is offered to rising seniors who can work on college admission essays and scholarship essays for the Gates Millennium and Dell Scholarships to name a few.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
4	5 staff=.125*5=.625	4.63

* The program hires 6 instructional staff and 8 residence hall staff including a bus driver. Everyone except the bus driver is hired on by contract; the bus driver is hourly.

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes, we are able to meet and exceed the yearly objectives set forth by the Department of Education.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

| X | YES | NO (please describe in table below) |

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

The program completes an annual performance report and submits it to the Department of Education. The Department of Education uses the information conveyed in the performance report to assess the program's progress in meeting its approved goals and objectives and to evaluate a program's prior experience. The APR report must be signed by the President of the College and is also shared with the VP of Student Services.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

The TRiO Upward Bound program is always undergoing internal reviews and changes to meet the needs of its high school population. For example, this summer the program is changing its daily schedule to incorporate student self-care time before hitting the books in a two-hour study hall. Previously, students attended summer classes from 8-4pm and went directly to the first study hall. Research shows that students cannot retain information or focus without some break time. This is just one small example of a change we are implementing.

Also this past year, we changed our advising schedule and responsibilities which has seemed to help greatly. For example, the Director works at Moses Lake High School and advises all the Running-Start students regardless of their target high school; the Academic Coordinator advises students at Royal High School & Lake Roosevelt, and the Academic Advisor works at Warden High School and Othello High School. This set-up allows us to recruit students and work with all grade levels at each school. We found we are saving more money on travel and are building a closer relationship with the students.

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Program Audit of Best Practices 2014-15

Program Name: Working Families Success Network Initiative

Administrator: Heidi Summers

1. What are your department's best practices or new practices you are trying?

Big Bend Community College was selected as one of 16 community colleges across the nation to receive a Working Families Success Network (WFSN) initiative grant through Achieving the Dream. We are part of the Washington Consortium along with Clark College, Highline College, and Walla Walla Community College. The WFSN strategy brings together, and integrates, a full range of services and supports to help students access financial aid, public benefits, and other resources. Through the WFSN strategy, activities will be implemented to help students improve their financial knowledge, budgeting skills, and choice of financial products, and develop and implement achievable career plans, putting students on a path to completing their college-level study and achieving economic self-sufficiency.

BBCC will be implementing WFSN services aligned with the nation-wide initiative to promote college completion. The services are organized in three pillars: Education and Employment Services, Income and Work Supports, and Financial Literacy and Asset Building. In each pillar a high-touch service and a low-touch services will be implemented. An example of a low-touch service is integrating the $ALT Financial Literacy program into the College Success Skills 100 courses; as students are receiving this service as a group. An example of a high-touch service is working with students one-on-one to sign up for Affordable Healthcare Act benefits. The six WFSN services that will be implemented at Big Bend are as follows:

	Employment and Education	Income and Work Supports	Financial Literacy and Asset Building
Low Touch	*Career Services Coordinator will reach out to students to promote Viking Careers and Career Coach*	*Accessibility to apply for TANF, Food Benefits, and child care through Washington Connection.org available on all campus computers*	*Incorporate $ALT financial literacy into CSS 100 classes*
High Touch	*Targeted Career Counseling for undecided students with Career Services Coordinator*	*ACA information provided through Viking Seminars with one-on-one assistance signing up*	*Partnering with local bank or credit union to provide financial coaching*

155

Our strategy, in order to provide the most comprehensive and enriching experience for students, will be to bundle these services in a way that students can benefit from multiple services integrated into their college experience. For example, students will move seamlessly from $ALT financial literacy to financial coaching. The theory behind the WFSN approach is that when students receive bundled education and employment, work and income supports, and financial literacy and asset building services, they will persist to gain an educational credentials and use their education to achieve economic goals.

The WFSN Initiative includes three goals that we will be accountable to achieve:

1. Expand services to 25% of the low-income population by the end of the three-year grant period.
2. Collect and report data to strengthen the evidence base and provide a database for evaluation.
3. Catalyze culture change across campuses by embedding WFSN services into systems and structures of the college.

The WFSN Initiative includes a grant for $80,000 for three years. We will be accountable to achieve the goals by June 2017. The most significant and immediate change we have been able to make as a result of the grant has been hiring a full-time Career Services Coordinator.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
6	0	6

The current Workforce Education Services staff positions include:

- Director of Workforce Education Services (Administrative/Exempt)
- Workforce Education Services Coordinator (Administrative/Exempt)
- Workforce Training Instructor (Administrative/Exempt)
- Program Assistant (Classified)
- Program Assistant (Classified)
- Career Services Coordinator (Administrative/Exempt)

3. Are you currently able to meet the internal and external demands placed on your program/department?

The Workforce Education Services staff is equipped to serve students in the four main eligibility programs that comprise the department: Opportunity Grant, WorkFirst, Worker Retraining, and Basic Food Employment and Training. Through these programs we serve approximately 500 students per academic year. Our department is also the driving force behind Start Next Quarter (SNQ), which includes maintaining the Big Bend Community College site on startnextquarter.org, promoting the site to draw perspective students to campus for SNQ sessions, and facilitating the SNQ sessions. With the addition of the WFSN Initiative, we are beginning to see that the demands may go unmet when all the activities are implemented, fully operational, and available to all students.

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

X YES   NO (please describe in table below)

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

Workforce Education Services currently collects data on the academic success and completion of high school diplomas, college certificates, and associate degrees for students for our eligibility programs. With the addition of the WFSN Initiative, we have expanded the BBCC card swipe system to our department as well, to track use of existing and new student services on campus. We will track the use of services aligned with our WFSN services in order to determine if we have reached our first goal of extending services to 25% of our low-income student population by June 2017. The second goal of building an evidence base to support the WFSN strategy will be measured through Student Achievement Initiative (SAI) data provided by the SBCTC. Our indicator of achieving the third goal of catalyzing culture change will be if WFSN strategies are embedded in campus initiative and planning such as the 2018 Academic Master Plan and our Strategic Enrollment Management plan.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

The data collection expectation from Achieving the Dream for the WFSN Initiative will be to gather data to determine if the WFSN services improve rates of completion of certificates and degrees. As a Washington Consortium we will be using Student Achievement Initiative data to show if the efforts of the WFSN services are in fact improving completion rates of certificates and degrees.

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Program Audit of Best Practices 2014-15

Program Name: Word Services

Administrator: Michael Andresen

1. What are your department's best practices or new practices you are trying?

Best Practice – we strive for a quick turn-around time for all printing requests. We always welcome walk-in customers. We want to be a positive help to all our customers, so they can concentrate on other important issues.

New Practices – We've been working (with BBT) on a system that our customers can use when placing a print/job request. The goal is to develop an interactive form so when the send button is clicked, all the information we need is included. Also, this system will allow large documents/files be sent that our current email bumps due to size.

Our digital press is working great for our customers' color projects. It's cleaner, faster and safer. We're capable now to handle "in-house" projects that were previously sent out to larger print shops.

2. What is the current FTE of your program/department?

Full-time Employees	Part-time Employees	Total
Employees 2	0	2

3. Are you currently able to meet the internal and external demands placed on your program/department?

Yes

4. Are current resources (technology, facilities, equipment, etc.) adequate to serve your program/department? If not, please list needs below.

YES**   ** however: we do have a few pieces of equipment that could use some attention, investing in new equipment isn't necessary.

Description of what is needed	Role of the needed item in fulfilling program duties

Collator: Two Stitcher heads repaired/replaced	This piece of equipment lets us collate different types of pages, i.e. color sheets, or pages that have color printed on them, up to 24, and have them stapled. For now, we can only collate the pages and staple them one at a time using our power stapler.
Paper Cutter: needs a couple items replaced and adjusted	It's still working fine, but would really benefit from a professional service person giving it a tune-up.
Dedicated scoring/perforating unit	This piece of equipment would be a big benefit to us. We wouldn't need to tear down/set up our current folder/scoring/perforating machine each time we need to score/perforate. When this happens we lose the settings we had set up for folding, which then has to be reset, with spoils resulting from doing the reset. If we are doing a combination perforation and folding of a document and a couple of pages are destroyed during the folding process, the folding set up is lost due to the set up that is necessary to perforate the replacement pages.

5. Program Review

A) How do you review and evaluate your program/department's annual performance?

We are a job shop. Each job, whether large or small will evaluate our performance.

B) Based on your review, what action plans will your department implement to meet the needs of students, improve services, and/or improve overall efficiency?

We solve issues on a daily basis, when necessary, using the combined 50+ years of printing experience we have. We talk about ideas or methods that we used in our past that might work. In the end our customers, by their satisfaction, let us know how we're doing.

Appendix C

Professional-Technical External Certifications in 2013-14		
Program	External Certification and/or Licensure	BBCC Students' Certifications and Licensures Received
Aircraft Rescue & Fire Fighting	Certificate of Completion for Aircraft Rescue & Fire Fighting /Live Drills	51
Aviation	Federal Aviation Administration Commercial	16
Aviation	Federal Aviation Administration Instrument	15
Aviation	Federal Aviation Administration Private	20
Aviation Maintenance	Federal Aviation Administration	10
Business Information Management	Microsoft Office Specialist (began testing in spring 2014)	2
Commercial Driver's License	CDL License	38
Computer Science	Microsoft Technology Associate Windows Operating System Fundamentals	19
Computer Science	Microsoft Technology Associate Database Administration Fundamentals	8
Computer Science	Microsoft Technology Associate Security Fundamentals	2
Computer Science	Microsoft Technology Associate Comp TIA, Network+	1
Computer Science	Microsoft Technology Associate Comp TIA, A+ 801	1
Computer Science	Windows Server Administration	4
Computer Science	Networking Fundamentals	4
Industrial Systems Technology	Labor and Industries Electrical Trainee cards – 1400 hours of apprenticeship credit	18
Medical Assistant	American Medical Technologist (AMT) exam for Registered Medical Assistant (RMA), a national designation. The state recognizes the students as MA-C (Medical Assistant-Certified). Students receive a temporary one-year license to practice following completion of their externship prior to taking the exam.	11
Nursing Assistant	Washington State Certification Examination Nursing Assistant – Certified (NAC)	55
Nursing – Practical Nursing	National Council Licensure Examination of Practical Nurses (NCLEX PN)	10
Nursing – Registered Nursing	National Council Licensure Examination of Registered Nurses (NCLEX RN)	19
Welding	WABO Testing	4

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Appendix D

2014 Leadership Development Standards

1. **Scope:** Leadership development standards define the number of hours per year each admin/exempt employee is expected to devote to his or her leadership development. These standards are based on Big Bend's Leadership Competencies.

2. **Leadership Competencies & Characteristics:**

Administrative	Ownership/Accountability
Communication	Development
Interpersonal	Decision Making
Continuous Improvement	Self-Management
Motivation	Organizational Strategy
Organization Knowledge	

3. **Leadership Development Standard:** The standard for calendar year 2014 is a minimum of **14.0 hours** of training/development, covering at least four different leadership competencies. The standard may be achieved by participating in the following:

   - Leadership workshops: We expect to have 4 workshops in 2014. Viewing taped workshops will satisfy the requirement if attendance is not possible.

   - Lunch-n-Learn: We expect to have 11 Lunch-n-Learn sessions in 2014. Leaders are expected to attend a minimum of five (5) sessions. Participants must arrive on time and attend the entire session to receive credit.

   - Additional Options: Any of the options noted below may be used to meet the 2014 standard, provided it relates to Big Bend's leadership competencies.

   - Videos / DVD's
   - Audiobooks
   - Reading (books, periodicals)
   - Classes, Seminars, & Webinars
   - Preparing & presenting leadership development topics

   The 2014 standard will be pro-rated for individuals who are hired or transferred into admin/exempt positions during the year.

4. **Stretch Goal:** Admin/Exempt employees who achieve the stretch goal of **25.0 or more leadership development hours** in a calendar year, will be recognized at the end of the year.

5. **Eligible Subjects & Sources:** In order for the leadership development hours to count towards the 2014 standard, subjects must pertain to:
   - Big Bend's leadership competencies *(see Item 2).*
   - Other universally recognized leadership/management skills.
   - Additional subjects pertaining to individual leadership development agreed upon between the employee and his/her supervisor.

1

If an employee would like assistance in determining if a learning session is eligible for consideration under the 2014 leadership development standards they may contact the Leadership Development Team prior to attending the session.

6. **Reporting Time:** Hours will be reported by each employee on the "honor system," using the *Leadership Development Reporting form* (available on the Portal). Employees are encouraged to submit copies of program certificates or other proof of completion, along with the reporting form so that the certificate can be added to their training file. A form is **NOT** required to report hours for leadership workshops, Lunch-n-Learn sessions or other on-site programs where the attendees have signed in. Hours for these programs will be recorded using the sign-in form.

7. **Reporting Credits & Tracking Credits:** The Human Resources Office will maintain records of completed hours for each admin/exempt employee. Reports will be distributed to the employee and their supervisor on a quarterly basis for tracking.

A Tool to Determine Your Leadership Development Credits

Learning Source	Credits Hours*	Minimums / Maximums
Leadership Workshops	Actual number of workshop hours.	Attendance at all leadership workshops is expected. Viewing taped workshops will satisfy the requirement if attendance is not possible.
Lunch-n-Learn Sessions	1.0 credit hour per session	Attendance at a minimum of 5 LnL sessions is expected.
Preparing for & leading Lunch-n-Learn sessions or other leadership development sessions.	2x the presentation time	No min or max
Tape Talk (book club)	1.0 credit hour per session	No min or max
Videos/DVD's	Actual video/DVD running time (other than workshops – see above)	No min or max
Journals / Periodicals	0.5 credit hour per issue	No min or max
Books Audio books same credit as hard copy book (other than Tape Talk – see above)	up to 100 pages = 1.0 101 - 200 pages = 2.0 201 - 300 pages = 3.0 …and so on	No min or max
Audio & Web Conferences	Actual program time	No min or max
Off-site seminars & conferences	CE value or classroom time	No min or max
On-line courses or other self-paced learning programs.	Based on credit hours indicated for the program	No min or max
Classes/courses at or through accredited colleges/universities	Based on credit hours indicated for the program	No min or max

Round timeframes to nearest 15 minutes.

2

2014 LEADERSHIP DEVELOPMENT REPORTING FORM

Name:		
Development Source: ☐ Book ☐ Video ☐ Seminar or Conference ☐ Online Course ☐ College Course ☐ Other (specify): _____		

Title or Subject:	Date Attended/Completed:
	Hours (see table below):

Signature ➔		Date:

Instructions: Please submit completed forms to the Human Resources Office.

Program content must pertain to:
- Big Bend's leadership competencies & characteristics.
- Other universally recognized leadership/management skills.
- Subjects agreed upon between the leader and his/her manager pertaining to leadership development.

Learning Source	Hours*	Minimums / Maximums
Leadership Workshops	Actual number of workshop hours.	Attendance at all leadership workshops is expected. Viewing taped workshops will satisfy the requirement if attendance is not possible.
Lunch-n-Learn Sessions	1.0 hour per session	Attendance at a minimum of **five (5)** LnL sessions is expected.
Preparing for & leading Lunch-n-Learn sessions or other education sessions.	2x the presentation time	No min or max
Audio Books	Actual program time	No min or max
Videos/DVD's	Actual video/DVD running time (other than workshops-see above)	No min or max
Journals / Periodicals	0.5 hour per issue	No min or max
Books	up to 100 pages = 1.0 hour 101 - 200 pages = 2.0 hours 201 - 300 pages = 3.0 hours …and so on	No min or max
Audio & Web Conferences	Actual program time	No min or max
Off-site seminars & conferences**	Actual classroom time or CE value if assigned	No min or max
On-line courses or other self-paced learning programs.**	Based on credit hours indicated for the program	No min or max
Classes/courses at or through accredited colleges/universities**	Based on credit hours indicated for the program	No min or max

*Round timeframes to nearest 15 minutes.   Revised Jan 2014
**Refer to 2014 Leadership Development Standards for eligibility.

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Appendix E

2014 Leadership Development Calendar

Competency Focus Areas for 2014: Organizational Knowledge, Communication, Continuous Improvement, Organizational Strategy, and Administrative

WORKSHOPS – Sessions held in the Masto Conference Center.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
March 17th 3.5 hours Masto Conference Center **Strategic Planning Brian Willett**	May 5th 2 hours Masto Conference Center **Influencing Others Mike Bolander**	July 10th 2 hours Masto Conference Center **Confronting without Conflict Maria Agnew**	October 2 hours Masto Conference Center **Inter-cultural Communication**

LUNCH-N-LEARN – Sessions will be held in the Hardin Room unless noted otherwise.

January 27*	February 4 & 14	March 4 & 21	April 8 & 18
Liability Q & A Toni Ursich, AAG	**Local & Global Issues** Terry Leas	**LEAN Follow-up** Video	**Coaching Beyond the Review** Kim Garza
May 6 & 16*	June 3 & 10	July 1 & 18	August 5 & 15
Developing Proposals Panel	**Position Allocation** Kim Garza	**Continuous Improvement** Tom Willingham	**Perspectacles; The Assumptions We Make Everyday** Aryan Dehborzorgi
Sept 2 & 19	Oct 7 & 17	Nov 4 & 21	December
Public Records Mirisa Bradbury	**Creating a Culture of Service Excellence** Kirkwood & Garza	**Investigations & Discipline** Kim Garza	None Scheduled

"To inspire, promote, and develop Big Bend employees to be leaders wherever they are and in whatever they do."

*The January 27th session will be held in Masto A & B. The May 16th session will be held in 1855-B.

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Appendix F

2014 Training & Development

COURSE	PRESENTER	# of PARTICIPANTS
Liability Q & A	Toni Ursich, AAG	35
Local & Global Issues	Terry Leas	27
LEAN Follow-up	Video Presentation	27
Coaching Beyond the Review	Kim Garza	23
Developing Proposals	Panel Discussion	24
Position Allocation	Kim Garza	23
Continuous Improvement	Tom Willingham	16
Perspectacles: The Assumptions We Make Everyday	Aryan Dehborzorgi	43
Public Records	Mirisa Bradbury	176
Culture of Service Excellence	Kirkwood & Garza	20
Investigations & Discipline	Kim Garza	24
Strategic Planning	Brian Willett	40
Influencing Others	Mike Bolander	24
Confronting without Conflict	Maria Agnew	95
Battlemind to Campus Grind	David Coleman	30
Safety & Security Begins at the Front Desk	Audio Conference	16
LEAN Team Training	Debra Hintz	7
LEAN Leadership Training	Debra Hintz	17

The total hours spent in the above referenced workshops is 647.

In calendar year 2014, admin/exempt employees completed an additional 245 professional development hours in activities such as reading books, watching videos, and participating in seminars and webinars. These activities are above and beyond the sessions offered on-campus.

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Aldrich, Kathy	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Aldrich, Kathy	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Aldrich, Kathy	Question Point - Ask a Librarian-Online-BBCC	03/14/14	03/14/14		C
Aldrich, Kathy	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Aldrich, Kathy	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Aldrich, Kathy	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Aldrich, Kathy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Aldrich, Kathy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Aldrich, Kathy	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Aldrich, Kathy	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Aldrich, Kathy	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Anderson, John W.	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Anderson, John W.	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Andresen, Michael	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Andresen, Michael	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Andresen, Michael	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Arriaga, Robin	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Arriaga, Robin	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Arriaga, Robin	Position Allocation Training-Olympia	04/17/14	04/17/14		C
Arriaga, Robin	Harassement & Documentation Training-BBCC	05/21/14	05/21/14		C
Arriaga, Robin	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Arriaga, Robin	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Arriaga, Robin	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Arriaga, Robin	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Arriaga, Robin	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Arriaga, Robin	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		C
Arriaga, Robin	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Arriaga, Robin	HCA Open Enrollment Training-Moses Lake Fire Department	10/07/14	10/07/13		C
Arriaga, Robin	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Arriaga, Robin	LEAN Academy Kaizen Event-BBCC	10/13/14	10/15/14		C
Arriaga, Robin	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Arriaga, Robin	Discipline & Investigations-BBCC	11/21/14	11/21/14		C
Barksdale, Robert	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Bartleson, Traci	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		C
Bartleson, Traci	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Bartleson, Traci	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Bergen, Tony	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Bergen, Tony	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Bergen, Tony	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Bergen, Tony	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Bergen, Tony	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Bergen, Tony	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Bergen, Tony	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Bergen, Tony	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Bergen, Tony	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Bergen, Tony	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/27/14	10/27/14		C
Bergen, Tony	Asbestos Hazard Awareness-Vivid Learning System-online	10/29/14	10/29/14		C
Bergen, Tony	Electrical Safety-Vivid Learning System-online	11/12/14	11/12/14		C
Bernhardt, Starr	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Bernhardt, Starr	From Military to Civilian-BBCC	03/06/14	03/06/14		C
Bernhardt, Starr	Research & Planning Commission meeting-Auburn	03/19/14	03/21/14		C
Bernhardt, Starr	Research and Planning Commission 2014 Winter Conference-Auburn	03/19/14	03/20/14		C
Bernhardt, Starr	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Bernhardt, Starr	Introduction to SQL-Online-BBCC	04/07/14	04/07/14		C
Bernhardt, Starr	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Bernhardt, Starr	Leading from the Middle Retreat-Union, WA	04/14/14	04/16/14		C
Bernhardt, Starr	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Bernhardt, Starr	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Bernhardt, Starr	Basic Self Defense-BBCC	06/05/14	06/05/14		C
Bernhardt, Starr	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		C
Bernhardt, Starr	Research & Planning Commission meeting-Spokane	06/25/14	06/27/14		C
Bernhardt, Starr	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Bernhardt, Starr	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Bernhardt, Starr	Summer 2014 Association Conference-Pasco	08/14/14	08/15/14		C
Bernhardt, Starr	Leading with Authenticity-Pasco	08/14/14	08/15/14		C

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Bernhardt, Starr	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Bernhardt, Starr	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Bernhardt, Starr	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Bernhardt, Starr	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Bernhardt, Starr	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Bernhardt, Starr	AtD Meeting-Olympia	10/27/14	10/27/14		C
Bernhardt, Starr	Research and Planing Commission Fall Meeting-Moses Lake	10/30/14	10/31/14		C
Bernhardt, Starr	IPEDS Data Users Workshop-Seattle	11/05/14	11/05/14		C
Bernhardt, Starr	Tableau Drive Workshop-Online-BBCC	11/18/14	11/18/14		C
Bernhardt, Starr	BBCC Delegation to SBCTC (Professional Development)-Olympia	11/20/14	11/20/14		C
Beuckman, Brad	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Beuckman, Brad	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Beuckman, Brad	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Beuckman, Brad	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Beuckman, Brad	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Beuckman, Brad	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Beuckman, Brad	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Beuckman, Brad	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/23/14	10/23/14		C
Beuckman, Brad	Electrical Safety-Vivid Learning System-online	10/27/14	10/27/14		C
Beuckman, Brad	Asbestos Hazard Awareness-Vivid Learning System-online	10/29/14	10/29/14		C
Bomstad, David	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Bomstad, David	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Bomstad, David	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Bomstad, David	Bloodborne Pathogens-Vivid Learning System-online	11/07/14	11/07/14		C
Bomstad, David	Driver Safety-Vivid Learning System-online	11/14/14	11/14/14		C
Bomstad, David	Fire Safety-Vivid Learning System-online	11/14/14	11/14/14		C
Bomstad, David	Ladder Safety-Vivid Learning System-online	11/14/14	11/14/14		C
Bomstad, David	Slips, Trips, and Falls-Vivid Learning System-online	11/14/14	11/14/14		C
Brischle, Cheryl	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Brischle, Cheryl	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Brischle, Cheryl	Washington State TRiO Conference 2014-Ellensburg	04/11/14	04/11/14		C
Brischle, Cheryl	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Brischle, Cheryl	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Brischle, Cheryl	Microsoft Outlook 2013 Training-BBCC	07/11/14	07/11/14		C
Brischle, Cheryl	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Brischle, Cheryl	2014 STTACC Conference-Everett	08/14/14	08/15/14		C
Brischle, Cheryl	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Brischle, Cheryl	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Brischle, Cheryl	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Brown, Amber	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Brown, Amber	Microsoft Outlook 2013 Training-BBCC	07/11/14	07/11/14		C
Brown, Amber	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Brown, Amber	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Brown, Amber	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Brown, Amber	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Candanoza, Hope	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Candanoza, Hope	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Candanoza, Hope	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Candanoza, Hope	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Candanoza, Hope	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Candanoza, Hope	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Candanoza, Hope	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Candanoza, Hope	Casas Cadre Training-Grandview	10/31/14	10/31/14		C
Candanoza, Hope	NRS Training-Renton	11/07/14	11/07/14		C
Candanoza, Hope	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Candanoza, Hope	Faculty Institute Annual Network Meeting-Everett	12/01/14	12/02/14		C
Carsey, Scott	Educause Meeting-Portland	02/11/14	02/13/14		C
Carsey, Scott	ITC Meeting-Pasco	04/10/14	04/11/14		C
Carsey, Scott	ITC Meeting-Spokane	07/23/14	07/23/14		C
Carsey, Scott	ITC/ELC Meeting-Port Angeles	08/18/14	08/19/14		C
Carsey, Scott	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Carsey, Scott	Project Management Masters Certification-Portland	10/27/14	10/28/14		C
Casebolt, Dale	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Casebolt, Dale	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Casebolt, Dale	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Casebolt, Dale	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Cervantes, Sergio	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Cervantes, Sergio	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Cervantes, Sergio	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Cervantes, Sergio	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Cervantes, Sergio	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/23/14	10/23/14		C
Cervantes, Sergio	Electrical Safety-Vivid Learning System-online	11/10/14	11/10/14		C
Cesario, Todd	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Cesario, Todd	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Cesario, Todd	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Cesario, Todd	Bloodborne Pathogens-Vivid Learning System-online	11/07/14	11/07/14		C
Cesario, Todd	Driver Safety-Vivid Learning System-online	12/05/14	12/05/14		C
Cesario, Todd	Fire Safety-Vivid Learning System-online	12/12/14	12/12/14		C
Cesario, Todd	Ladder Safety-Vivid Learning System-online	12/16/14	12/16/14		C
Cesario, Todd	Slips, Trips, and Falls-Vivid Learning System-online	12/17/14	12/17/14		C
Christian, Carla Louise	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Christian, Carla Louise	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Christian, Carla Louise	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Christian, Carla Louise	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Christian, Carla Louise	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Christian, Carla Louise	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Christian, Carla Louise	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Christian, Carla Louise	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Christian, Carla Louise	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Christian, Carla Louise	STTACC Conference-Everett	08/14/14	08/15/14		C
Christian, Carla Louise	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Christian, Carla Louise	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Christian, Carla Louise	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Christian, Carla Louise	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Christian, Carla Louise	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Christian, Carla Louise	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Coffin, Ruth	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Coffin, Ruth	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Coffin, Ruth	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Coffin, Ruth	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Coffin, Ruth	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Coffin, Ruth	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Coffin, Ruth	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Collins, Barbara	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Collins, Barbara	Title V Coop Grant Staff Meeting-Toppenish	03/27/14	03/27/14		C
Collins, Barbara	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Collins, Barbara	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Collins, Barbara	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Collins, Barbara	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Collins, Barbara	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Collins, Barbara	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Collins, Barbara	Annual STTACC Conference-Everett	08/14/14	08/15/14		C
Collins, Barbara	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		C
Collins, Barbara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Collins, Barbara	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Collins, Barbara	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Collins, Barbara	VISTA WACC Supervisory Training-Pullman	10/20/14	10/20/14		C
Curran-Sweeney, Teresa	Custom Holdings Webinar-BBCC	03/10/14	03/10/14		C
Curran-Sweeney, Teresa	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Curran-Sweeney, Teresa	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Dowey, Alan	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Dowey, Alan	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Farmer, Kamela	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Farmer, Kamela	Engineering with Solid Works-ENGR 265-BBCC	09/22/14	09/24/14		C
Farmer, Kamela	Solid Works, CAD-BBCC	09/22/14	12/12/14		C
Fish, Randy	Planet Turf Winter Seminar-Turf Care and Products Meeting-Pasco	01/14/14	01/14/14		C
Fish, Randy	Grant County Noxious Weed Board Meeting-BBCC	01/15/14	01/15/14		C

Employee	Activity	Start Date	End Date	Credits	Type
Fish, Randy	WSU Pesticide License Recertification Training-BBCC	01/28/14	01/28/14		C
Fish, Randy	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Fish, Randy	First Aid/CPR Training-BBCC	03/07/14	03/07/14		C
Fish, Randy	Aerial and Scissor Lift Safety Certification-BBCC	03/17/14	03/17/14		C
Fish, Randy	CA-Hand and Power Tools Certfication-BBCC	03/18/14	03/18/14		C
Fish, Randy	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Fish, Randy	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Fish, Randy	Security Badge-Airport Terminal-Moses Lake	04/11/14	04/11/14		C
Fish, Randy	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Fish, Randy	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Fish, Randy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Fish, Randy	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Fish, Randy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Fish, Randy	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Fish, Randy	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Fish, Randy	Fire Safety-Vivid Learning System-online	10/23/14	10/23/14		C
Fish, Randy	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/24/14	10/24/14		C
Fish, Randy	Asbestos Hazard Awareness-Vivid Learning System-online	10/29/14	10/29/14		C
Fish, Randy	Electrical Safety-Vivid Learning System-online	10/31/14	10/31/14		C
Fish, Randy	Excavation, Trenching, and Shoring Safety-Vivid Learning System-online	11/18/14	11/18/14		C
Fish, Randy	Lead Awareness-Vivid Learning System-online	12/30/14	12/30/14		C
Frueh, Dave	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Frueh, Dave	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Frueh, Dave	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Frueh, Dave	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Frueh, Dave	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Frueh, Dave	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Frueh, Dave	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Fry, Cassandra	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Fry, Cassandra	Appointment Scheduling System Training-BBCC	08/21/14	08/29/14		C
Fry, Cassandra	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Fry, Cassandra	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Fry, Cassandra	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Fry, Cassandra	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Gamboa, Julia	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Gamboa, Julia	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Gamboa, Julia	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Gamboa, Julia	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Gamboa, Julia	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Gamboa, Julia	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		C
Gamboa, Julia	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Gamboa, Julia	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Girone, Karen	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Girone, Karen	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Girone, Karen	Position Allocation-BBCC	06/19/14	06/19/14		C
Girone, Karen	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Girone, Karen	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Girone, Karen	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Girone, Karen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Girone, Karen	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Girone, Karen	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Girone, Karen	Regulatory Compliance Training-Clery Act-Canvas-BBCC	11/10/14	11/10/14		C
Girone, Karen	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Gruber, Eric	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Gruber, Eric	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Gruber, Eric	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Hankins, Sarah	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Hankins, Sarah	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Hanover, Gene	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Hanover, Gene	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Hanover, Gene	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Hanover, Gene	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Hanover, Gene	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Hanover, Gene	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Hanover, Gene	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C

Employee	Activity	Start Date	End Date	Credits	Type
Hanover, Gene	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Hanover, Gene	Bloodborne Pathogens-Vivid Learning System-online	11/17/14	11/17/14		C
Hanover, Gene	Driver Safety-Vivid Learning System-online	11/17/14	11/17/14		C
Hanover, Gene	Fire Safety-Vivid Learning System-online	11/18/14	11/18/14		C
Hanover, Gene	Ladder Safety-Vivid Learning System-online	11/18/14	11/18/14		C
Hanover, Gene	Slips, Trips, and Falls-Vivid Learning System-online	11/19/14	11/19/14		C
Hansen, Clint	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Hansen, Clint	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Hansen, Clint	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Helvy, Garry	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Helvy, Garry	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/22/14	10/22/14		C
Helvy, Garry	Asbestos Hazard Awareness-Vivid Learning System-online	10/22/14	10/22/14		C
Helvy, Garry	Electrical Safety-Vivid Learning System-online	10/22/14	10/22/14		C
Helvy, Garry	Excavation, Trenching, and Shoring Safety-Vivid Learning System-online	10/22/14	10/22/14		C
Helvy, Garry	Fire Safety-Vivid Learning System-online	10/22/14	10/22/14		C
Helvy, Garry	Lead Awareness-Vivid Learning System-online	10/31/14	10/31/14		C
Helvy, Garry	Personal Fall Arrest Systems-Vivid Learning System-online	10/31/14	10/31/14		C
Helvy, Garry	Scaffold Safety-Vivid Learning System-online	10/31/14	10/31/14		C
Helvy, Garry	Slips, Trips, and Falls-Vivid Learning System-online	10/31/14	10/31/14		C
Jacobs, Amber	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Jacobs, Amber	IRS Webinar-Government Entity Retirement Plans-BBCC	05/28/14	05/28/14		C
Jacobs, Amber	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Jacobs, Amber	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Jacobs, Amber	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Jacobs, Amber	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Jacobs, Amber	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		C
Jacobs, Amber	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Jacobs, Amber	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Jacobs, Amber	Employment Law Update Seminar-BBCC	09/24/14	09/24/14		C
Jacobs, Amber	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Jones, Rick	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Jones, Rick	WISHA-Blood Borne Pathogen Training-Moses Lake	06/07/14	06/07/14		C
Jones, Rick	CPR, AED, and Basic First Aid-Moses Lake	06/12/14	06/12/14		C
Jones, Rick	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Jones, Rick	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Jones, Rick	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Jones, Rick	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/28/14	10/28/14		C
Jordan, Rita	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Jordan, Rita	VA Education Service Webinar-BBCC	08/20/14	08/20/14		C
Jordan, Rita	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Jordan, Rita	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Jordan, Rita	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Konovalchuk, Luybov	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Konovalchuk, Luybov	WAEYC Conference-Seattle	11/13/14	11/15/14		C
Konovalchuk, Luybov	TA08 Circle Time Tool Box-WAEYC Conference-Seattle	11/13/14	11/15/14	3	C
Konovalchuk, Luybov	PLENARY1 Relationships Matter-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Konovalchuk, Luybov	TB09 The Organized Classroom-WAEYC Conference-Seattle	11/13/14	11/15/14	3	C
Konovalchuk, Luybov	FA12 Toys, Crafts, Chemicals and More-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Konovalchuk, Luybov	PLENARY4 Brain Plasticity: How Experience Shapes the Brain-WAEYC Conference-Seattle	11/13/14	11/15/14	1.75	C
Konovalchuk, Luybov	FB03 Designing an Experience-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Konovalchuk, Luybov	SA01 Numerical Literacy-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Konovalchuk, Luybov	SB09 Fun with Science!-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Konovalchuk, Luybov	PLENARY7 Alleviating Burnout-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Konovalchuk, Luybov	SC06 Playing Through the Early Learning Guidelines-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Konovalchuk, Luybov	FC09 Math for Preschoolers-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Krcma, Kristen	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Krcma, Kristen	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Krcma, Kristen	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Krcma, Kristen	Hazardous Communitcations-Mediasite-BBCC	05/14/14	05/14/14		C
Krcma, Kristen	Hazardous Waste-Mediasite-BBCC	05/14/14	05/14/14		C
Krcma, Kristen	PPE Training-Mediasite-BBCC	05/14/14	05/14/14		C
Krcma, Kristen	C&EN Webinar-Best Practices for Increasing Laboratory Efficiencies-Part 1"-Webinar	05/28/14	05/28/14		C

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Krcma, Kristen	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Krcma, Kristen	C&EN Webinar-Best Practices for Increasing Laboratory Efficiencies-Part 2"-Webinar	06/12/14	06/12/14		C
Krcma, Kristen	C&EN Webinar-Best Practices for Increasing Laboratory Efficiencies-Part 3"-Webinar	06/25/14	06/25/14		C
Krcma, Kristen	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Krcma, Kristen	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Krcma, Kristen	Microsoft Outlook 2013 Training-BBCC	07/11/14	07/11/14		C
Krcma, Kristen	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Krcma, Kristen	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Krcma, Kristen	Annual STTACC Conference-Everett	08/14/14	08/15/14		C
Krcma, Kristen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Krcma, Kristen	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Krcma, Kristen	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Krcma, Kristen	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Krcma, Kristen	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Leach, Nancy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Leach, Nancy	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Leach, Nancy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Leach, Nancy	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Leach, Nancy	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/08/14		C
Leach, Nancy	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Lidbetter, Tony	ITC Meeting-Spokane	07/23/14	07/23/14		C
Lidbetter, Tony	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Lidbetter, Tony	Optiplex and Latitude Certification for Ordering Warrenty Parts-Dell Technician Direct online-BBCC	12/03/14	12/03/14		C
Lower, Chad	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Mata, Ted	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Mata, Ted	Microsoft Outlook 2013 Training-BBCC	07/11/14	07/11/14		C
Mata, Ted	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Mata, Ted	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Mestdagh, Valerie	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Mestdagh, Valerie	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Mestdagh, Valerie	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Mestdagh, Valerie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Mestdagh, Valerie	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Mestdagh, Valerie	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Mestdagh, Valerie	Bloodborne Pathogens-Vivid Learning System-online	11/07/14	11/07/14		C
Mestdagh, Valerie	Driver Safety-Vivid Learning System-online	11/07/14	11/07/14		C
Mestdagh, Valerie	Fire Safety-Vivid Learning System-online	11/07/14	11/07/14		C
Mestdagh, Valerie	Ladder Safety-Vivid Learning System-online	11/21/14	11/21/14		C
Meyers, James	Regulatory Compliance Training-Clery Act-Canvas-BBCC	12/17/14	12/17/14		C
Moskvich, Dina	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Moskvich, Dina	Embracing Early Childhood Conference-Wenatchee	10/18/14	10/18/14		C
Munyan, Tom	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Munyan, Tom	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Munyan, Tom	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Munyan, Tom	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Munyan, Tom	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Munyan, Tom	Bloodborne Pathogens (BBP)-Vivid Learning System-online	11/05/14	11/05/14		C
Munyan, Tom	Driver Safety-Vivid Learning System-online	11/20/14	11/20/14		C
Munyan, Tom	Fire Safety-Vivid Learning System-online	11/20/14	11/20/14		C
Munyan, Tom	Ladder Safety-Vivid Learning System-online	11/20/14	11/20/14		C
Munyan, Tom	Slips, Trips, and Falls-Vivid Learning System-online	11/21/14	11/21/14		C
Okerlund, Karen	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Okerlund, Karen	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Okerlund, Karen	First Aid/CPR/AED Training-BBCC	03/07/14	03/07/14		C
Okerlund, Karen	Harassment & Documentation-Labor & Employment Seminar-BBCC	05/21/14	05/21/14		C
Okerlund, Karen	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Okerlund, Karen	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Okerlund, Karen	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Okerlund, Karen	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Okerlund, Karen	ctcLink-Workstudy & Time Reporting Codes Webinar-BBCC	08/21/14	08/21/14		C
Okerlund, Karen	FMLA Update Webinar-BBCC	09/12/14	09/12/14		C
Okerlund, Karen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C

Employee	Activity	Start Date	End Date	Credits	Type
Okerlund, Karen	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Okerlund, Karen	HCA Open Enrollment Training-Moses Lake Fire Department	10/07/14	10/07/13		C
Okerlund, Karen	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Okerlund, Karen	Regulatory Compliance Training-Clery Act-Canvas-BBCC	10/22/14	10/22/14		C
Okerlund, Karen	Increasing Engagement Through a Culture of Service Excellence Training-BBCC	11/20/14	11/20/14		C
Pinger, Mikaela	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Pinger, Mikaela	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Pinger, Mikaela	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Ponce, Yvonne	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Ponce, Yvonne	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Ponce, Yvonne	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Ponce, Yvonne	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Ponce, Yvonne	Microsoft Outlook 2013 Training-BBCC	07/08/14	07/08/14		C
Ponce, Yvonne	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Ponce, Yvonne	STTACC Conference-Everett	08/14/14	08/15/14		C
Ponce, Yvonne	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Ponce, Yvonne	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Ponce, Yvonne	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Radchishin, Petr	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Radchishin, Petr	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Radchishin, Petr	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Radchishin, Petr	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Radchishin, Petr	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Radchishin, Petr	Bloodborne Pathogens-Vivid Learning System-online	11/10/14	11/10/14		C
Richins, Tana	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Richins, Tana	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Richins, Tana	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Richins, Tana	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Richins, Tana	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Richins, Tana	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Richins, Tana	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Richins, Tana	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Riegel, Barbara	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Riegel, Barbara	TSA Training-BBCC	04/16/14	04/16/14		C
Riegel, Barbara	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Riegel, Barbara	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Riegel, Barbara	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Riegel, Barbara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Robnett, Jeff	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Robnett, Jeff	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/22/14	10/22/14		C
Robnett, Jeff	Asbestos Hazard Awareness-Vivid Learning System-online	10/22/14	10/22/14		C
Robnett, Jeff	Electrical Safety-Vivid Learning System-online	10/29/14	10/29/14		C
Rogerson, Mark	VMware Data Center Vertualization Certification-Online-BBCC	04/10/14	04/10/14		C
Rogerson, Mark	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Rogerson, Mark	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Rogerson, Mark	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Russell, Joe	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Russell, Joe	United Rentals "Excavation Safety for Competent Person" Tranining-City of Moses Lake	02/26/14	02/26/14		C
Russell, Joe	CPR/First Aid Training-BBCC	03/07/14	03/07/14		C
Russell, Joe	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Russell, Joe	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Russell, Joe	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Russell, Joe	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Russell, Joe	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Russell, Joe	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Russell, Joe	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Russell, Joe	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/24/14	10/24/14		C
Russell, Joe	Excavation, Trenching, and Shoring Safety-Vivid Learning System-online	10/27/14	10/27/14		C
Russell, Joe	Fire Safety-Vivid Learning System-online	10/27/14	10/27/14		C
Russell, Joe	Personal Fall Arrest Systems-Vivid Learning System-online	10/28/14	10/28/14		C
Russell, Joe	Asbestos Hazard Awareness-Vivid Learning System-online	10/29/14	10/29/14		C
Russell, Joe	Scaffold Safety-Vivid Learning System-online	10/29/14	10/29/14		C
Russell, Joe	Electrical Safety-Vivid Learning System-online	10/30/14	10/30/14		C

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Russell, Joe	Slips, Trips, and Falls-Vivid Learning System-online	11/04/14	11/04/14		C
Russell, Joe	Lead Awareness-Vivid Learning System-online	11/05/14	11/05/14		C
Sandoval, Alejandra	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Sandoval, Alejandra	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Sandoval, Alejandra	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Schachtschneider, Barbi	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Schachtschneider, Barbi	Project Management-BBCC	04/18/14	04/19/14		C
Schachtschneider, Barbi	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Schachtschneider, Barbi	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Schachtschneider, Barbi	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Schachtschneider, Barbi	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Simpson, Debbie	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Simpson, Debbie	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Simpson, Debbie	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Simpson, Debbie	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Simpson, Debbie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Simpson, Debbie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Simpson, Debbie	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Simpson, Debbie	Running Start Fall Training-ITV-BBCC	11/06/14	11/06/14		C
Simpson, Debbie	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Smith, Angie	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Smith, Angie	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Smith, Angie	BAR Commission Meeting-Pasco	05/29/14	05/30/14		C
Smith, Angie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Smith, Angie	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Smith, Angie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Smith, Angie	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		C
Smith, Angie	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Strnad, Hope	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Strnad, Hope	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Strnad, Hope	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Strnad, Hope	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Strnad, Hope	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Strnad, Hope	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Theis, Nancy	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Theis, Nancy	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Theis, Nancy	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Theis, Nancy	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Theis, Nancy	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Theis, Nancy	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Theis, Nancy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Theis, Nancy	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Theis, Nancy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Theis, Nancy	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Theis, Nancy	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Theis, Nancy	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Theis, Nancy	Vivid Safety Training Modules Training w/Kim G.-BBCC	10/22/14	10/28/14		C
Timofeyev, Taisa	SALT-BBCC	06/25/14	06/25/14		C
Timofeyev, Taisa	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Timofeyev, Taisa	BFET 2014 Conference-Vancouver, WA	08/11/14	08/12/14		C
Timofeyev, Taisa	DSHS Workforce Orientations-Moses Lake	08/13/14	08/13/14		C
Timofeyev, Taisa	Worker Retraining Statewide Conference-Bellevue	09/03/14	09/04/14		C
Timofeyev, Taisa	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Timofeyev, Taisa	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Timofeyev, Taisa	BFET ITV Meeting-Spokane	11/18/14	11/18/14		C
Timofeyev, Taisa	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Tincani, Rick	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Tincani, Rick	First Aid/CPR Training-BBCC	03/07/14	03/07/14		C
Tincani, Rick	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Tincani, Rick	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Tincani, Rick	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Tincani, Rick	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Tincani, Rick	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Tincani, Rick	Lucid Training w/ the Internet-BBCC	10/01/14	10/31/14		C
Tincani, Rick	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Tincani, Rick	Bloodborne Pathogens (BBP)-Vivid Learning System-online	10/23/14	10/23/14		C
Tincani, Rick	Driver Safety-Vivid Learning System-online	10/23/14	10/23/14		C
Tincani, Rick	Slips, Trips, and Falls-Vivid Learning System-online	10/24/14	10/24/14		C
Tincani, Rick	Fire Safety-Vivid Learning System-online	10/25/14	10/25/14		C
Tincani, Rick	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/30/14	10/30/14		C
Tincani, Rick	Ladder Safety-Vivid Learning System-online	11/07/14	11/07/14		C
Tincani, Rick	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Tincher, Jim	Planet Turf Winter Seminar-Pasco	01/14/14	01/14/14		C
Tincher, Jim	Noxious Weed Meeting-BBCC	01/15/14	01/15/14		C
Tincher, Jim	Pesticide Recertification-BBCC	01/28/14	01/28/14		C
Tincher, Jim	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Tincher, Jim	Aerial and Scissor Lift Safety Certification-BBCC	03/14/14	03/14/14		C
Tincher, Jim	CA-Hand and Power Tools Certfication-BBCC	03/14/14	03/14/14		C
Tincher, Jim	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Tincher, Jim	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Tincher, Jim	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Tincher, Jim	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Tincher, Jim	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Tincher, Jim	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Tincher, Jim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Tincher, Jim	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Tincher, Jim	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Tincher, Jim	Asbestos Hazard Awareness-Vivid Learning System-online	10/22/14	10/22/14		C
Tincher, Jim	Slips, Trips, and Falls-Vivid Learning System-online	10/22/14	10/22/14		C
Tincher, Jim	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/28/14	10/28/14		C
Tincher, Jim	Personal Fall Arrest Systems-Vivid Learning System-online	10/28/14	10/28/14		C
Tincher, Jim	Electrical Safety-Vivid Learning System-online	10/30/14	10/30/14		C
Tincher, Jim	Excavation, Trenching, and Shoring Safety-Vivid Learning System-online	11/06/14	11/06/14		C
Uresti, Angel	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Uresti, Angel	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Uresti, Angel	On-the-Job Safety-BBCC	05/30/14	05/30/14		C
Uresti, Angel	Position Allocation & Performance Evaluations-BBCC	06/19/14	06/19/14		C
Uresti, Angel	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Uresti, Angel	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Uresti, Angel	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Uresti, Angel	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Uresti, Angel	Aerial and Scissor Lift Safety-Vivid Learning System-online	10/28/14	10/28/14		C
Uresti, Angel	Asbestos Hazard Awareness-Vivid Learning System-online	10/29/14	10/29/14		C
Valdez, Esther	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Valdez, Esther	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Valdez, Esther	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Valdez, Esther	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Valdez, Esther	Microsoft Word 2013 Intermediate/Advanced Training-BBCC	07/22/14	07/22/14		C
Valdez, Esther	Microsoft Excel 2013 Training-BBCC	07/24/14	07/24/14		C
Valdez, Esther	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Valdez, Esther	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Valdez, Esther	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
Valdez, Esther	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Walker, Jonie	Financial Aid Training-BBCC	01/29/14	01/29/14		C
Walker, Jonie	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
Walker, Jonie	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		C
Walker, Jonie	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		C
Walker, Jonie	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		C
Walker, Jonie	CSO Interfase On-line Employment Software-BBCC	06/10/14	06/24/14		C
Walker, Jonie	CSO Interfase On-line Employment Software-BBCC	07/01/14	07/08/14		C
Walker, Jonie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Walker, Jonie	Microsoft Outlook 2013 Training-BBCC	07/11/14	07/11/14		C
Walker, Jonie	CSO Interfase Viking Careers-BBCC	08/12/14	08/12/14		C
Walker, Jonie	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C

178

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Walker, Jonie	CSO Interfase Viking Careers-BBCC	09/02/14	09/02/14		C
Walker, Jonie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Walker, Jonie	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Walker, Jonie	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Wallace, Alicia	Bridges Out of Poverty-BBCC	03/26/14	03/26/14		C
Wallace, Alicia	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		C
Wallace, Alicia	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
Wallace, Alicia	BFET 2014 Conference-Vancouver, WA	08/11/14	08/12/14		C
Wallace, Alicia	Association Conference-Pasco	08/13/14	08/14/14		C
Wallace, Alicia	DSHS Orientations-Moses Lake	08/13/14	08/13/14		C
Wallace, Alicia	STTACC Conference-Everett	08/14/14	08/15/14		C
Wallace, Alicia	DSHS Orientations-Moses Lake	08/22/14	08/22/14		C
Wallace, Alicia	DSHS Orientations-Moses Lake	08/29/14	08/29/14		C
Wallace, Alicia	Worker Retraining Statewide Conference-Bellevue	09/03/14	09/04/14		C
Wallace, Alicia	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Wallace, Alicia	Active Shooter Training & Basic Self-Defense-BBCC	10/10/14	10/10/14		C
Wallace, Alicia	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
Wallace, Alicia	BFET ITV Meeting-Spokane	11/18/14	11/18/14		C
Wallace, Alicia	Increasing Engagement Through a Culture of Service Excellence-BBCC	11/20/14	11/20/14		C
Weber, Angela	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		C
Weber, Angela	WAEYC Conference-Seattle	11/13/14	11/15/14		C
Weber, Angela	TA02 Strategies for Communicating and Working with Diverse Familes-WAEYC Conference-Seattle	11/13/14	11/15/14	3.25	C
Weber, Angela	PLENARY1 Relationships Matter-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Weber, Angela	TB02 What About the Dads-WAEYC Conference-Seattle	11/13/14	11/15/14	3	C
Weber, Angela	FA06 Managing & Engaging Reluctant Staff-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Weber, Angela	PLENARY4 Brain Plasticity: How Experience Shapes the Brain-WAEYC Conference-Seattle	11/13/14	11/15/14	1.75	C
Weber, Angela	FB09 Unlock the Power of Blocks-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Weber, Angela	FC08 Mentoring, Coaching and Consultation in ECE-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Weber, Angela	SA11 Shorter Than A Snooze-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Weber, Angela	PLENARY7 Alleviating Burnout-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Weber, Angela	SC06 Playing Through the Early Learning Guidelines-WAEYC Conference-Seattle	11/13/14	11/15/14	2	C
Weber, Angela	SB05 Social Media for Adminstrators and Teachers-WAEYC Conference-Seattle	11/13/14	11/15/14	1.5	C
Weiser, Tracey	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
Weiser, Tracey	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		C
White, Linda	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		C
White, Linda	Confronting Without Conflict-BBCC	07/10/14	07/10/14		C
White, Linda	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		C
White, Linda	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		C
White, Linda	Bloodborne Pathogens-Vivid Learning System-online	11/07/14	11/07/14		C
White, Linda	Driver Safety-Vivid Learning System-online	12/17/14	12/17/14		C
Allen, LoraLyn	Advising Council Meeting-ITV-BBCC	01/23/14	01/23/14		E
Allen, LoraLyn	AVID Collaboration-BBCC	01/24/14	01/24/14		E
Allen, LoraLyn	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		E
Allen, LoraLyn	A Minefield of Liablility-BBCC	01/27/14	01/27/14		E
Allen, LoraLyn	Disability Support Services Council Winter Meeting-Olympia	01/30/14	01/31/14		E
Allen, LoraLyn	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Allen, LoraLyn	AVID Academic Advising for Maximizing Student Persistence-BBCC	02/21/14	02/21/14		E
Allen, LoraLyn	From Military to Civilian-BBCC	03/06/14	03/06/14		E
Allen, LoraLyn	Assistive Technology/Information Technology Training (Go Wise)-BBCC	03/13/14	03/13/14		E
Allen, LoraLyn	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Allen, LoraLyn	Case Study of Section 508 Testing Programs in Four Federal Agencies-Online-BBCC	03/25/14	03/25/14		E
Allen, LoraLyn	Bridges Out of Poverty Workshop-BBCC	03/26/14	03/26/14		E
Allen, LoraLyn	AVID Socratic Seminars and Philosophical Chairs Strategies for Teaching-BBCC	04/11/14	04/11/14		E
Allen, LoraLyn	Disabled Student Services Council/Washington and Post-Secondary Education and Disability Conference-Leavenworth	04/15/14	04/18/14		E
Allen, LoraLyn	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		E
Allen, LoraLyn	Influencing Others-BBCC	05/05/14	05/05/14		E

Employee	Activity	Start Date	End Date	Credits	Type
Allen, LoraLyn	Developing Proposals-BBCC	05/06/14	05/06/14		E
Allen, LoraLyn	All-Media Boot Camp Workshop-Des Moines	06/10/14	06/10/14		E
Allen, LoraLyn	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Allen, LoraLyn	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Allen, LoraLyn	Introduction to the ADA and Accomodation-Sloan Training-Online	07/11/14	07/18/14		E
Allen, LoraLyn	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Allen, LoraLyn	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Allen, LoraLyn	Easy Course Enhancements to Inprove Access-Webinar	10/13/14	10/13/14		E
Allen, LoraLyn	DSSC Meeting/WAPED Conference-Bellingham	10/22/14	10/24/14		E
Allen, LoraLyn	Quality Matters Accessibility and Usability-Online	10/31/14	11/07/14		E
Allen, LoraLyn	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Allen, LoraLyn	How an Accessibility Strategy Can Unlock the Power of Academic Video Webinar-BBCC	12/16/14	12/16/14		E
Alvarez, Luis	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Alvarez, Luis	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Alvarez, Luis	Washington State TRiO Conference 2014-Ellensburg	04/11/14	04/11/14		E
Alvarez, Luis	Students of Color Conference 2014-Yakima	04/17/14	04/19/14		E
Alvarez, Luis	Council for Opportunity in Education Conference-Chicago	05/07/14	05/07/14		E
Alvarez, Luis	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Alvarez, Luis	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Alvarez, Luis	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Alvarez, Luis	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Alvarez, Luis	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Alvarez, Luis	Emerging Leaders Institute 2014-Anchorage	10/03/14	10/04/14		E
Alvarez, Luis	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/08/14		E
Arita, Kathy	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Arita, Kathy	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Arita, Kathy	Sole Source & Direct Buy Contracts: New Policy & Filing Process-DES webinar-BBCC	02/25/14	02/25/14		E
Arita, Kathy	Purchasing Affairs Council Meeting-Wenatchee	04/09/14	04/10/14		E
Arita, Kathy	CTC Link Training-BBCC	04/10/14	04/10/14		E
Arita, Kathy	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Arita, Kathy	Influencing Others-BBCC	05/05/14	05/05/14		E
Arita, Kathy	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Arita, Kathy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Arita, Kathy	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Arita, Kathy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Arita, Kathy	Navigating the Dept of Retirement Website Maze-BBCC	09/18/14	09/18/14		E
Bortz, Jody	Contexualized Learning Conference-Spokane	01/10/14	01/10/14		E
Bortz, Jody	AVID Collaboration-BBCC	01/23/14	01/23/14	2	E
Bortz, Jody	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14	2.5	E
Bortz, Jody	WABERS Updates-Online-BBCC	03/06/14	03/06/14		E
Bortz, Jody	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Bortz, Jody	Bridge Out of Poverty-BBCC	03/26/14	03/26/14		E
Bortz, Jody	Council for Basic Skills Training-Edmonds	04/16/14	04/18/14		E
Bortz, Jody	Transforming the Classroom Through the Standards for Mathematical Practice-Online	05/19/14	05/19/14		E
Bortz, Jody	Developing Proposals-BBCC	05/20/14	05/20/14		E
Bortz, Jody	Creativity in the Science Classroom: Online and F2F-Online	05/22/14	05/22/14		E
Bortz, Jody	OER/Open Educational Resources-Online	06/16/14	06/23/14		E
Bortz, Jody	CASAS Training-San Diego	06/17/14	06/19/14		E
Bortz, Jody	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Bortz, Jody	Be the Change: Ending the Cycle of Poverty-Wenatchee	09/23/14	09/23/14		E
Bortz, Jody	Supporting Engagement, Learning, and Success of Students at Risk Webinar-BBCC	10/01/14	10/01/14		E
Bortz, Jody	College Readiness Retreat-North Bend	10/23/14	10/24/14		E
Bortz, Jody	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Bortz, Jody	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Bratsch, Heidi	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		E
Bratsch, Heidi	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		E
Bratsch, Heidi	TLR, Leaves, Vacation - Oh my!-BBCC	04/03/14	04/03/14		E
Bratsch, Heidi	Teambuilding & Communication Scavenger Hunt-BBCC	04/11/14	04/11/14		E
Bratsch, Heidi	Position Allocation & Performance Evaluations-BBCC	05/29/14	05/29/14		E
Bratsch, Heidi	On-the-Job Safety-BBCC	05/30/14	05/30/14		E

Employee	Activity	Start Date	End Date	Credits	Type
Bratsch, Heidi	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Bratsch, Heidi	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Bratsch, Heidi	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Cadle, Annemarie	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Cadle, Annemarie	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Cadle, Annemarie	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Cadle, Annemarie	Influencing Others-BBCC	05/05/14	05/05/14		E
Cadle, Annemarie	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Cadle, Annemarie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Cadle, Annemarie	Van & Bus Log Training-BBCC	07/30/14	07/30/14		E
Cadle, Annemarie	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Cadle, Annemarie	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/19/14	08/20/14		E
Cadle, Annemarie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Cadle, Annemarie	LEAN Contract Training-BBCC	10/13/14	10/15/14		E
Cadle, Annemarie	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		E
Cadle, Annemarie	Active Shooter Training Online-BBCC	11/04/14	11/04/14		E
Cadle, Annemarie	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Cadle, Annemarie					E
Chadwick, Linda	Office Pro Magazine at desk-Jan/Feb Issue-BBCC	01/01/14	02/01/14		E
Chadwick, Linda	InDesign CC Software Training at desk	01/08/14	01/31/14		E
Chadwick, Linda	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Chadwick, Linda	Improve Your Memory, Improve Your Productivity-On demand training-BBCC	02/05/14	02/05/14	1.5	E
Chadwick, Linda	InDesign CC Software Training-BBCC	02/06/14	02/14/14		E
Chadwick, Linda	CPR/First Aid/AED Training-BBCC	02/07/14	02/07/14		E
Chadwick, Linda	Acrobat IX Pro Training-BBCC	02/12/14	02/14/14	.165	E
Chadwick, Linda	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Chadwick, Linda	OneNote 2010 Training-BBCC	02/19/14	02/19/14	.137	E
Chadwick, Linda	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14	1.5	E
Chadwick, Linda	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Chadwick, Linda	Confronting Workplace Conflict-BBCC	03/11/14	03/11/14	1.5	E
Chadwick, Linda	Business Writing and Editing for Professionals-BBCC	03/12/14	03/12/14	1.5	E
Chadwick, Linda	1 to 1:Customer Service Success-BBCC	03/20/14	03/20/14	.075	E
Chadwick, Linda	Active Listening-BBCC	03/25/14	03/25/14	.014	E
Chadwick, Linda	Excel 2010-Reference and Ranges in Formulas-BBCC	03/26/14	03/26/14	.025	E
Chadwick, Linda	IAAP e-Newsletter & Articles-BBCC	04/14/14	04/14/14		E
Chadwick, Linda	Office Pro Magazine at desk-April/May Issue-BBCC	04/17/14	04/17/14		E
Chadwick, Linda	Fred Pryor on Leadership-Audio Workshop-BBCC	04/21/14	04/21/14	.10	E
Chadwick, Linda	Influencing Others-BBCC	05/05/14	05/05/14		E
Chadwick, Linda	Excel 2013-Collaborating with Others-BBCC	05/21/14	05/21/14	.025	E
Chadwick, Linda	Office 2013-What's New-BBCC	05/22/14	05/22/14	.123	E
Chadwick, Linda	Excel 2013-Charting-BBCC	05/29/14	05/29/14	.025	E
Chadwick, Linda	Excel 2013-Applying Advanced Formatting-BBCC	05/29/14	05/29/14	.025	E
Chadwick, Linda	Are You Really Listening?-BBCC	05/29/14	05/29/14		E
Chadwick, Linda	Ethics and Business Conduct-BBCC	06/17/14	06/17/14	.10	E
Chadwick, Linda	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Chadwick, Linda	Employee Privacy-BBCC	06/24/14	06/24/14	.05	E
Chadwick, Linda	Stress Management for Women-BBCC	06/25/14	06/25/14	1.5	E
Chadwick, Linda	IAAP e-Newsletter & Articles-BBCC	06/27/14	06/27/14		E
Chadwick, Linda	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Chadwick, Linda	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Chadwick, Linda	LEAN Principles and Tools & Prep for October Kaizen Event-BBCC	08/20/14	08/21/14		E
Chadwick, Linda	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Chadwick, Linda	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Chadwick, Linda	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		E
Chadwick, Linda	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Chadwick, Linda	Emergency Management Institute-FEMA Certificate-Active Shooter: What Can You Do?-Online-BBCC	11/03/14	11/03/14		E
Chadwick, Linda	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Cheek, Sandy	Council for Basic Skills Meeting-Bremerton	01/16/14	01/17/14		E
Cheek, Sandy	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Cheek, Sandy	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Cheek, Sandy	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Cheek, Sandy	IDEA Meeting-Kent	03/06/14	03/07/14		E
Cheek, Sandy	Influencing Others-BBCC	05/05/14	05/05/14		E
Cheek, Sandy	WFSN Grant Meeting-Des Moines	05/14/14	05/14/14		E
Cheek, Sandy	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Cheek, Sandy	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Cheek, Sandy	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Cheek, Sandy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Cheek, Sandy	Rendezvous Conference-Yakima	07/28/14	07/31/14		E
Christian, Katherine	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Christian, Katherine	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Christian, Katherine	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Christian, Katherine	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Christian, Katherine	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Christian, Katherine	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Christian, Katherine	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Christian, Katherine	CNEWS Fall Meeting 2014-Tukwilla	10/15/14	10/17/14		E
Courtright, Caren	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Courtright, Caren	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Courtright, Caren	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		E
Courtright, Caren	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Courtright, Caren	Influencing Others-BBCC	05/05/14	05/05/14		E
Courtright, Caren	Developing Proposals-BBCC	05/06/14	05/06/14		E
Courtright, Caren	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Courtright, Caren	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Courtright, Caren	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Courtright, Caren	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Courtright, Caren	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Courtright, Caren	Making the Workplace Magical! How to Create a "Whistle While You Work Environment" Seminar	10/21/14	10/21/14	1.5	E
Courtright, Caren	If Disney Ran Your Store, What Would It Look Like? Making the Experience Magical Seminar	10/21/14	10/21/14	1.5	E
Courtright, Caren	NCBA Fall Meeting-Tacoma	10/23/14	10/23/14		E
Courtright, Caren	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Davis,Todd	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Davis,Todd	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Davis,Todd	CPR/First Aid Training-BBCC	03/07/14	03/07/14		E
Davis,Todd	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Davis,Todd	Operations & Facilities Council/SSEM Meeting-Spokane	05/15/14	05/16/14		E
Davis,Todd	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Davis,Todd	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Davis,Todd	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Davis,Todd	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Davis,Todd	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Davis,Todd	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Davis,Todd	WA State Dept of Enterprise Services Client Workshop-Tacoma	10/08/14	10/08/14		E
Davis,Todd	Project Management Masters Certification-Portland	10/27/14	10/28/14		E
De Hoog, Mike	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
De Hoog, Mike	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
De Leon, Anita	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
De Leon, Anita	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
De Leon, Anita	Fall Counselor Workshop-WA Council for High School-College Readiness-WSU Tri-Cities	09/23/14	09/23/14		E
De Leon, Anita	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/08/14		E
De Leon, Anita	WA Financial Aid Association 2014 Annual Conference-Airway Heights	10/15/14	10/16/14		E
de Leon, Jennifer	Freshman Seminar-BBCC	01/23/14	01/23/14		E
de Leon, Jennifer	AVID Collaboration-BBCC	01/24/14	01/24/14	2	E
de Leon, Jennifer	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14	2.5	E
de Leon, Jennifer	Elearning Conference-San Diego	01/31/14	02/04/14		E
de Leon, Jennifer	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
de Leon, Jennifer	Introduction to Copyright and Fair Use-Online	03/11/14	03/11/14		E

Employee	Activity	Start Date	End Date	Credits	Type
de Leon, Jennifer	Developing Proposals-BBCC	05/06/14	05/06/14		E
de Leon, Jennifer	Classroom Management: Engaging Students in Online Classes-Online	05/20/14	05/20/14		E
de Leon, Jennifer	Developing and Implementing Better Stategic Plans-BBCC	06/23/14	06/23/14		E
de Leon, Jennifer	Continuous Improvement-BBCC	07/01/14	07/01/14		E
de Leon, Jennifer	Confronting Without Conflict-BBCC	07/11/14	07/11/14		E
de Leon, Jennifer	AVID Summer Institute-San Diego	07/29/14	08/01/14		E
de Leon, Jennifer	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
de Leon, Jennifer	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Dourte, Melinda	English 102 class-Winter Quarter-BBCC	01/06/14	03/21/14	5	E
Dourte, Melinda	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Dourte, Melinda	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		E
Dourte, Melinda	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Dourte, Melinda	Influencing Others-BBCC	05/05/14	05/05/14		E
Dourte, Melinda	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Dourte, Melinda	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Dourte, Melinda	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Dourte, Melinda	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Dourte, Melinda	PACTC Leadership Training-Puyallup	09/25/14	09/25/14		E
Dourte, Melinda	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Dourte, Melinda	Statistics 145 class-Fall Quarter-BBCC	09/22/14	12/10/14	5	E
Dourte, Melinda	English 216 Film Studies class-Fall Quarter-BBCC	09/22/14	12/10/14	3	E
Elliott, Andrea	Freshman Seminar-BBCC	01/23/14	01/23/14		E
Elliott, Andrea	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Elliott, Andrea	E Learning Conference-San Diego	01/31/14	02/04/14		E
Elliott, Andrea	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Elliott, Andrea	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Elliott, Andrea	AVID Summer Institute-San Diego	07/29/14	08/01/14		E
Elliott, Andrea	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Foreman, Kyle	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Foreman, Kyle	BAC Meeting-Edmonds	04/03/14	04/03/14		E
Foreman, Kyle	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Foreman, Kyle	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Foreman, Kyle	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Foreman, Kyle	BAR Meeting-Wenatchee	10/16/14	10/16/14		E
Foreman, Kyle	Win With the Media-Snoqualmie	11/14/14	11/14/14	8	E
Fuhrman, Tim	eLearning Meeting-Olympia	01/23/14	01/24/14		E
Fuhrman, Tim	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Fuhrman, Tim	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Fuhrman, Tim	WA Canvas Users Group Meeting-Tacoma	03/27/14	03/27/14		E
Fuhrman, Tim	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Fuhrman, Tim	Influencing Others-BBCC	05/05/14	05/05/14		E
Fuhrman, Tim	InstructureCon 2014-Park City, UT	06/16/14	06/20/14		E
Fuhrman, Tim	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Fuhrman, Tim	LLC-Port Angeles	07/22/14	07/24/14		E
Fuhrman, Tim	AVID Summer Institute-San Diego	07/29/14	08/01/14		E
Fuhrman, Tim	ITC/ELC Meeting-Port Angeles	08/18/14	08/19/14		E
Fuhrman, Tim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Fuhrman, Tim	ELC Meeting-Longview	10/09/14	10/10/14		E
Fuhrman, Tim	ORCA & LLC Meetings-Spokane	10/23/14	10/24/14		E
Fuhrman, Tim	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Fuhrman, Tim	Librarians as Open Education Leaders Conference-Tacoma	11/06/14	11/07/14		E
Fuhrman, Tim	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Garrett, Kara	Meeting w/SSC Staff-BBCC	01/23/14	01/23/14		E
Garrett, Kara	Freshman Seminar-BBCC	01/23/14	01/23/14		E
Garrett, Kara	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14	2	E
Garrett, Kara	AVID Collaboration-BBCC	01/24/14	01/24/14	2	E
Garrett, Kara	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Garrett, Kara	Rural Alliance Meeting-Airway Hts	02/03/14	02/04/14		E
Garrett, Kara	Academic Advising Conference	02/20/14	02/21/14	3	E
Garrett, Kara	AVID Liaison Meeting-Long Beach	02/26/14	03/02/14		E
Garrett, Kara	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Garrett, Kara	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Garrett, Kara	AVID Philosophical Chairs and Socratic Seminars-BBCC	04/10/14	04/11/14	3	E
Garrett, Kara	ICRC Spring Meeting-Olympia	04/17/14	04/18/14		E
Garrett, Kara	Influencing Others-BBCC	05/05/14	05/05/14		E
Garrett, Kara	Developing Proposals-BBCC	05/06/14	05/06/14		E
Garrett, Kara	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Garrett, Kara	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Garrett, Kara	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Garrett, Kara	AVID Summer Institute-San Diego	07/30/14	08/03/14		E
Garrett, Kara	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Garrett, Kara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Garrett, Kara	Rural Alliance for College Success Meeting-Airway Heights	09/28/14	09/29/14		E
Garrett, Kara	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Garrett, Kara	Running Start Meeting-Wenatchee	10/07/14	10/07/14		E
Garrett, Kara	Running Start Meeting-Wenatchee	10/07/14	10/07/14		E
Garrett, Kara	ICRC Fall Meeting-Tacoma	10/09/14	10/10/14		E
Garrett, Kara	Articulation and Transfer Council-Supporting a Multicultural Campus Online-BBCC	10/16/14	10/17/14		E
Garrett, Kara	AtD Meeting-Olympia	10/27/14	10/27/14		E
Garrett, Kara	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Garrett, Kara	RN to BSN Program Revisions-ITV-BBCC	11/19/14	11/19/14		E
Garrett, Kara	CWU Biology and Chemistry Tour-Ellensburg	11/21/14	11/21/14		E
Garrett, Kara	Strategic Planning-BBCC				E
Garza, Kim	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Garza, Kim	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Garza, Kim	HRMC Meeting-Kirkland	02/06/14	02/07/14		E
Garza, Kim	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Garza, Kim	Diversity Education-First Choice Health Assistance Program-Online	03/11/14	03/11/14		E
Garza, Kim	Influencing Others-BBCC	05/05/14	05/05/14		E
Garza, Kim	Developing Proposals-BBCC	05/06/14	05/06/14		E
Garza, Kim	Investigator Training-Core-Walla Walla	05/07/14	05/09/14		E
Garza, Kim	Title IX Coordinator Training-Seattle	05/20/14	05/23/14		E
Garza, Kim	CUPA Conference-Ellensburg	07/24/14	07/24/14		E
Garza, Kim	HRMC Meeting-Port Angeles	08/06/14	08/07/14		E
Garza, Kim	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Garza, Kim	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Garza, Kim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Garza, Kim	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Garza, Kim	Title IX Administrators Conference-Walla Walla	11/12/14	11/12/14		E
Garza, Kim	HRMC-Walla Walla	11/13/14	11/13/14		E
Garza, Kim	7 Habits of Highly Effective People-Online	12/19/14	12/20/14	3	E
Geiger, Dawn	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Geiger, Dawn	CLA 2nd Annual Nat'l Foundation Conference-Las Vegas	02/05/14	02/06/14		E
Geiger, Dawn	CLA 2nd Annual Nat'l Foundation Conference Webinar-BBCC	02/07/14	02/07/14		E
Geiger, Dawn	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Geiger, Dawn	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Geiger, Dawn	Influencing Others-BBCC	05/05/14	05/05/14		E
Geiger, Dawn	Developing Proposals-BBCC	05/06/14	05/06/14		E
Geiger, Dawn	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Geiger, Dawn	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Geiger, Dawn	Summer 2014 Association Conference-Authentic Leadership-Pasco	08/14/14	08/15/14	11.5	E
Geiger, Dawn	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Geiger, Dawn	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Geiger, Dawn	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Guzman, Andre	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Guzman, Andre	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Guzman, Andre	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Guzman, Andre	AHSIE Conference-Ontario, CAL	03/17/14	03/19/14		E
Guzman, Andre	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Guzman, Andre	Influencing Others-BBCC	05/05/14	05/05/14		E
Guzman, Andre	Developing Proposals-BBCC	05/06/14	05/06/14		E
Guzman, Andre	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Guzman, Andre	WA STEM Meeting-CB Tech	07/01/14	07/01/14		E

Employee	Activity	Start Date	End Date	Credits	Type
Guzman, Andre	WELA Professional Leadership Training-Union, WA	07/07/14	07/11/14		E
Guzman, Andre	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Guzman, Andre	Pave the Way Conference-Tacoma	08/11/14	08/12/14		E
Guzman, Andre	Summer Association Conference-Pasco	08/14/14	08/15/14		E
Guzman, Andre	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Guzman, Andre	WELA Leadership Development	11/02/14	11/03/14		E
Hamburg, Gail	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Hamburg, Gail	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Hamburg, Gail	BAC Meeting-Olympia	02/27/14	02/28/14		E
Hamburg, Gail	BAC Meeting-Shoreline	04/03/14	04/04/14		E
Hamburg, Gail	Influencing Others-BBCC	05/05/14	05/05/14		E
Hamburg, Gail	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Hamburg, Gail	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Hamburg, Gail	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Hamburg, Gail	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Hamburg, Gail	BAC Capital Meeting-Lakewood	08/20/14	08/21/14		E
Hamburg, Gail	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Hamburg, Gail	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Hamburg, Gail	BAC Meeting-Wenatchee	10/09/14	10/10/14		E
Hamburg, Gail	BAC Capital Special Meeting-Lakewood	10/24/14	10/24/14		E
Hamburg, Gail	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Hamburg, Gail	Perspectacles-				E
Iverson, Jeremy	FAM Table Setup Training-WEBEX-BBCC	01/21/14	01/21/14		E
Iverson, Jeremy	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Iverson, Jeremy	MOOC:Exploring the Student Affairs in Higher Education Profession-through CO St Univ	03/11/14	03/11/14		E
Iverson, Jeremy	Financial Aid Council meeting-North Bend	03/13/14	03/14/14		E
Iverson, Jeremy	Influencing Others-BBCC	05/05/14	05/05/14		E
Iverson, Jeremy	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Iverson, Jeremy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Iverson, Jeremy	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Iverson, Jeremy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Iverson, Jeremy	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Iverson, Jeremy	WA Financial Aid Association (WFAA) Annual Conference-Spokane	10/15/14	10/17/14		E
Iverson, Jeremy	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Iverson, Jeremy	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Jackson, Kim	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Jackson, Kim	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Jackson, Kim	National APCA Conference-Atlanta	03/26/14	03/30/14		E
Jackson, Kim	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Jackson, Kim	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		E
Jackson, Kim	Influencing Others-BBCC	05/05/14	05/05/14		E
Jackson, Kim	APCA Student Activity Advisor Training-Las Vegas	06/03/14	06/05/14		E
Jackson, Kim	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Jackson, Kim	APCA Advisor Leadership Conference-Spokane	07/23/14	07/27/14		E
Jackson, Kim	Inland Northwest Student Affairs Colloquim-Cheney	07/31/14	07/31/14		E
Jackson, Kim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Jackson, Kim	Fall Faculty Inservice 2014-BBCC	09/15/14	09/15/14		E
Jackson, Kim	APCA Training for Regional Area Coordinator-New Orleans	09/21/14	09/22/14		E
Jackson, Kim	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Jackson, Kim	State Meeting of Council of Unions and Student Programs (CUSP)/Title IX/Cleary Act/Sexual Harrassment & Assult, Risk Management, Developing Learning Outcomes & Measuring Engagement-Renton	10/22/14	10/24/14		E
Jackson, Kim	NACA West Region Conference-Portland	11/14/14	11/15/14		E
Jackson, Kim	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Jeffery, Bonnie	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		E
Jeffery, Bonnie	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Jeffery, Bonnie	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Kinzel, Terry	Meeting w/SSC Staff-BBCC	01/23/14	01/23/14		E
Kinzel, Terry	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Kinzel, Terry	C2C Summit Meeting-Lacey	01/27/14	01/27/14		E
Kinzel, Terry	Title V Coop Grant Meeting-Toppenish	02/27/14	02/27/14		E
Kinzel, Terry	League for Innovation Conference & Excellence Awards-Anaheim CA	03/03/14	03/04/14		E
Kinzel, Terry	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Kinzel, Terry	Title V Coop Grant Staff Meeting-Toppenish	03/27/14	03/27/14		E
Kinzel, Terry	COS Conference-Honolulu	04/02/14	04/04/14		E
Kinzel, Terry	AVID-BBCC	04/11/14	04/11/14		E
Kinzel, Terry	WA State Passport to College Summit-Tacoma	04/24/14	04/24/14		E
Kinzel, Terry	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Kinzel, Terry	Influencing Others-BBCC	05/05/14	05/05/14		E
Kinzel, Terry	Developing Proposals-BBCC	05/06/14	05/06/14		E
Kinzel, Terry	AtD Implementation-Olympia	05/30/14	05/30/14		E
Kinzel, Terry	WFSN Grant Meeting-Indianapolis	06/23/14	06/24/14		E
Kinzel, Terry	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Kinzel, Terry	Presented at WA Student Achievement Council Meeting-Lakewood	08/12/14	08/12/14		E
Kinzel, Terry	WFSN Conference-Olympia	08/13/14	08/14/14		E
Kinzel, Terry	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Kinzel, Terry	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Kirkwood, Valerie	A Mindfield of Liability-BBCC	01/27/14	01/27/14	1	E
Kirkwood, Valerie	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14	1	E
Kirkwood, Valerie	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14	1	E
Kirkwood, Valerie	Research & Planning Commission meeting-Auburn	03/19/14	03/21/14		E
Kirkwood, Valerie	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Kirkwood, Valerie	WFSN Grant Meeting-Des Moines	05/14/14	05/14/14		E
Kirkwood, Valerie	Developing Proposals-BBCC	05/20/14	05/20/14	1	E
Kirkwood, Valerie	NISOD Conference-Int'l Conference on Teaching and Leadership Excellence-Austin, TX	05/25/14	05/28/14	14	E
Kirkwood, Valerie	The Unheard Story of David and Goliath, book on motivation and perseverance-Book	06/01/14	06/30/14	3	E
Kirkwood, Valerie	Overview of Strategic Planning-BBCC	06/23/14	06/23/14	3.5	E
Kirkwood, Valerie	Research & Planning Commission meeting-Spokane	06/25/14	06/27/14		E
Kirkwood, Valerie	Continuous Improvement-BBCC	07/01/14	07/01/14	1	E
Kirkwood, Valerie	Data & Decisions Academy, Foundational Statistics for Decisions Support-Online	07/01/14	07/28/14	30	E
Kirkwood, Valerie	Confronting Without Conflict-BBCC	07/10/14	07/10/14	2.5	E
Kirkwood, Valerie	Pave the Way Conference, Completion Strategies for Underrepresented Students-Tacoma	08/12/14	08/12/14	7	E
Kirkwood, Valerie	Leading with Authenticity-Summer 2014 Association Conference-Pasco	08/14/14	08/15/14	12	E
Kirkwood, Valerie	LEAN Leadership Training-BBCC	08/19/14	08/19/14	5.5	E
Kirkwood, Valerie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14	.5	E
Kirkwood, Valerie	Designing IR Research, AIR (Association for Institutional Research) Course-Online	09/22/14	09/22/14	30	E
Kirkwood, Valerie	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Kirkwood, Valerie	Intro to SQL			10	E
Lacher, Candy	ARC Meeting-Tacoma	01/29/14	01/31/14		E
Lacher, Candy	Management & Supervision Tools for Effective HR Management-Seminar @ ARC Mtg	01/29/14	01/29/14	2	E
Lacher, Candy	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Lacher, Candy	The Call & Responsibility of Leadership-Seminar	02/11/14	02/11/14	1.5	E
Lacher, Candy	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Lacher, Candy	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Lacher, Candy	Influencing Others-BBCC	05/05/14	05/05/14		E
Lacher, Candy	Developing Proposals-BBCC	05/06/14	05/06/14		E
Lacher, Candy	NWAACC Executive Board Meeting & Conference-Vancouver	05/28/14	05/30/14		E
Lacher, Candy	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Lacher, Candy	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Lacher, Candy	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Lacher, Candy	NWAC Executive Board Meeting-Tukwila	08/27/14	08/27/14		E
Lacher, Candy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Lacher, Candy	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Lacher, Candy	NWAC Exec Board Meeting and SEM Workshop-Tacoma	10/09/14	10/10/14		E
Lacher, Candy	ARC Fall Meeting-Walla Walla	10/22/14	10/24/14		E
Lacher, Candy	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Lacher, Candy	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Lane, Margie	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Lane, Margie	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E

186

Employee	Activity	Start Date	End Date	Credits	Type
Lane, Margie	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Lane, Margie	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Lane, Margie	Influencing Others-BBCC	05/05/14	05/05/14		E
Lane, Margie	Developing Proposals-BBCC	05/06/14	05/06/14		E
Lane, Margie	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Lane, Margie	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Lane, Margie	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Lane, Margie	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Lane, Margie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Lane, Margie	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Lane, Margie	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Lane, Margie	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Lange, Jameson	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Lange, Jameson	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Laszlo, Beth	Meeting w/SSC Staff-BBCC	01/23/14	01/23/14		E
Laszlo, Beth	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Laszlo, Beth	C2C Summit Meeting-Lacey	01/27/14	01/27/14		E
Laszlo, Beth	Present at Impact National Conference-Valparaiso, IN	02/27/14	03/02/14		E
Laszlo, Beth	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Laszlo, Beth	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Laszlo, Beth	Developing Proposals-BBCC	05/06/14	05/06/14		E
Laszlo, Beth	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Laszlo, Beth	CAC Program Supervisor Training-Spokane	06/24/14	06/24/14		E
Laszlo, Beth	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Laszlo, Beth	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Laszlo, Beth	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Laszlo, Beth	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Laszlo, Beth	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Laszlo, Beth	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Leas, Terry	TACTC and WACTC-Olympia	01/19/14	01/21/14		E
Leas, Terry	Freshman Seminar-BBCC	01/23/14	01/23/14		E
Leas, Terry	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Leas, Terry	League for Innovation Conference & Excellence Awards-Anaheim CA	03/03/14	03/04/14		E
Leas, Terry	WACTC Meeting-Olympia	03/27/14	03/28/14		E
Leas, Terry	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Leas, Terry	WACTC President's Academy 2015-17 Operating Budget Development Session-Walla Walla	04/24/14	04/24/14		E
Leas, Terry	TACTC Meetings-Yakima	05/15/14	05/16/14		E
Leas, Terry	WACTC-Lynnwood	05/29/14	05/30/14		E
Leas, Terry	President's Academy Capital Budget-Edmonds CC	05/29/14	05/29/14		E
Leas, Terry	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Leas, Terry	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Leas, Terry	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Leas, Terry	WACTC Retreat-Ocean Shores	07/16/14	07/18/14		E
Leas, Terry	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Leas, Terry	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Leas, Terry	Demystifying the Tenure Process-Panel Discussion-New Faculty Institute-Ellensburg	09/05/14	09/05/14		E
Leas, Terry	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Leas, Terry	WACTC Financial Statement Training-Puyallup	09/25/14	09/25/14		E
Leas, Terry	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Leas, Terry	Tides of Change: Maximizing Data and Best-Practices to Gain Campus Buy-in to Student Success Initiatives ACCT Conference-Chicago	10/22/14	10/22/14		E
Leas, Terry	Fostering a Culture of Student Success and Completion Through a Board Monitoring Process ACCT Conference-Chicago	10/23/14	10/23/14		E
Leas, Terry	Unmanned Systems and Robotics: An Integrated Approach to Program Delivery ACCT Conference-Chicago	10/23/14	10/23/14		E
Leas, Terry	Viewing the American Dream Through Different Lenses ACCT Conference-Chicago	10/23/14	10/23/14		E
Leas, Terry	New Tools for Strong and Effective Board Leadership: Board Retreats, Succession Planning, Organizational Administrative Analysis, and Review of By-Laws and Policy Manuals ACCT Conference-Chicago	10/24/14	10/24/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Leas, Terry	Are You Conducting an Effective Presidential Evaluation and Board Self-Assessment? ACCT Conference-Chicago	10/24/14	10/24/14		E
Leas, Terry	Legal Issues Affecting Community Colleges ACCT Conference-Chicago	10/24/14	10/24/14		E
Leas, Terry	College Adminstration's Role in Ensuring Effective Governance Through Comprehensive In-House Trustee Training ACCT Conference-Chicago	10/24/14	10/24/14		E
Leas, Terry	Shifting the Course to the American Dream ACCT Conference-Chicago	10/24/14	10/24/14		E
Leas, Terry	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Leas, Terry	WACTC Meetings-Mt. Vernon	11/06/14	11/07/14		E
Leas, Terry	ELA Conference-San Diego	11/13/14	11/14/14		E
Leas, Terry	President's Academy 2017-19 Capital Budget Selection Criteria-Green River CC	12/11/14	12/11/14		E
Medrano, Monica	AVID Session-Meeting w/SSC Staff-Mentoring and Tutoring-BBCC	01/23/14	01/23/14	1.5	E
Medrano, Monica	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14	2.5	E
Medrano, Monica	AVID Collaboration-BBCC	01/24/14	01/24/14	2	E
Medrano, Monica	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Medrano, Monica	AVID Session-Academic Advising-Seminar	02/20/14	02/20/14	3	E
Medrano, Monica	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Medrano, Monica	WA State Student Services Conference-Tacoma	04/30/14	05/01/14		E
Medrano, Monica	Influencing Others-BBCC	05/05/14	05/05/14		E
Medrano, Monica	Developing Proposals-BBCC	05/06/14	05/06/14		E
Medrano, Monica	HB 1079 Summit: A Decade of Dreaming-Seattle	06/20/14	06/20/14		E
Medrano, Monica	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Medrano, Monica	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Medrano, Monica	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Medrano, Monica	BFET 2014 Conference-Vancouver, WA	08/10/14	08/12/14		E
Medrano, Monica	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Medrano, Monica	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Medrano, Monica	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Medrano, Monica	Dreamers Training-Yakima	10/14/14	10/14/14		E
Medrano, Monica	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Medrano, Monica	Faculty and Staff of Color Conference-Vancouver	11/05/14	11/07/14		E
Medrano, Monica	BFET ITV Meeting-Spokane	11/18/14	11/18/14		E
Mohrbacher, Bob	Allocation & Accounting Meeting-Olympia	01/13/14	01/14/14		E
Mohrbacher, Bob	WACTC Meeting-Olympia	01/20/14	01/21/14		E
Mohrbacher, Bob	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Mohrbacher, Bob	WSSSC Winter Meeting-Bellevue	02/06/14	02/07/14		E
Mohrbacher, Bob	IC Winter Meeting-Olympia	02/13/14	02/14/14		E
Mohrbacher, Bob	Higher Ed House Committee Meeting-Olympia	02/26/14	02/26/14		E
Mohrbacher, Bob	CAC Meeting-Tacoma	03/11/14	03/11/14		E
Mohrbacher, Bob	Allocation & Accountability Meeting-Olympia	03/27/14	03/28/14		E
Mohrbacher, Bob	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		E
Mohrbacher, Bob	Developing Proposals-BBCC	05/06/14	05/06/14		E
Mohrbacher, Bob	WFSN Grant Meeting-Des Moines	05/14/14	05/14/14		E
Mohrbacher, Bob	Developing Proposals-BBCC	05/20/14	05/20/14		E
Mohrbacher, Bob	NISOD Conference-Austin, TX	05/25/14	05/27/14		E
Mohrbacher, Bob	Allocation & Accountability Meeting-Edmonds	05/29/14	05/29/14		E
Mohrbacher, Bob	Allocation & Accountability Meeting-Olympia	06/15/14	06/16/14		E
Mohrbacher, Bob	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Mohrbacher, Bob	WFSN Grant Meeting-Indianapolis	06/23/14	06/24/14		E
Mohrbacher, Bob	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Mohrbacher, Bob	ACC Meeting-Ocean Shores	07/15/14	07/16/14		E
Mohrbacher, Bob	WA State Student Services Summer Meeting-Port Angeles	07/23/14	07/24/14		E
Mohrbacher, Bob	AVID Summer Institute-San Diego	07/30/14	08/01/14		E
Mohrbacher, Bob	Institutional Review Board-Human Subjects Research Review thru OSU-Conference call-BBCC	08/04/14	08/04/14		E
Mohrbacher, Bob	Pave the Way Conference-Lakewood	08/12/14	08/12/14		E
Mohrbacher, Bob	Working Families Success Network, Logic Model Workshop-Olympia	08/13/14	08/13/14		E
Mohrbacher, Bob	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Mohrbacher, Bob	WACTC Orientation-Conference call-BBCC	08/29/14	08/29/14		E
Mohrbacher, Bob	New Faculty Institute-Demystifying the Tenure Process-Ellensburg	09/05/14	09/05/14		E
Mohrbacher, Bob	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Mohrbacher, Bob	Innovating New Financial Products and Services to Support Community College Student Success Webinar-BBCC	09/23/14	09/23/14		E
Mohrbacher, Bob	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Mohrbacher, Bob	WAAAS Fall Meeting-Tacoma	10/08/14	10/09/14		E
Mohrbacher, Bob	New VP Orientation (Facilitator)-Tacoma	10/08/14	10/08/14		E
Mohrbacher, Bob	SEM Workshop-Olympia	10/10/14	10/10/14		E
Mohrbacher, Bob	AtD Meeting-Olympia	10/27/14	10/27/14		E
Mohrbacher, Bob	Instructional Commission Fall Meeting-Tacoma	10/30/14	10/31/14		E
Mohrbacher, Bob	Student Voice Presentation-Tacoma	10/30/14	10/30/14		E
Mohrbacher, Bob	WACTC Budget Meeting-Mt. Vernon	11/06/14	11/06/14		E
Mohrbacher, Bob	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Mohrbacher, Bob	State Board Meeting-Olympia	11/10/14	11/10/14		E
Mohrbacher, Bob	TACTC Conference-Seattle	11/14/14	11/14/14		E
Mohrbacher, Bob	State Board Orientation-Olympia	11/20/14	11/20/14		E
Mohrbacher, Bob	Addressing the Unique Needs of Undocumented Students Webinar-BBCC	12/10/14	12/1014		E
Nighswonger, Jenny	Attend Infant Mental Health Conference (IMHC)-Spokane	02/27/14	02/28/14		E
Nighswonger, Jenny	WaKIDS Training-Moses Lake Transportation Dept.	03/17/14	03/17/14		E
Nighswonger, Jenny	Bridges Out of Poverty Training-BBCC	03/26/14	03/26/14		E
Nighswonger, Jenny	Early Childhood Program Teacher Preparation Council Retreat-Kent	04/25/14	04/26/14		E
Nighswonger, Jenny	NCELC Meeting-Ephrata	06/24/14	06/24/14		E
Nighswonger, Jenny	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Nighswonger, Jenny	Starting Strong Conference-Kennewick	08/04/14	08/05/14		E
Nighswonger, Jenny	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Nighswonger, Jenny	NCELC Meeting-Omak	09/30/14	09/30/14		E
Ohs, Kyla	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14		E
Ohs, Kyla	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Ohs, Kyla	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Parton, LeAnne	Lean In: Women Work & the Will to Lead-Book	01/01/14	01/31/14	2	E
Parton, LeAnne	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Parton, LeAnne	The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You-Book	04/01/14	04/30/14	3	E
Parton, LeAnne	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Parton, LeAnne	Leading from the Middle Seminar-Union, WA	04/14/14	04/16/14	24	E
Parton, LeAnne	WA State Development Directors Meeting-Kent	04/18/14	04/18/14		E
Parton, LeAnne	Developing Proposals-BBCC	05/06/14	05/06/14		E
Parton, LeAnne	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Parton, LeAnne	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Parton, LeAnne	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Parton, LeAnne	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Parton, LeAnne	Summer 2014 Association Conference-Authentic Leadership-Pasco	08/14/14	08/15/14	11.5	E
Parton, LeAnne	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Parton, LeAnne	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Parton, LeAnne	WA Campus Compact Network Meeting-Everett	12/01/14	12/02/14		E
Parton, LeAnne	Overview of Strategic				E
Pixton, Rafaella	Bridges Out of Poverty Training-BBCC	03/26/14	03/26/14		E
Pixton, Rafaella	Washington State TRiO Conference 2014-Ellensburg	04/11/14	04/11/14		E
Pixton, Rafaella	Students of Color Conference 2014-Yakima	04/17/14	04/19/14		E
Pixton, Rafaella	Council for Opportunity in Education Conference-Chicago	05/07/14	05/07/14		E
Pixton, Rafaella	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Pixton, Rafaella	SALT Financial Literacy-BBCC	06/24/14	06/24/14		E
Pixton, Rafaella	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Pixton, Rafaella	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Pixton, Rafaella	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Pixton, Rafaella	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Pixton, Rafaella	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/07/14		E
Pixton, Rafaella	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		E
Pixton, Rafaella	Grants.gov Webinar-BBCC	10/24/14	10/24/14		E
Pixton, Rafaella	Increasing Engagement Through a Culture of Service Excellence-BBCC	10/27/14	10/27/14		E
Pruneda, Elsa	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Pruneda, Elsa	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/08/14		E
Pruneda, Elsa	WA Financial Aid Association 2014 Annual Conference-Airway Heights	10/15/14	10/16/14		E
Ramirez, Rita	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Ramirez, Rita	Academic Advising for Maximizing Student Persistence-BBCC	02/12/14	02/12/14		E
Ramirez, Rita	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Ramirez, Rita	Bridges Out of Poverty-BBCC	03/26/14	03/26/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Ramirez, Rita	Students of Color Conference 2014-Yakima	04/17/14	04/19/14		E
Ramirez, Rita	WA State Student Services Conference-Tacoma	04/30/14	05/02/14		E
Ramirez, Rita	HB 1079 Summit: A Decade of Dreaming-Seattle	06/20/14	06/20/14		E
Ramirez, Rita	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Ramirez, Rita	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Ramirez, Rita	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Ramirez, Rita	Strategic Enrollment Management-Tacoma	10/10/14	10/10/14		E
Ramirez, Rita	DREAMer Training-Yakima	10/14/14	10/14/14		E
Ramirez, Rita	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Rasmussen, Clyde	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Rasmussen, Clyde	Workforce Education Council Meeting-Vancouver	02/05/14	02/07/14		E
Rasmussen, Clyde	Air Washington Consortium-Dept. of Labor meeting-Spokane	03/24/14	03/24/14		E
Rasmussen, Clyde	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Rasmussen, Clyde	Air Washington Consortium Quarterly Meeting-Anacortes	04/24/14	04/24/14		E
Rasmussen, Clyde	WEC Meeting-Pasco	04/30/14	05/02/14		E
Rasmussen, Clyde	Influencing Others-BBCC	05/05/14	05/05/14		E
Rasmussen, Clyde	Workforce Education Council Meeting-Omak	06/17/14	06/18/14		E
Rasmussen, Clyde	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Rasmussen, Clyde	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Rasmussen, Clyde	Air Washington Quarterly Consortium Meeting-Port Angeles	08/18/14	08/20/14		E
Rasmussen, Clyde	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Rasmussen, Clyde	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Rasmussen, Clyde	WEC Meeting-Tacoma	10/23/14	10/24/14		E
Rasmussen, Clyde	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Rasmussen, Clyde	Air WA Consortium Meeting-Lakewood	11/19/14	11/21/14		E
Riley, Jaxon	LSU Management & Leadership Certificate Program-BBCC	01/13/14	01/17/14		E
Riley, Jaxon	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Riley, Jaxon	Leadership Meeting-Spokane	04/04/14	04/04/14		E
Riley, Jaxon	Quincy Chamber BAH-Quincy	04/17/14	04/17/14		E
Riley, Jaxon	Leadership Meeting-Spokane	04/25/14	04/25/14		E
Riley, Jaxon	Leadership Meeting-Spokane	05/02/14	05/02/14		E
Riley, Jaxon	Influencing Others-BBCC	05/05/14	05/05/14		E
Riley, Jaxon	Developing Proposals-BBCC	05/06/14	05/06/14		E
Riley, Jaxon	Continuing Education Conference-Spokane	05/15/14	05/15/14		E
Riley, Jaxon	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Riley, Jaxon	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Rios, Charlene	ACOM Training-Teleconference	01/08/14	01/08/14		E
Rios, Charlene	ctcLink-Webinar	01/09/14	01/09/14		E
Rios, Charlene	BAR Meeting-Webinar	01/23/14	01/24/14		E
Rios, Charlene	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Rios, Charlene	ctcLink-Webinar	01/30/14	01/30/14		E
Rios, Charlene	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Rios, Charlene	ctcLink-Webinar	03/13/14	03/13/14		E
Rios, Charlene	ctcLink-Webinar	03/20/14	03/20/14		E
Rios, Charlene	Washington Wellness Coordinator Networking & Training-Webinar	03/26/14	03/26/14		E
Rios, Charlene	BAR Meeting-Tacoma	03/27/14	03/28/14		E
Rios, Charlene	LEAN Process Training-Tacoma	03/27/14	03/27/14	1	E
Rios, Charlene	Leadership and Communication Training-Tacoma	03/27/14	03/27/14	1	E
Rios, Charlene	Performance Coaching for Leaders-Tacoma	03/27/14	03/27/14	1	E
Rios, Charlene	ctcLink-Webinar	04/03/14	04/03/14		E
Rios, Charlene	Transportation Security Admintration (TSA)-BBCC	04/16/14	04/16/14		E
Rios, Charlene	ctcLink-Webinar	04/24/14	04/24/14		E
Rios, Charlene	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Rios, Charlene	Wellness Coordinator Training: Nutrition Guidelines-Webinar	04/30/14	04/30/14		E
Rios, Charlene	Influencing Others-BBCC	05/05/14	05/05/14		E
Rios, Charlene	ctcLink-Webinar	05/15/14	05/15/14		E
Rios, Charlene	BAR Commission Meeting-Pasco	05/29/14	05/30/14		E
Rios, Charlene	ctcLink-Webinar	06/05/14	06/05/14		E
Rios, Charlene	Amplifund (Grant Tracking)-Webinar	06/23/14	06/23/14		E
Rios, Charlene	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Rios, Charlene	ctcLink-Webinar	06/26/14	06/26/14		E
Rios, Charlene	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Rios, Charlene	ctcLink-Webinar	07/10/14	07/10/14		E
Rios, Charlene	ctcLink-Webinar	07/24/14	07/24/14		E
Rios, Charlene	ctcLink-Webinar	08/07/14	08/07/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Rios, Charlene	BAR Leadership Meeting-Bellevue	08/12/14	08/12/14		E
Rios, Charlene	Financial Statement Workshop-Yakima	08/12/14	08/13/14		E
Rios, Charlene	BAR Steering Meeting-Bellevue	08/12/14	08/12/14		E
Rios, Charlene	"Financials" Workshop-Yakima	08/13/14	08/13/14		E
Rios, Charlene	Perspectacles-How We Are Perceived By Others-BBCC	08/14/14	08/14/14		E
Rios, Charlene	ctcLink-Webinar	08/21/14	08/21/14		E
Rios, Charlene	ctcLink-Webinar	09/04/14	09/04/14		E
Rios, Charlene	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Rios, Charlene	5 Budgeting Mistakes You Should Avoid-Webinar	10/14/14	10/14/14		E
Rios, Charlene	BAR Meeting-Wenatchee	10/16/14	10/17/14		E
Rios, Charlene	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Rios, Charlene	ctcLink-Webinar	12/11/14	12/11/14		E
Sauceda, James	LabVolt Training-Richland	01/27/14	01/28/14		E
Sauceda, James	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Sauceda, James	WCERTE Conference-Bremerton	04/11/14	04/11/14		E
Sauceda, James	Developing Proposals-BBCC	05/06/14	05/06/14		E
Sauceda, James	STEM Conference-Auburn	06/17/14	06/20/14		E
Sauceda, James	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Sauceda, James	Pave the Way Conference-Tacoma	08/11/14	08/12/14		E
Sauceda, James	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Sauceda, James	WCERTE Conference-Kent	10/30/14	10/31/14		E
Scholte, Hugh	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Scholte, Hugh	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Seda, Jeremy	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Seda, Jeremy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Seda, Jeremy	Adobe Max Conference-Los Angeles	10/06/14	10/08/14	14.5	E
Shankar, Jille	FAM 2014-2015 Table Setup Training-Webinar	01/21/14	01/21/14		E
Shankar, Jille	Local & Global Issues w/ President Leas-BBCC	02/14/14	02/14/14		E
Shankar, Jille	Financial Aid Council meeting-North Bend	03/13/14	03/14/14		E
Shankar, Jille	WA Application for State Aid Form Completion-Webinar-BBCC	04/10/14	04/10/14		E
Shankar, Jille	WA Student Achievement Council Training-Ellensburg	04/17/14	04/17/14		E
Shankar, Jille	Cisco Contact Center Phone Reports-Webinar-BBCC	04/25/14	04/25/14		E
Shankar, Jille	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Shankar, Jille	Developing Proposals-BBCC	05/20/14	05/20/14		E
Shankar, Jille	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Shankar, Jille	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Shankar, Jille	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Shankar, Jille	Default Management-BBCC's Role-SALT Webinar-BBCC	08/21/14	08/21/14		E
Shankar, Jille	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Shankar, Jille	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Shankar, Jille	Making the Call: What to Say to Delinquent Borrowers Webinar-BBCC	10/09/14	10/09/14		E
Shankar, Jille	WFAA Conference-Spokane	10/15/14	10/17/14		E
Shankar, Jille	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Shankar, Jille	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Shannon, Mary	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Shannon, Mary	Creating IT Futures Summit-Mercer Island	05/15/14	05/16/14		E
Shannon, Mary	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Shannon, Mary	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Sly, Doug	TACTC and PIC Conference-Olympia	01/19/14	01/21/14		E
Sly, Doug	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Sly, Doug	2014 All Washington Academic Team Ceremony-Olympia	03/27/14	03/27/14		E
Sly, Doug	PIC Conference-Everett	05/15/14	05/16/14		E
Sly, Doug	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Sly, Doug	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Sly, Doug	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Sly, Doug	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Sly, Doug	PIC Conference-Bellevue	09/30/14	10/01/14		E
Sly, Doug	Faculty Institute Annual Network Meeting-Everett	12/01/14	12/02/14		E
Sparks, Rick	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Sparks, Rick	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Sparks, Rick	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Sparks, Rick	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Sparks, Rick	Summer 2014 Association Conference-Leading with Authenticity-Pasco	08/14/14	08/15/14		E
Sparks, Rick	ITC/ELC Meeting-Port Angeles	08/18/14	08/19/14		E
Sparks, Rick	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E

Employee	Activity	Start Date	End Date	Credits	Type
Sparks, Rick	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Summers, Heidi	WorkFirst Delivery Agreement Review Meeting-Kent	01/10/14	04/10/14		E
Summers, Heidi	The 7 Habits for Managers: Managing Yourself, Leading Others, Unleashing Potential-Audio Book	01/10/14	01/10/14	1	E
Summers, Heidi	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14	2.5	E
Summers, Heidi	AVID Collaboration-BBCC	01/24/14	01/24/14	2	E
Summers, Heidi	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Summers, Heidi	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Summers, Heidi	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E
Summers, Heidi	Bridges Out of Poverty-BBCC	03/26/14	03/26/14		E
Summers, Heidi	Coaching Beyond the Review-BBCC	04/08/14	04/08/14		E
Summers, Heidi	Manage Your Day-To-Day: Build Routine, Find Your Focus & Sharpen Your Creative Mind-Book	05/01/14	05/31/14	3.5	E
Summers, Heidi	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Summers, Heidi	Continuous Improvement-BBCC	07/18/14	07/18/14		E
Summers, Heidi	Leaders Eat Last-Audio Book	07/21/14	07/21/14	7	E
Summers, Heidi	WFSN Collaboration Meeting-Olympia	08/12/14	08/14/14		E
Summers, Heidi	Crucial Conversations: Tools for Talking When Stakes Are High-Audio Book	08/14/14	08/14/14	6.5	E
Summers, Heidi	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Summers, Heidi	Worker Retraining Statewide Conference-Bellevue	09/03/14	09/04/14		E
Summers, Heidi	Start With Why-Audio Book	09/09/14	09/09/14	7	E
Summers, Heidi	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Summers, Heidi	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		E
Summers, Heidi	WEC Meeting-DuPont	10/23/14	10/24/14		E
Summers, Heidi	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Summers, Heidi	BFET ITV Meeting-Spokane	11/18/14	11/18/14		E
Summers, Heidi	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Summers, Heidi	Disney U by Doug Lipp-Audio Book	12/01/14	12/16/14	6	E
Summers, Heidi	Getting to Yes by Roger Fisher, William Ury-Audio Book	12/01/14	12/16/14	6	E
Valencia, Custodio	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Valencia, Custodio	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Valencia, Custodio	Council for Opportunity in Education Conference-Washington, DC	03/24/14	03/26/14		E
Valencia, Custodio	Council for Opportunity in Education Conference-Chicago	05/07/14	05/09/14		E
Valencia, Custodio	Position Allocation for Supervisors-BBCC	06/19/14	06/19/14		E
Valencia, Custodio	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Valencia, Custodio	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Valencia, Custodio	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Valencia, Custodio	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/07/14		E
Valencia, Custodio	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Valencia, Custodio	SSS Grant Writing Workshop-Portland	11/05/14	11/06/14		E
Villafana, Diana	TACT Conference-Olympia	01/19/14	01/20/14		E
Villafana, Diana	Meeting w/SSC Staff-BBCC	01/23/14	01/23/14		E
Villafana, Diana	AVID Collaboration-BBCC	01/24/14	01/24/14		E
Villafana, Diana	Multicultural Student Services Director Meeting-Yakima	02/12/14	02/14/14		E
Villafana, Diana	Students of Color Conference 2014-Yakima	04/17/14	04/19/14		E
Villafana, Diana	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		E
Villafana, Diana	HB 1079 Summit: A Decade of Dreaming-Seattle	06/20/14	06/20/14		E
Villafana, Diana	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Villafana, Diana	AVID Summer Institute-San Diego	07/30/14	08/01/14		E
Villafana, Diana	AVID Tutor Training-Richland	09/13/14	09/13/14		E
Villafana, Diana	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Villafana, Diana	AVID Tutor Training (Part 2)-Richland	10/02/14	10/02/14		E
Villafana, Diana	DREAMer Training-Yakima	10/14/14	10/14/14		E
Villafana, Diana	WA State Multicultural Student Services Council Meeting-Everett	10/15/14	10/16/14		E
Villafana, Diana	AtD Meeting-Olympia	10/27/14	10/27/14		E
Villafana, Diana	Faculty Institute Annual Network Meeting-Everett	12/01/14	12/02/14		E
Villalobos, Rafael	Meeting w/SSC Staff-BBCC	01/23/14	01/23/14		E
Villalobos, Rafael	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		E
Villalobos, Rafael	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Villalobos, Rafael	ASB Sponsored Leadership Training: Going A.P.E. for Leadership-BBCC	02/04/14	02/04/14		E
Villalobos, Rafael	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Villalobos, Rafael	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/04/14	03/04/14		E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Villalobos, Rafael	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Villalobos, Rafael	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Villalobos, Rafael	Pave the Way Conference-Tacoma	08/11/14	08/12/14		E
Villalobos, Rafael	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Villalobos, Rafael	WCERTE Conference-Kent	10/30/14	10/31/14		E
Wallace, Tyler	AVID Collaboration-BBCC	01/24/14	01/24/14		E
Wallace, Tyler	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Wallace, Tyler	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Wallace, Tyler	Flipping the Classroom Webinar-Online	02/06/14	02/06/14		E
Wallace, Tyler	The Association Winter Conference-Puyallup	03/06/14	03/07/14		E
Wallace, Tyler	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Wallace, Tyler	Bridges Out of Poverty-BBCC	03/26/14	03/26/14	6	E
Wallace, Tyler	WA Canvas Users Group Meeting-Tacoma	03/27/14	03/27/14	9.5	E
Wallace, Tyler	Influencing Others-BBCC	05/05/14	05/05/14		E
Wallace, Tyler	Developing Proposals-BBCC	05/06/14	05/06/14		E
Wallace, Tyler	Smarter Balanced-Webinar	05/06/14	05/06/14		E
Wallace, Tyler	WA State 2 yr Math Conference-Wenatchee	05/08/14	05/10/14		E
Wallace, Tyler	Continuous Improvement-BBCC	07/01/14	07/01/14		E
Wallace, Tyler	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Wallace, Tyler	LEAN Leadership Training-BBCC	08/19/14	08/19/14		E
Wallace, Tyler	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Wallace, Tyler	Shadow WWCC Director of ABE-Budget & Director Training-Walla Walla	10/03/14	10/03/14		E
Wallace, Tyler	Council for Basic Skills-Mt. Vernon	10/09/14	10/09/14		E
Wallace, Tyler	Casas Implementation Training Online-BBCC	10/15/14	10/15/14		E
Wallace, Tyler	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		E
Wallace, Tyler	NW eLearning Conference-Boise	10/23/14	10/24/14		E
Wallace, Tyler	DREAMer Training-Bellevue	10/24/14	10/24/14		E
Wallace, Tyler	AtD Meeting-Olympia	10/27/14	10/27/14		E
Wallace, Tyler	New Director Training-Olympia	10/27/14	10/27/14		E
Wallace, Tyler	Casas Cadre Training-Grandview	10/31/14	10/31/14		E
Wallace, Tyler	NRS Training for New Directors-Renton	11/07/14	11/07/14		E
Wallace, Tyler	WABERS Training-Webinar-BBCC	11/13/14	11/13/14		E
Wallace, Tyler	Association Planning Meeting-Des Moines	11/14/14	11/14/14		E
Wallace, Tyler	State Board Training-Olympia	11/20/14	11/20/14		E
Wallace, Tyler	Discipline & Investigations-BBCC	11/21/14	11/21/14		E
Welhouse, Zach	eLearning Meeting-Olympia	01/23/14	01/24/14		E
Welhouse, Zach	Gadget Menagerie Training-BBCC	04/15/14	04/15/14		E
Welhouse, Zach	Classroom Management: Engaging Students in Online Classes-City U of Seattle Online	05/20/14	05/20/14		E
Welhouse, Zach	College Librarian and Media Specialists (CLAMS) Conference-BBCC	05/22/14	05/23/14		E
Welhouse, Zach	Panopto Training-Software Integration and Use-Online	06/04/14	06/24/14		E
Welhouse, Zach	InstructureCon 2014-eLearning and Education Conference-Park City, UT	06/17/14	06/20/14		E
Welhouse, Zach	Overview of Strategic Planning-BBCC	06/23/14	06/23/14		E
Welhouse, Zach	Panopto Lecture Capture Software Training-Online	07/07/14	07/07/14		E
Welhouse, Zach	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Welhouse, Zach	How to Use WordPress for campus website-BBCC	09/05/14	09/05/14		E
Welhouse, Zach	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Welhouse, Zach	AVID for Higher Education-BBCC	09/15/14	09/15/14		E
Welhouse, Zach	ELC Meeting-Longview	10/09/14	10/10/14		E
Welhouse, Zach	NW eLearning Conference-Boise	10/23/14	10/24/14		E
Welhouse, Zach	Librarians as Open Education Leaders Conference/OER Grant-Writing Training-Tacoma	11/06/14	11/07/14		E
Welhouse, Zach	How an Accessibility Strategy Can Unlock the Power of Academic Video Webinar-BBCC	12/10/14	12/10/14		E
Welhouse, Zach	In-House Captioning Workflows and Economic Analysis Webinar-BBCC	12/11/14	12/11/14		E
Willingham, Tom	The One Minute Manager (Motivation, Ownership/Accountability, Development)-Book	01/13/14	01/13/14	1	E
Willingham, Tom	AVID Collaboration-BBCC	01/24/14	01/24/14	2	E
Willingham, Tom	A Mindfield of Liability-BBCC	01/27/14	01/27/14		E
Willingham, Tom	Local & Global Issues w/ President Leas-BBCC	02/04/14	02/04/14		E
Willingham, Tom	Who Killed Change? Sovling the Mystery of Leading People Through Change-Book	02/18/14	02/18/14	2	E
Willingham, Tom	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		E
Willingham, Tom	Zapp! The Lightning of Empowerment-Book	02/24/14	02/24/14	2	E

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Willingham, Tom	SAM (Course Technology) and MOS Training set-up-Online-BBCC	03/20/14	03/20/14		E
Willingham, Tom	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		E
Willingham, Tom	Coaching Beyond the Review-BBCC	04/25/14	04/25/14		E
Willingham, Tom	Influencing Others-BBCC	05/05/14	05/05/14		E
Willingham, Tom	Developing Proposals-BBCC	05/20/14	05/20/14		E
Willingham, Tom	Panopto Lecture Capture Training-Online via Canvas	06/23/14	06/23/14		E
Willingham, Tom	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Willingham, Tom	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		E
Willingham, Tom	Service Excellence & Engagement-BBCC	10/27/14	10/27/14		E
Willingham, Tom	Discipline & Investigations-BBCC	11/07/14	11/07/14		E
Workman, Sue	Confronting Without Conflict-BBCC	07/10/14	07/10/14		E
Workman, Sue	Fall Counselor Workshop-Richland	09/23/14	09/23/14		E
Workman, Sue	2014 NAEOP Fall Conference-Anchorage	10/05/14	10/08/14		E
Workman, Sue	WA Financial Aid Association 2014 Annual Conference-Airway Heights	10/15/14	10/16/14		E
Abed, Salah	WA State 2 yr Math Conference-Wenatchee	05/09/14	05/10/14		F
Abed, Salah	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Altrogge, Benjamin	New Faculty Institute-Ellensburg	09/04/14	09/05/14		F
Altrogge, Benjamin	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Autry, Bill	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Ayers, James	WAC & RCW rules update-Moses Lake	01/31/14	01/31/14		F
Ayers, James	National Electrical Code 2008 update-Moses Lake	01/31/14	01/31/14		F
Ayers, James	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Berry-Guerin, Daneen	Microsoft Office Word 2013 Specialist-Online	05/30/14	05/30/14		F
Berry-Guerin, Daneen	LEAN Leadership Training-BBCC	08/19/14	08/19/14		F
Berry-Guerin, Daneen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Berry-Guerin, Daneen	NW eLearning Conference-Boise	10/23/14	10/24/14		F
Borg, Erik	Composite Bondmaster Training-Kennewick	02/20/14	02/20/14		F
Borg, Erik	FAA Inspector Authorization Renewal & AMT Schools Nat'l Conference-San Antonio	04/05/14	04/08/14		F
Borg, Erik	FAA DME Training-Spokane	05/30/14	05/30/14		F
Borg, Erik	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Bravo, Amber	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Brooks, Jennifer	From Military to Civilian-BBCC	03/06/14	03/06/14		F
Brooks, Jennifer	Socratic Seminar-BBCC	04/10/14	04/10/14		F
Brooks, Jennifer	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Brooks, Jennifer	Fall Faculty Inservice 2014-BBCC	09/17/14	09/18/14		F
Brooks, Jennifer	NW eLearning Conference-Boise	10/23/14	10/24/14		F
Brooks, Jennifer	Columbia Basin Medical Conference-BBCC	11/07/14	11/08/14		F
Close, Steve	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Close, Steve	Panel for Achievement Level Setting for Grade School English-Online	10/11/14	10/11/14		F
Close, Steve	WCCHA Conference-Seattle	10/17/14	10/18/14		F
Dannenberg, Kent	Composite Bondmaster Training-Kennewick	02/20/14	02/20/14		F
Dannenberg, Kent	Fighting 147 Meeting-Puyallup	02/21/14	02/23/14		F
Dannenberg, Kent	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Duvall, Kathleen	AVID Collaboration-BBCC	01/23/14	01/23/14		F
Duvall, Kathleen	National Science Foundation Workshop-Auburn	06/17/14	06/19/14		F
Duvall, Kathleen	AVID Summer Institute-San Diego	07/29/14	08/01/14		F
Duvall, Kathleen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Elliston, Jan	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Elliston, Jan	Rural Health Medical Conference-BBCC	11/07/14	11/08/14		F
Erickson, Gail	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Farag, Sonia	WA State 2 yr Math Conference-Wenatchee	05/09/14	05/10/14		F
Farag, Sonia	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Garza, Guillermo	CPR/First Aid Training-BBCC	02/07/14	02/07/14		F
Garza, Guillermo	NAPFTDS 2014 Convention-Charleston, NC	03/10/14	03/12/14		F
Garza, Guillermo	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Garza, Guillermo	NAPFTDS Regional Conference-Tacoma	11/06/14	11/07/14		F
Gephart, Heidi	Statewide New Faculty Training-Ellensburg	09/04/14	09/05/14		F
Gephart, Heidi	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Gephart, Heidi	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		F
Gephart, Heidi	Dreamer Training-Yakima	10/14/14	10/14/14		F
Gilbert, Clint	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Gillespie, John	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Gonzalez-Aller, Mercedes	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Groce, Lindsay	Philosophical Chairs and Socratic Seminars-BBCC	04/10/14	04/10/14		F
Groce, Lindsay	Systems Biology Curriculum Enhancement Workshop-Seattle	05/16/14	05/16/14		F
Groce, Lindsay	National Science Foundation Workshop-Auburn	06/17/14	06/19/14		F
Groce, Lindsay	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Groce, Lindsay	WCCTA Conference-Leavenworth	10/10/14	10/11/14		F
Hamm, Jim	WA Canvas Users Group Meeting-Tacoma	03/27/14	03/27/14		F
Hamm, Jim	Pacific Northwest Association for College Physics-Spokane	03/28/14	03/29/14		F
Hamm, Jim	WCERTE Conference-Bremerton	04/11/14	04/11/14		F
Hamm, Jim	Systems Biology Curriculum Enhancement Workshop-Seattle	05/16/14	05/16/14		F
Hamm, Jim	National Science Foundation Workshop-Auburn	06/17/14	06/19/14		F
Hamm, Jim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Hammond, David	Freshman Seminar-BBCC	01/23/14	01/23/14		F
Hammond, David	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Heinzmann, Max	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		F
Holliway, David	WA Canvas Users Group Meeting-Tacoma	03/27/14	03/28/14		F
Jacobs, Barbara	AVID Collaboration-BBCC	01/24/14	01/24/14		F
Jacobs, Barbara	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		F
Jacobs, Barbara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Knepp, Dennis	Charles S. Peirce International Centennial Congress Conference-Lowell, MA	07/16/14	07/18/14		F
Knepp, Dennis	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Knepp, Dennis	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		F
Knepp, Dennis	Professional Writing Project	10/14/14	10/14/14		F
Knepp, Dennis	2nd Annual PLATO-WA Conference-Bellevue	10/24/14	10/25/14		F
Knepp, Dennis	2014 North West Philosophy at CWU-Ellensburg	11/07/14	11/08/14		F
Lane, Stephen	WA State 2 yr Math Conference-Wenatchee	05/09/14	05/10/14		F
Lane, Stephen	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Leavitt, Angela	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Leonard, Ryann	Safety and Security Begins at the Front Desk-Audio Conference-BBCC	02/21/14	02/21/14		F
Leonard, Ryann	American Psychology-Law Society Conference-New Orleans	03/06/14	03/08/14		F
Leonard, Ryann	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Leonard, Ryann	Police Body Cameras-Webinar	09/25/14	09/25/14		F
Leonard, Ryann	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		F
Leonard, Ryann	NW eLearning Conference-Boise	10/23/14	10/24/14		F
Leonard, Ryann	NamUs Webinar-Online	10/29/14	10/29/14		F
MacDougall, Joe	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
MacDougall, Joe	Fuel and Fire Safety Class-Everett	10/27/14	10/28/14		F
MacDougall, Joe	FAA Fuel Supervisor Training	10/31/14	10/31/14		F
MacDougall, Joe	Foundations of Coaching 201 USA Swimming Course	10/31/14	10/31/14		F
MacDougall, Joe	AOPA FIRC-CFI Cerfication Renewal	12/15/14	12/31/14		F
MacDougall, Joe	Personal Trainer Certification Course	12/15/14	12/31/14		F
Martin, John	New Facutly Institute-Ellensburg	09/04/14	09/05/14		F
Martin, John	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
McDaniel, Shawn	American Welding Society Meeting & tour of T-Bailey Inc-Anacortes	02/06/14	02/06/14		F
McDaniel, Shawn	American Welding Society Meeting & Training-Bellevue	04/04/14	04/04/14		F
McDaniel, Shawn	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
McDaniel, Shawn	American Welding Society Meeting Key Technology	09/25/14	09/25/14		F
McDaniel, Shawn	American Welding Society Meeting Stainless Steel	10/02/14	10/02/14		F
McDaniel, Shawn	American Welding Society Meeting New Methods of Postweld Cleaning of Stainless Steel-Bellevue	10/03/14	10/03/14		F
Michie, Les	Work Experience-SS Equipment	07/01/14	08/31/14		F
Michie, Les	Farm Tax Conference-Kennewick	08/14/14	08/14/14		F
Michie, Les	NWAEC Conference-Seattle	09/02/14	09/03/14		F
Michie, Les	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Michie, Les	Fall Faculty Inservice 2014-BBCC	09/15/14	09/15/14		F
Miller, Randy	NAPFTDS 2014 Convention-Charleston, NC	03/10/14	03/12/14		F
Miller, Randy	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Miller, Randy	Attend NW Conference-Tacoma	11/06/14	11/07/14		F
Moore, Dan	F-147 Meeting & Northwest Aviation Conference-Puyallup	02/21/14	02/23/14		F
Moore, Dan	FAA Inspector Authorization Renewal & AMT Schools Nat'l Conference-San Antonio	04/05/14	04/08/14		F
Moore, Dan	FAA DME Training-Spokane	05/30/14	05/30/14		F
Moore, Dan	F-147 Meeting-Spokane	08/28/14	08/28/14		F

Employee	Activity	Start Date	End Date	Credits	Type
Moore, Dan	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Nelson, Marsha	Advising and Counseling Council-BBCC	01/23/14	01/23/14		F
Nelson, Marsha	AVID: Adcvising for Maximum Student Persistence-BBCC	02/21/14	02/21/14		F
Nelson, Marsha	Veteran's Effects of Deployment and Reintegration for Faculty & Staff-BBCC	03/06/14	03/06/14		F
Nelson, Marsha	Intrusive Advising-Webinar-BBCC	04/16/14	04/16/14		F
Nelson, Marsha	WA State Student Services Conference-Tacoma	04/30/14	05/04/14		F
Nelson, Marsha	Confronting Without Conflict-BBCC	07/10/14	07/10/14		F
Nelson, Marsha	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Nelson, Marsha	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		F
Palkovic, Rie	NISOD Conference-Austin, TX	05/25/14	05/27/14		F
Palkovic, Rie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Patterson, Pat	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Peterson, John	Site Visit to Snoqualmie High School Regarding SVSD HS Science-Snoqualmie	02/25/14	02/25/14		F
Peterson, John	Systems Biology Faculty Development Workshop-Seattle	05/16/14	05/16/14		F
Peterson, John	Implementing the Next Generation Science Standards-Ephrata	08/19/14	08/21/14		F
Peterson, John	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Peterson, John	Washington College Chemistry Teachers Association Meeting-Leavenworth	10/09/14	10/11/14		F
Peterson, John	WCCTA Conference-Leavenworth	10/10/14	10/11/14		F
Peterson, John	Meeting with Biology and Chemistry Faculty-CWU	12/01/14	12/01/14		F
Poth, Mark	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Riley, Chris	AVID Collaboration-BBCC	01/23/14	01/23/14		F
Riley, Chris	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		F
Riley, Chris	AVID Summer Institute-San Diego	07/29/14	08/01/14		F
Riley, Chris	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Stoddard, Cara	Annual Writing Program's Conference & Bookfair-Seattle	02/26/14	02/27/14		F
Stoddard, Cara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Stoddard, Cara	Western Literature Association Conference-Victoria, BC	11/07/14	11/09/14		F
Sullivan, Elizabeth	2014 AWP Conference Schedule-Seattle	02/27/14	02/28/14		F
Sullivan, Elizabeth	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Sullivan, Elizabeth	Librarians as Open Education Leaders Conference-Tacoma	11/07/14	11/07/14		F
Sullivan, Matthew	Associated Writing Programs Annual Conference-Seattle	02/27/14	02/28/14		F
Sullivan, Matthew	Write On the River Conference-Wenatchee	05/16/14	05/16/14		F
Sullivan, Matthew	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Sullivan, Matthew	WCCHA Conference-Seattle	10/17/14	10/18/14		F
Swedburg, John	Flight Instructor Refresher Course-Tacoma	01/11/14	01/12/14		F
Swedburg, John	FCLA Conference-Wenatchee	03/26/14	03/26/14		F
Swedburg, John Marc	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Wade, Valerie	Freshman Seminar-BBCC	01/23/14	01/23/14		F
Wade, Valerie	AVID Collaboration-BBCC	01/24/14	01/24/14		F
Wade, Valerie	LEAN Part 2-Employee Driven Performance Excellence; Managing the Hearts and Minds-BBCC	03/21/14	03/21/14		F
Wade, Valerie	2014 WA State 2 Year College Math Conference-Wenatchee	05/08/14	05/08/14		F
Wade, Valerie	Adult Education Conference-Yakima	07/28/14	07/30/14		F
Wade, Valerie	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Wade, Valerie	College Readiness Retreat-North Bend	10/23/14	10/24/14		F
Wanner, Arthur	Boot Camp for Professional Technical Instructors-BBCC	08/04/14	08/08/14		F
Wanner, Arthur	New Faculty Institute-Ellensburg	09/04/14	09/05/14		F
Wanner, Arthur	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Wanner, Arthur	OER Training SBCTC Online-BBCC	10/09/14	10/23/14		F
Wanner, Arthur	Workshop for Starting ROV Program-Bellevue	10/25/14	10/25/14		F
Whitney, Barbara	Phi Theta Kappa International Convention-Orlando	04/23/14	04/27/14		F
Whitney, Barbara	WA State 2 yr Math Conference-Wenatchee	05/09/14	05/10/14		F
Whitney, Barbara	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Wilks, Preston	NWAACC Executive Board Meeting & Conference-Vancouver	05/28/14	05/30/14		F
Wilks, Preston	Webinar Conference for Quickbooks-Online	08/27/14	08/28/14		F
Wilks, Preston	NW Accounting Educators Conference-Seattle	09/02/14	09/03/14		F
Wynder, Richard	AVID Collaboration-BBCC	01/23/14	01/23/14		F
Wynder, Richard	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		F
Wynder, Richard	ATE Training-Seattle	03/21/14	03/22/14		F
Zavala-Lopez, MariAnne	WA State Student Services Conference-Tacoma	05/01/14	05/02/14		F

Employee	Activity	Start Date	End Date	Credits	Type
Zavala-Lopez, MariAnne	HB 1079 Summit: A Decade of Dreaming-Seattle	06/20/14	06/20/14		F
Zavala-Lopez, MariAnne	AVID Summer Institute-San Diego	07/30/14	08/01/14		F
Zavala-Lopez, MariAnne	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		F
Zavala-Lopez, MariAnne	SEM Workshop-Lakewood	10/10/14	10/10/14		F
Bancroft, Christine	AVID Collaboration-BBCC	01/23/14	01/23/14		H
Bancroft, Christine	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14		H
Bergen, TC	Local & Global Issues w/ President Leas-BBCC	02/13/14	02/13/14		H
Bergen, TC	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Brown, Chalon	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Cuff, Tim	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
DeLong, Tabitha	SIM Conference-Portland	09/15/14	09/15/14		H
Gatlabayan, Winston	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Gordon, Scott	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Milfs, Miles	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Parton, Anna	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14		H
Perez, Magdelana	IDEA Convening/Spring Curriculum Training-Kent	03/06/14	03/07/14		H
Smith, Tyler	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Van Hoof, Jay	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		H
Anderson, Emily	AVID Collaboration-BBCC	01/23/14	01/23/14		P
Black, Linda	AVID Collaboration-BBCC	01/24/14	01/24/14		P
Black, Linda	I-Pathways Online Instructor Webinar-Online	06/17/14	06/17/14		P
Black, Linda	Basic Education for Adults Rendezvous 2014-Yakima	07/28/14	07/30/14		P
Blair, Loris	ABE/GED 2014 Rendezvous-Yakima	07/27/14	07/30/14		P
Carey, Brandon	PLATO-WA-Bellevue	10/24/14	10/25/14		P
Carey, Brandon	2014 North West Philosophy at CWU-Ellensburg	11/07/14	11/08/14		P
De Hoog, Jennifer	Conscious Sedation-Samaritan Hospital-Moses Lake	02/14/14	02/14/14		P
De Hoog, Jennifer	Advanced Cardiac Life Support (ACLS)-Samaritan Hospital-Moses Lake	02/27/14	02/28/14		P
Dickinson, KathyMae	IDEA Convening/Spring Curriculum Training-Kent	03/06/14	03/07/14		P
Dickinson, KathyMae	Travel Paperwork and Procedures Training-BBCC	10/16/14	10/16/14		P
Dickinson, KathyMae	NW eLearning Conference-Boise	10/23/14	10/24/14		P
Duncan, Steve	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Duncan, Steve	From Battlemind to Campus Grind-BBCC	10/02/14	10/02/14		P
Erwin, Kathy L	NAC Director/Instructor Training-Olympia	03/26/14	03/27/14		P
Giles, Amber	Contextualized Training-Spokane	01/10/14	01/10/14		P
Giles, Amber	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		P
Giles, Amber	Attend Infant Mental Health Conference (IMHC)-Spokane	02/27/14	02/28/14		P
Giles, Amber	Rendezvous 2014-Yakima	07/28/14	07/30/14		P
Giles, Amber	DREAMer Training-Bellevue	10/24/14	10/24/14		P
Gutierrez, Octaviano	AVID Collaboration-BBCC	01/24/14	01/24/14		P
Hare, Pam	DREAMer Training-Bellevue	10/24/14	10/24/14		P
Janosov, Tiffany	Air Washington Consortium-Dept. of Labor meeting-Spokane	03/24/14	03/24/14		P
Janosov, Tiffany	Air Washington Quarterly Meeting-Seattle	11/19/14	11/19/14		P
Key, Donald	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Matern, Steve	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
McKune, Bryan	Attend Museum of Flight/Women in Aviation-Seattle	02/28/14	02/28/14		P
McKune, Bryan	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Nichols, Lenora	Energy, the Environment and Our Future-Penn St U Online	01/06/14	03/03/14		P
Nichols, Lenora	Energy 101-Georgia Institute of Technology Online	01/13/14	02/24/14		P
Nichols, Lenora	Nutrition, Health and Lifestyle: Issues and Insights-Vanderbilt Univ Online	01/20/14	03/18/14		P
Nichols, Lenora	Food for Thought of Nutrition-McGill Univ Online	01/22/14	04/30/14		P
Nichols, Lenora	United States Health Policy-Harvard U Online	04/14/14	07/01/14		P
Nichols, Lenora	Astro Tech:The Science and Technology Behind Astronomical Discovery-U of Edinburgh Online	04/28/14	06/29/14		P
Nichols, Lenora	Becoming A Resilient Person: The Science of Stress Management and Promoting Wellbeing-UofW Online	05/08/14	06/30/14		P
Nichols, Lenora	The Science of Happiness-U of CA Berkeley Online	08/05/14	11/29/14		P
Nichols, Lenora	Alchol, Drugs and Baby Boomers: Are you Ready?-John Hopkins U Online	08/18/14	09/21/14		P
Nichols, Lenora	Preparation for Introductory Biology: DNA to Organisms-U of CA Online	08/22/14	09/23/14		P
Nichols, Lenora	Microbes Rule the World: Effects of Disease on History-Canvas Network Online	09/01/14	09/30/14		P

2014-15 Employee Training Log

Employee	Activity	Start Date	End Date	Credits	Type
Nichols, Lenora	Understanding the Scientific Method-Canvas Network Online	09/01/14	09/30/14		P
Nichols, Lenora	Google Ninja: How to Use Google Apps-Canvas Network Online	09/01/14	09/30/14		P
Nichols, Lenora	Mini Medical School-U of CO Online	09/08/14	01/00/00		P
Nichols, Lenora	Introduction to Philosophy-U of Edinburgh Online	09/15/14	11/03/14		P
Nichols, Lenora	Learning to Learn-U of CA Online	10/03/14	11/03/14		P
Nichols, Lenora	Exploring the Cell-Canvas Online	10/20/14	10/20/14		P
Nichols, Lenora	Water201x Blue is the New Green: Urban Solutions to the Global Water Crisis!-U of BC Online	10/22/14	12/09/14		P
Nichols, Lenora	PH241x: The Biology of Water and Health-Part 1-Tufts U Online	11/04/14	12/08/14		P
Nichols, Lenora	Climate Change Science and Negotiations-Online through sdsnedu.org	10/16/14	12/31/14		P
Nichols, Lenora	Astrobiology and the Search for Extraterrestrial Life-U of Edinburgh Online	12/01/14	12/31/14		P
Nichols, Lenora	AdvENVSCI.1x Preparing for the AP Environmental Science Exam-Part 1: The Living World-Rice U Online	11/04/14	12/24/14		P
Osburn, Michelle	Contextualized Training-Spokane	01/10/14	01/10/14		P
Osburn, Michelle	WABERS Training-Online-BBCC	03/10/14	03/10/14		P
Otero, Monica	Intor to the Canvas Learning Management System for Faculty-WA Online	11/03/14	11/23/14		P
Palkovic, Fran	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Park, David	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Parsons, Rosemary	AVID Collaboration-BBCC	01/24/14	01/24/14		P
Parsons, Rosemary	AVID High Engagement Strategies-BBCC	01/24/14	01/24/14		P
Parsons, Rosemary	Casas Cadre Training-Grandview	10/31/14	10/31/14		P
Parsons, Rosemary	NRS Training-Renton	11/07/14	11/07/14		P
Poplawski, Nathan	Grant County Sheriff's Office Daily Training Bulletins-Internet	01/01/14	01/31/14		P
Poplawski, Nathan	ACCESS Recertification-Ephrata	01/14/14	01/14/14		P
Poplawski, Nathan	Bloodborne Pathogen Refresher-Ephrata	01/21/14	01/21/14		P
Poplawski, Nathan	2014 Fire Prevention Institute-Chelan	10/20/14	10/23/14		P
Pray, Elizabeth	AVID Collaboration-BBCC	01/23/14	01/23/14		P
Richins, Philip	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Rose, Courtney	NW eLearning Conference-Boise	10/22/14	10/24/14		P
Roylance, Maureen	Attend Infant Mental Health Conference (IMHC)-Spokane	02/27/14	02/28/14		P
Waites, Webb	Washington Public Records Act Training-BBCC	09/15/14	09/15/14		P
Waites, Webb	NW eLearning Conference-Boise	10/23/14	10/24/14		P
Whitney, Mariah	AVID Collaboration-BBCC	01/23/14	01/23/14		P
Whitney, Mariah	AVID High Engagement Strategies-BBCC	01/23/14	01/23/14		P
Wood, Lora	Leadership Meeting-Spokane	04/04/14	04/04/14		P
Wood, Lora	Programs of Study Program Meeting-Pasco	06/05/14	06/05/14		P
Wood, Lora	Programs of Study Program Meetings-Ephrata, Soap Lake, Royal City	10/27/14	10/29/14		P
Workman, Jerry	Freshman Seminar-BBCC	01/23/14	01/23/14		P
Workman, Jerry	COS Conference-Honolulu	04/02/14	04/04/14		P

Appendix G

2015 Classified Staff Training Calendar

WORKSHOPS

Winter Quarter	Spring Quarter	Summer Quarter	Fall Quarter
January 21 12:00-1:30 -or- **February 24** 10:00-11:30 Masto A/B **How to Achieve Exceptional Front-Line Customer Service in Higher Education**	**Date/Time/Location TBD** **Topic TBD**	**Date/Time/Location TBD** **Active Shooter and Basic Self-Defense**	**Date/Time/Location TBD** **Motivational Speaker**

TRAINING SESSIONS

January	February 12	March 19	April 23
Workshops Scheduled	10:00-11:00 and 3:30-4:30 Masto D **Local & Global Issues** President Terry Leas	10:00-11:00 and 3:30-4:30 Masto D **Employee Assistance Program (EAP)** Pam Duggan, licensed counselor with First Choice	10:00-11:00 and 3:30-4:30 Masto TBD **Disability Etiquette & Customer Service** Loralyn Allen
May 14 10:00-11:00 and 3:30-4:30 Masto TBD **Organizational Skills – "Putting First Things First" (from The Seven Habits of Highly Effective People)** Tyler Wallace	**June 18** 10:00-11:00 and 3:30-4:30 Location TBD **Online Security & Safety/ Computer Technology** Tony Lidbetter	**July 9** 10:00-11:00 and 3:30-4:30 Location TBD **Stress Management** Sandy Cheek	**August TBD** 10:00-11:00 and 3:30-4:30 Various Locations **TRiO, Student Success Center, & Opportunity Center Tour** Various Presenters
September 3 10:00-11:00 and 3:00-4:00 Location TBD **Navigating the Department of Retirement Website Maze** Robin Arriaga	**October 15** 10:00-11:00 and 3:30-4:30 Location TBD **Communication "Behavior Styles"** Jerry Workman	**November 19** 10:00-11:00 and 3:30-4:30 Location TBD **Career Enhancement & Education** Bonnie Jeffery	**December TBD** Holiday Social

STAR COMMITTEE MISSION STATEMENT

"The STAR Committee supports the personal and professional development of all classified staff by planning a variety of useful staff training opportunities, developing programs for the recognition of staff contributions, and maintaining a presence with other groups on the BBCC campus."

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