



Board of Trustees Regular Board Meeting

**Friday, June 13, 2014
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Summer 2014 Campus Events

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

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

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

Summer 2014 Campus Events		
June	13	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	13	Commencement; 7:00 p.m.; Lions Field
	14	Nurses' Pinning; 11:00 a.m.; Wallenstien Theater
	16-30	BBCC Quarter Break
July	1	Summer Instruction Begins
	4	Campus Closed for Independence Day
	31	Last Day to Drop a Class
August	7	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	8	Summer Instruction Ends



BBCC Commencement 2013



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Friday, June 13, 2014, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely
Chair

Jon Lane
Vice Chair

Anna Franz

Stephen McFadden

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.
President

Values

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

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

Action

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|--|----|-------------------------------------|-----|---|-----------------------------|--|----|---|-----|--|---------------|--|----|--|-----|----|------------------------|-----|----|--------------------------|-----|----|------------------------|-----|----|-------------------------|-----|----|-------------------|-----|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – US Army Veteran Frank Lagunas
BBCC Veteran’s Club Member
Othello VFW Post Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | 2. | Introductions – | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I/A | 3. | Consent Agenda <table border="0" style="margin-left: 20px;"> <tr><td>a.</td><td>Regular Meeting May 22, 2014</td><td>(A)</td></tr> <tr><td>b.</td><td>President’s Activity Update</td><td>(I)</td></tr> <tr><td>c.</td><td>Student Success</td><td>(I)</td></tr> <tr><td>d.</td><td>Accreditation</td><td>(I)</td></tr> <tr><td>e.</td><td>Assessment</td><td>(I)</td></tr> <tr><td>f.</td><td>Capital Project Report</td><td>(I)</td></tr> <tr><td>g.</td><td>Safety & Security Update</td><td>(I)</td></tr> <tr><td>h.</td><td>Human Resources Report</td><td>(I)</td></tr> <tr><td>i.</td><td>Classified Staff Report</td><td>(I)</td></tr> <tr><td>j.</td><td>Enrollment Report</td><td>(I)</td></tr> </table> | a. | Regular Meeting May 22, 2014 | (A) | b. | President’s Activity Update | (I) | c. | Student Success | (I) | d. | Accreditation | (I) | e. | Assessment | (I) | f. | Capital Project Report | (I) | g. | Safety & Security Update | (I) | h. | Human Resources Report | (I) | i. | Classified Staff Report | (I) | j. | Enrollment Report | (I) |
| a. | Regular Meeting May 22, 2014 | (A) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. | President’s Activity Update | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. | Student Success | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. | Accreditation | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. | Assessment | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. | Capital Project Report | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g. | Safety & Security Update | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| h. | Human Resources Report | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i. | Classified Staff Report | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| j. | Enrollment Report | (I) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) <table border="0" style="margin-left: 20px;"> <tr><td>a.</td><td>ASB President – Mitchell Darlington</td></tr> <tr><td>b.</td><td>Classified Staff Representative – Starr Bernhardt</td></tr> <tr><td>c.</td><td>Faculty Association President – Rie Palkovic</td></tr> <tr><td>d.</td><td>VP Financial & Administrative Services – Gail Hamburg</td></tr> <tr><td>e.</td><td>VP Instruction/Student Services – Bob Mohrbacher</td></tr> <tr><td>f.</td><td>VP Human Resources & Labor – Kim Garza</td></tr> <tr><td>g.</td><td>Executive Director BBCC Foundation – LeAnne Parton</td></tr> </table> | a. | ASB President – Mitchell Darlington | b. | Classified Staff Representative – Starr Bernhardt | c. | Faculty Association President – Rie Palkovic | d. | VP Financial & Administrative Services – Gail Hamburg | e. | VP Instruction/Student Services – Bob Mohrbacher | f. | VP Human Resources & Labor – Kim Garza | g. | Executive Director BBCC Foundation – LeAnne Parton | | | | | | | | | | | | | | | | |
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| g. | Executive Director BBCC Foundation – LeAnne Parton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | 5. | 2014-15 State Operating Budget – VP Gail Hamburg
-----BREAK-----
Executive Session | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | 6. | President’s Evaluation Process – President Leas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | 7. | Board Policy 6101 Admissions – VP Mohrbacher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | 8. | Assessment of Board Activity – Board | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | 9. | Regularly Scheduled Board Meeting – Board | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | 10. | Miscellaneous – President Leas
Adjournment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

NEXT MEETING REMINDER – Regular Meeting August 7, 1:30 p.m.

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

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting on May 22, 2014, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, May 22, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

MEChA President Gabriela Oliva led the Pledge of Allegiance.

1. Call to Order

Present: Mike Blakely
Anna Franz
Stephen McFadden
Mike Villarreal

2. Introductions

MEChA Advisor Rita Ramirez introduced the club officers and members presenting information: Member, Javier Santana; Public Relations Officer, Jazmin Ballardo; Treasurer, Griselda Valencia; and President, Gabriela Oliva. The club promoted cultural awareness with a los Muertos (Day of the Dead) display. They also facilitated one of 250,000 National Cesar Chavez blood drives and a bone marrow registry, which focused on Hispanic donors. Math Instructor Tyler Wallace presented "Experience Peru" at an ice cream social sponsored by the MEChA club. Club members helped with Gear Up, Educate Latino Education Fair, campus tours, and a radio ad on LaNueva. There are 25-30 club members. The club members will join TRiO to tour UW next week. MEChA is sponsoring a movie screening for Cement Suitcase, June 4, and a cast member will attend.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from April 18, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

Motion 14-17 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion passed.

President Leas explained this is the second day of a two-day solar car race event sponsored by REC Silicon, the PUD and the Moses Lake School District. There are approximately 500-1,000 fifth-grade students on campus.

4. Remarks

- a. ASB President Mitch Darlington provided the ASB update. Many of the ASB Officers have been busy serving on campus committees, such as S&A Budget Committee, ASB Hiring Committee, Scholarship Review/Financial Aid Committee, faculty probationary committees, etc. The new officers, who were

interviewed and hired for the upcoming 2014-2015 school year are President, Stormie Kidd; returning Vice President, Jacob Barth; returning Secretary, Whitney Southam; Treasurer, Erika Santacruz; Public Relations Officer, Eric Salgado; and Programming Director, Alexis Spence. The new officers helped with Cellarbration, and ASB Vice President Jacob Barth was the auctioneer. The last Lunchfest, Nachofest, fed 146 people. ASB's last events of the year include a pool tournament, a free day of pool, Library campout and Free Family Surf n' Slide night, to be held on Monday, June 9th from 6:30 – 8:00 p.m. The new officers and programmers will be helping with two ASB fundraisers on Graduation Night – Premium Parking spaces for \$5 directly behind the home bleachers and cold bottles of water for \$1. Our current Programmer, Carlos Hernandez, will sing the National Anthem at Graduation.

Update on Clubs: There are currently 13 clubs and 2 student programs and two additional clubs in the process of being recognized as official ASB clubs.

Rho Zeta members attended the Phi Theta Kappa International Convention in Orlando, FL, April 23-27. Jessie Sumerau was honored as an All-Academic Community College Coca-Cola bronze level scholarship recipient, and President Sarah Schutt was recognized as one of the top Phi Theta Kappa officers internationally. Members held a successful car wash on campus May 5, and they also assisted the BBCC Foundation with Cellarbration. The chapter is currently holding a raffle. They will host the Book Buy Back Bake sale June 11-12, with the first-day sale proceeds going to the BBCC Relay for Life team. Members will serve 2014 graduates as gray gown escorts at graduation June 13, 2014.

The Students Supporting Students Club will present a mini seminar about safety on campus, including a self-defense demonstration on June 5 outside the ATEC building.

The Veterans Club received \$2,500 in ASB funding. They have started a "Coffee Mess" at the Campus Safety office in 1400. The club is teaming with other clubs to provide functions on campus. They will be part of the June 5 Safety Awareness training, which will include personal safety and self-defense tactics.

Nursing Club students had a very successful NCLEX review. This review prepares them for the national test required for licensing.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Upcoming trainings include *Position Allocation & Performance Evaluations*. The next workshop is scheduled for May 30. Director of Safety and Security Kyle Foreman will present about On-the-Job Safety.
- c. Faculty Association President Rie Palkovic provided updates from the faculty members, and she congratulated Mike Blakely and Custodio Valencia for receiving the TACTC awards. She commented that she knew Custodio was

going to do well when he was one of her students years ago.

Physics Instructor Dr. Jim Hamm, and Chemistry Instructors Lindsay Groce and John Peterson visited The Institute for Systems Biology for a Curriculum Enhancement Workshop May.

Part-time Computer Science Instructor Dr. Edward Lulofs reported, after preparing all quarter, his classes' Linux servers will be online this week in the CS206 Linux server Admin class. He and Computer Science Instructional Designer Mary Shannon attended a conference last week to help make WA college IT programs more uniform and transferrable.

Physics Instructor Dr. Jim Hamm reported the astronomy 101 class had a stargazing session on the lawn of the 1200 building Wednesday, May 14. They invited the JATP students. The group enjoyed viewing Jupiter, Mars, Saturn, and the Moon. Several of the JATP students took pictures of the Moon on their cell phone cameras, shot through the telescope eyepiece.

Welding Instructor Shawn McDaniel reported the welding department just completed three rounds of training for Genie Industries/ Terex. The small groups of Genie employees went through intense training to prepare for welding jobs at Genie. Genie donated three welding machines to the welding program to assist with their classes and left the machines for the college to use. They also donated huge quantities of consumables and metal to the program. The students in this program are already out there welding in production successfully.

Basic Skills Instructor Valerie Wade reported 12 students will complete the high school diploma class. English Instructor John Carpenter reported that one of his students in the Shakespeare class converted an old song to new music.

Lastly, Faculty Association Palkovic reported the Faculty Association voted unanimously to award emeritus status to Max Heinzmann, Mike O'Konek, and John Swedburg.

- d. Director of the Business Office Charlene Rios provided VP Gail Hamburg's report. BBCC's PTEC capital proposal was scored number one for funding by the SBCTC. The top ten community college capital projects have been awarded. The 76,000 square foot PTEC building will house the agriculture science and technology, automotive, industrial/electrical technology, aviation mechanic technology, mechanics and welding programs. Professional Technical faculty will visit new buildings in the state system to gather ideas of details that should be included in the PTEC building. Funding will be distributed over two biennia. In 2015-17, the pre-design will begin with construction planned for the 2017-19 for \$33 million.

The new Director for BBT has been hired. Rick Sparks Director of BBT is currently employed as Director of Technology Services at Clackamas Community College. Prior to that he was employed at Community Colleges of Denver for 17 years, first as an IT technician, then as an adjunct faculty, and moving up to the Executive Director of IT Services. Director Sparks will be on campus mid-June.

Trustee Stephen McFadden complimented VP Hamburg and her team for producing a great document and presentation for BBCC's PTEC building.

- e. VP Mohrbacher reported a new program opportunity between BBCC and Pierce College, which is the Center of Excellence for Homeland Security. Dean Rasmussen stated BBCC and Pierce College will partner to provide a Homeland Security Management Associate degree. Graduates of this program will be qualified for security management positions at airports, public facilities, and FEMA projects.

VP Mohrbacher also reported that he and a group of BBCC employees toured the Royal City, Othello and Ritzville Community Knowledge Centers (CKCs) Tuesday. BBCC also facilitates Community Knowledge Centers in Wilson Creek, Warden and Mattawa. The CKCs provide basic computer literacy classes along with a computer work space to community members.

- f. President Terry Leas provided VP Kim Garza's update from Human Resources.
- g. Executive Director LeAnne Parton provided an update for the Foundation. Cellarbration grossed \$103,000; breaking the \$100,000 mark for the first time. ASB officer Jacob Barth was the auctioneer. Nice quality items in the live and silent auctions. Trustee Villarreal complimented auctioneer Jacob Barth.

Director Parton is also working on awarding Foundation scholarships and completing the Opportunity Center remodeling.

5. Exceptional Faculty Awards

AMT Instructors Dan Moore and Erik Borg provided their verbal Exceptional Faculty Award reports. Dan Moore reported he and Erik Bord attended the Aviation Technician Education Council Conference in San Antonio, Texas. The networking was great and instructors shared tips and strategies to garner donations.

Instructor Erik Borg reported he learned about using technology in the classroom. One highlight was the Instructor's use of google goggles to create an instructional video in about two minutes. Instructor Borg also invited the Trustees to visit the improved composite lab.

6. Phi Theta Kappa Presentation

Officers attended the Phi Theta Kappa Conference Nerd Nation April 24-26 in Orlando, Florida. Rho Zeta President Sarah Schutt was elected the VP of district 3. She was

one of 30 distinguished chapter officers out of 450 chapters. Heather Thomas achieved 5-star status and honors in action, and Rho Zeta also received Outstanding Chapter recognition. Rho Zeta Officers Carson Heschle and Jessie Sumerau represented BBCC as All-WA Academic team members in Olympia. Jessie Sumerau was also chosen as an All-USA Academic Coca Cola scholar. Rho Zeta has about 200 members on campus.

7. Emeritus Status

VP Mohrbacher announced three faculty members were nominated for Emeritus status by the Faculty Association; Counselor Max Heinzmann, former Automotive Instructor Mike O’Konek, and Chief Pilot John Swedburg. These three nominees have made very serious contributions to BBCC and have worked here many years. Their nominations were unanimously approved by faculty members.

Motion 14-18 Trustee Mike Blakely moved to award Max Heinzmann, Mike O’Konek, and John Swedburg Faculty Emeritus. Trustee Anna Franz seconded, and the motion passed.

8. Academic Master Plan (AMP) 2014-2019

VP Bob Mohrbacher reminded the board that they previously approved outcomes and objectives of the 2014-19 Academic Master Plan. The AMP draft includes the narrative describing the plan and how it works. The BBCC Mission is the heart of the plan and the Core Themes and Ends Statements are key components. This document guides the data gathering and reporting for the college. The approved outcomes and objectives are already in use as evidenced by the upcoming Excellence in Teaching and Learning report during this meeting. The AMP is the architecture of the data gathering and reporting effort. Additional items referenced in the AMP include the Facilities Master Plan, Marketing Plan, and Perkins Plan. This document is essential to meet new accreditation standards.

Trustee Mike Villarreal stated he liked the crosswalk. Adding the Facilities Master Plan, Marketing Plan, and Perkins Plan illustrates the gears moving together at BBCC. VP Mohrbacher clarified the Student Achievement Initiative information is not merged into this document because is an outcome not a plan.

President Leas commended the team that worked on this effort.

Trustee Stephen McFadden asked if the 2014-19 AMP is amendable, given the 5-year span of time. VP Mohrbacher confirmed that the board may amend the plan whenever necessary.

Motion 14-19 Trustee Mike Villarreal moved to approve the 2014-19 AMP. Trustee Stephen McFadden seconded, and the motion passed.

Trustee Mike Blakely announced a 10-minute break at 2:36 p.m. The meeting reconvened 2:46 p.m.

9. AMP Report #2 Excellence in Teaching and Learning

Dean Valerie Kirkwood introduced the report. There is a lot going on in classrooms and service areas. High academic standards is a big goal for BBCC.

Aviation Instructor Joe MacDougall shared how he is using technology to teach aviation. He uses an iPad with the *CloudAhoy* and *ForeFlight* apps. They track flights and weather and provide data for debriefing and review later. He also uses ForeFlight. Instructor MacDougall stated he is a safer, more effective instructor with the use of technology. The apps allow weather overlays on to charts. The apps are about \$30 per year with an educational discount. The FAA provides all information digitally, and this works well with the iPad. Instructor MacDougall said he would like for all AFT students to have iPads for all of their books. An iPad with the right data package for use during flights is about \$900.

Webmaster Jeremy Seda shared information about the website redesign. Wordpress was chosen as the content management system. Wordpress is an open source content management, free software resource. Jeremy shared the new website, which is not public yet. Web forms are built into the site, and Google analytics gather data regarding page hits to help determine future plans. The site is also accessible for users who have visual, audio or cognitive limitations.

Director of Basic Skills Sandy Cheek represented VP Kim Garza to share the efforts of the Leadership Development Team. She stated this is a great professional development group. Their mission statement is to inspire and promote BBCC employees to be leaders wherever they are and in whatever they do. They developed leadership competencies: Administrative, Communication, Interpersonal, Continuous Improvement, Motivation, Organization Knowledge, Organization Strategy, Self-Management, Decision Making, Ownership/Accountability and Development.

The team has developed on-campus training opportunities with internal and external experts in varying fields. Approximately 20-30 people participate in each lunch n learn. Activities are surveyed, and the feedback is used to improve future activities. Director Cheek stated this is a good team to become a part of to pursue quality improvement and professional development.

Trustee Mike Villarreal expressed interest in attending some of the training sessions. Melinda will share the training calendar with the trustees.

Dean Valerie Kirkwood shared student success data. Fall-to-fall retention is rising and is currently at 77% (with 15 credits). BBCC continues to be very near the top earning of student achievement points compared to WA community colleges. The rate of full-time BBCC Students completing within three years of their start is well above the national average. Regarding the role BBCC plays with transfer students, the GPAs of seniors who started in community colleges are the same as those who started in 4-year baccalaureate schools. Community college students make up 40% of the 4-year graduates.

This huge amount of data provides what we need to make evidence-based decisions, and it takes a lot of work behind the scenes to gather and compare the data.

Motion 14-20

Trustee Anna Franz moved to accept the 2014 Excellence in Teaching and Learning AMP Report. Trustee Stephen McFadden seconded, and the motion passed.

10. Student Code of Conduct

VP Mohrbacher shared the updated draft student code of conduct. Vice presidents of student services and Assistant Attorney Generals developed a draft code-of-conduct template, and VP Mohrbacher customized it for BCC. AAG Bradbury reviewed the draft and is comfortable with it. This document governs the due process rights of students, and this new code is aligned with processes at other state agencies. VP Mohrbacher also received feedback from student and employee groups. The appeal process has changed slightly and includes VAWA requirements regarding sexual misconduct. Trustee Mike Villarreal asked about the education process for employees to understand the new language. VP Mohrbacher confirmed employees will refer to the handbook and understand the importance of following the procedures. There will be training on campus. AAG Bradbury also added there will be Title IX training on campus.

Motion 14-21

Trustee Anna Franz moved to approve the Student Code of Conduct as presented. Trustee Mike Villarreal seconded, and the motion passed.

11. President's Evaluation

President Leas suggested reviewing and revising PG 1000.4 to state the president's evaluation will occur annually rather than in June. This change will allow the trustees to consider the budget as part of the president's evaluation. President Leas also suggested aligning the president's evaluation with employee evaluations and administering surveys electronically rather than using a focus group. The final monitoring report data is available in August and could be considered if the evaluation was conducted later in the year. Trustee Stephen McFadden asked about the contract extension issue. President Leas stated he is comfortable with the extension occurring later in the year. Trustee McFadden stated he prefers conducting the president's evaluation during September as part of the board's annual retreat. He would also like to include Trustee Jon Lane, who is not present today, in the conversation. Further discussion is needed on the community input piece. Trustee Anna Franz concurred with conducting the president's evaluation during the fall retreat.

President Leas stated this is opening the discussion, and no decision is needed today. This item will be on the agenda of the June board meeting. The work plan and president's evaluation tool will be included in the agenda of the June 13 board meeting.

Trustee Mike Blakely asked if President Leas is satisfied with the evaluation techniques? President Leas stated he is satisfied with the process used and wants to be sure whatever is used provides accurate information to the trustees without being onerous.

12. Board Chair Elections

Trustee Mike Blakely suggested continuing with the current matrix.

Motion 14-22

Trustee Anna Franz moved to revise the wording to general neutral as presented. Trustee Stephen McFadden seconded, and the motion passed.

13. Assess Board

President Leas invited AAG Bradbury to share information about the Open Public Meeting Act (OPMA). She said ESBA 5964 requires that board members receive training regarding the OPMA within 90 days after July 1, 2014. Her office has developed a 30-45 minute training session. There are no changes to the OPMA. This training will be shared during a study session just before the August 7, 2014, board meeting.

Trustee Anna Franz reported that she attended the Spring TACTC Conference, and it was a good opportunity to recognize part of the BBCC family.

Trustee Mike Villarreal reported he attended the JATP dinner and reception and the TACTC awards dinner. He also attended Cellabration!, and it was lots of fun for the right cause.

Trustee Stephen McFadden congratulated Director Parton for the success of Cellabration! He reported that effective June 2, he will be the Adams County Economic Development Coordinator based in Othello. He stated there are great connections between economic development and BBCC.

Trustee Mike Blakely reported that he wrote TACTC nomination recommendations for Custodio Valencia and Samaritan Healthcare. He also contacted businesses for Cellabration! donations. Trustee Blakely attended the TACTC Conference in Yakima, and talked to potential students promoting BBCC.

14. Next Meeting

The next board meeting is set for June 13, at 1:30 p.m.

15. Miscellaneous

President Leas reminded the trustees about the June 12 Kiwanis/Rotary golf tournament fundraiser for AEDS for BBCC buildings and one mobile AED.

President Leas shared Transforming Lives Award Nominee Ginna Fontaine's letter and suggestion about a staff appreciation day. He explained that the Campus Excellence Awards luncheon, which started last year, is BBCC's staff appreciation day. President Leas will respond to Ms. Fontaine's letter and invite her to attend the luncheon. Trustee Mike Blakely thanked his fellow trustees for support of his TACTC Award nomination.

President Leas asked the board to consider holding their retreat September 11. A regular meeting is already scheduled on this date. Moving the retreat from the tentative date of August 21 to September 11 will allow Institutional Research time to gather time-sensitive data and develop the Outcomes AMP report. President Leas also suggested holding the retreat at the Columbia Basin Skills Center.

Motion 14-23

Trustee Mike Blakely moved to cancel the August 21 meeting. Trustee Stephen McFadden seconded, and the motion passed.

The meeting adjourned at 4:25 p.m.

Mike Blakely Chair

ATTEST:

Dr. Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from May 12, 2014 through June 4, 2014 are following.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/12/14	Exit Lunch	Feedback	BBCC	
	Employee Candidate Forum	Feedback	BBCC	
	Greet Japanese Consul Uenishi	Support Excellence in Teaching & Learning	BBCC	
	JATP Welcome Dinner & Ceremony	Support Excellence in Teaching & Learning	BBCC	
5/13/14	Immigration Attorney Meeting	Planning	BBCC	
	Senator Holmquist Newbry	Community Engagement	BBCC	
	Employee Candidate Forum	Feedback	BBCC	
5/14/14	Grant County EDC Board Meeting	Community Engagement	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	AstaReal Technologies Opening Ceremony	Community Engagement	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
5/15-16/2014	Spring TACTC Conference WACTC Meetings	Education System Support	Yakima	
5/17/14	Cellarbration!	Advancement	BBCC	
5/20/14	Community Knowledge Center Tour	Community Engagement	Royal City, Othello Ritzville	
5/21/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/21/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
5/22/14	Commencement Program Review	Planning	BBCC	
	Welcome Librarians & Media Specialists	Program Support	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Samaritan Healthcare Meeting	Community Engagement	Moses Lake	
5/23/14	Applicant (Employee) Preview	Feedback	BBCC	
	Graduation Meeting	Planning	BBCC	
5/24/14	Marched in SpringFest Parade	Community Engagement	BBCC	
5/27/14	Applicant (Employee) Preview	Feedback	BBCC	
	Retirement Lunch	Feedback	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
5/28/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Student Recognition Night Event	Support Excellence in Teaching & Learning	BBCC	
5/29/14	WACTC Meetings	Education System Support	Edmonds Community College	
6/2/14	Graduation Meeting	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/3/14	North Central Workforce Development Council	Community Engagement		
	STEM Director Andre Guzman	Program Support	BBCC	
6/4/14	German Class Flash Mob	Support Excellence in Teaching & Learning	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Trustee Mike Blakely	Board Agenda Review	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

Several recent policy changes, both locally and at the state level, will make it easier for students to make the transition from high school to BBCC:

- BBCC Running Start eligibility requirements have been streamlined; students are required to place into one college-level course in English or math.
- Placement policies have been updated in math and English. Math placement can now be made via Accuplacer, ACT/SAT scores, or other placement tests taken at other colleges. English placement can be made via COMPASS and a local writing sample, or other placement tests taken at other colleges; the English department is discussing placement via ACT/SAT scores, and should have that option implemented within the year.
- In 2014-15, BBCC will participate in a College Spark grant with the Washington State Board for Community and Technical Colleges, Green River Community College, and other Washington colleges; this grant will allow BBCC math and English faculty to work directly with local high school teachers to develop placement tools based on high school transcripts.
- Beginning next year, Washington high schools will administer the Smarter Balanced assessment in the 11th grade; BBCC will begin accepting Smarter Balanced scores for English and math placement in spring 2015.

Prepared by VP Mohrbacher.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Accreditation:

The annual report to the Northwest Commission on Colleges and Universities (NWCCU) was submitted on June 2, 2014, by the BBCC Office of Institutional Research and Planning. This report supplies brief factual information on enrollment, institutional demographics, and any substantive changes to BBCC's degree offerings, based on a fall quarter snapshot. A brief executive summary of some of the relevant data is below.

Unduplicated Headcount:	2347
Full-Time Equivalent (FTE):	1839
Full-time Faculty:	44
Part-time Faculty:	84
Financial Aid Cohort Default Rate (2011):	15.8%
Distance Learning Student Headcount:	277

Prepared by VP Mohrbacher, and Dean Kirkwood

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

Dr. Ryann Leonard, Chair of the Assessment Committee, has begun moving Assessment Committee documents from the BBCC Portal to a Canvas classroom to which all faculty have access. The use of a Canvas online classroom will allow a more interactive process for collecting and sharing assessment documents. It will also allow us to collect assessment data on General Education and Program outcomes directly through Canvas from the individual online classrooms sites used by BBCC faculty, rather than uploading all of the data manually.

Prepared by VP Mohrbacher, Dean Kirkwood

RECOMMENDATION: none

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Facilities Master Planning:

Work continues on the Facilities Master Plan.

History:

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

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

4/14/2014: The architects were on campus on April 10 to review the Facilities Condition Report further. The purpose of this exercise is to address needed repairs and improvements that could be funded from Minor Improvement funds. This information will be included in the Facilities Master Plan. The Academic Master Plan Committee met on April 14. They are in the final stages of updating the AMP. After careful review of this updated plan, the Facilities Master Plan will be completed.

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

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

Surveys were administered to students, faculty, staff, and business & industry; survey responses were analyzed.

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

Prepared by VP Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

g. Safety & Security Update

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	708
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	2
SAFETY INCIDENTS INVESTIGATED	3
TIMELY WARNINGS ISSUED (as per Clery Act)	0

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

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

	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	YTD
Reportable Offenses per VAWA and Clery Act 20 USC 1092 (f) are in RED shaded categories						
Arrests and Violations						
[90G] Liquor Law Arrests	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	0	0	0
[35A] Drug Law Arrests	0	0	0	0	0	0
[35A] Drug Law Violations	0	0	0	0	0	0
[520] Illegal Weapons Arrests	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0
Criminal Offenses						
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
(8a-g, 8 h-l, 8j) [200] Arson	0	0	0	0	0	0
Sex Offenses						
(2a) Forcible						
[11A] Rape	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0
[11D] Forcible Fondling	2	0	0	0	0	2
(2b) Non-Forcible						

[36A] Incest	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0
Hate Crimes						
Larceny or theft						
Race bias	1	0	0	0	0	1
Gender bias	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0
Simple Assault						
Race bias	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0
Intimidation						
Race bias	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0
Destruction, damage or vandalism of property						
Race bias	0	0	0	0	0	0
Gender bias	0	0	0	0	0	0
Religion bias	0	0	0	0	0	0
Sexual orientation bias	0	0	0	0	0	0
Ethnicity bias	0	0	0	0	0	0
Disability bias	0	0	0	0	0	0
Criminal Offenses						
[510] Bribery	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	1	0	1
[13C] Intimidation (incl. threats, bomb threats)	0	0	0	0	0	0
[250] Counterfeiting/Forgery	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	0	0	0	0
[270] Embezzlement	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0

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

Total Combined Incidents 9

Prepared by Director Kyle Foreman

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for action)

h. Human Resources Update

BACKGROUND:

Recruitment & Selection:

Rick Sparks accepted the position of Director of Information Technology. Rick's first day of work will be June 16, 2014.

Mikaela Pinger accepted the position of Aviation Program Assistant. Her first day of work was June 2, 2014.

The screening committee is currently reviewing applications for the Flight Instructor position. This position replaces John Swedburg, who will retire at the end of the academic year. This is a full-time, tenured faculty position.

Interviews have been completed for the Computer Science Instructor position. Jimmy Wanner has accepted the position.

Interviews for the Counselor position are tentatively scheduled for June 9 and 12.

The posting for the Aviation Mechanic/Inspector Lead position has closed and applications are in the review process.

The position of Program Assistant – Financial Aid has been posted. This is a full-time, classified position replacing Alejandra Sandoval, who resigned in May.

The position of Program Assistant – CBIS has been posted. This is a new, part-time, classified position supporting the CBIS department.

Applications are still being accepted for the JATP Operations Coordinator. Asher Ramras' last day of work was May 30.

Director of Adult Education Sandy Cheek plans to retire. Her position has been posted.

Training:

Brian Willett will be on-campus June 23 to conduct strategic planning training. This course covers what institutions should consider when creating or updating a strategic plan, including what to include, who to consult, and how to connect goals with performance measures that hold staff and management accountable.

The session is offered at no charge to members of local government offices. The workshop will be held in the Masto Conference Center from 1:00pm to 4:30pm.

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for action)

- i. Classified Staff Report

BACKGROUND:

Position Allocation & Performance Evaluations, presented by Kim Garza and hosted by the STAR Committee, was held on May 29th from 10:00-11:00AM in the Library. Sixteen staff members from 13 different departments attended the session and feedback was very positive. Seven out of eight respondents rated the training as *excellent* overall and the same number felt the information would be *very useful* in their job performance. The afternoon session has been rescheduled for June 19th to best accommodate more classified staff schedules.

Our second classified staff workshop of the year was **On-the-Job Safety Training** presented by Kyle Foreman. Two sessions were held on May 30th from 9:00 to 11:30AM and from 3:00 to 5:30PM in the Masto Conference Center. Twenty-one people participated in both sessions. Attendees learned about risk and crime prevention, the Clery Act, the Campus Alert System, registered sex offenders on campus, the Campus Wide Multi Hazard Plan, and the Safety and Accident Prevention Plan. The sessions were informative and interactive, with audience members openly asking questions. Nineteen participants provided feedback and 95% felt that the information would be useful in their work and personal lives. Overall, all participants felt the training was *good to excellent*.

Additional Classified Staff Training (training for May and June will be reported in the next Board Agenda):

Name	Department	Training	Location	Date(s)
Randy Fish	M&O	Security Badge Training (Airport Terminal)	Moses Lake, WA	April 11

One-hour summer training sessions will include **Active Shooter Training** (June), **Office 2013 Tips & Tricks** (July), **Perspectacles** (August), and **Navigating the Department of Retirement Website Maze** (September). A multi-hour workshop will be held in July focused on **Problem Solving & Confronting without Conflict** presented by Maria Agnew from Influencing Options. This workshop will be offered to all BBCC employees.

Prepared by Classified Staff Representative Starr Bernhardt.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The 2013-14 FTE report as of June 3rd is included for your information. We are currently 2.5% over our two year state-funded FTE target.

This is tuition collection information is from April, the May information is not yet available.

The tuition amount budgeted for 2013-2014 is \$4,264,284. As of April 30, 2014, we have collected \$6,077,888 or 142.5% of the budgeted amount. As of April 30, 2013, we had collected \$5,892,134 or 147.0%.

TUITION COLLECTION REPORT

As of April 30, 2014 and April 30, 2013

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of April 30	\$6,077,888	\$5,925,517
As a % of annual budget	142.5%	147.8%
Left to collect to meet budget target	\$ 0	\$ 0

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

RECOMMENDATION:

None

F.T.E. REPORT

6/3/2014

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <u>FTEs</u>
1st year (12-13)		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
2nd year (13-14)		
SUMMER	330.6	110.2
FALL	1681.2	560.4
WINTER	1683.2	561.1
SPRING	1476.8	492.3
TOTAL	<u>10360.0</u>	<u>3453.3</u>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		3453.3
Past year + current year allocation		3370.0
% of allocation target attained to date		102.5%
Add'l FTEs to meet minimum 96%	-654.4	-218.1
Add'l FTEs to meet target 100%	-250	-83.3
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	122.8	40.9

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #5: 2014-15 State Operating Budget (for action)

BACKGROUND:

VP Gail Hamburg will present the draft 2014-15 State Operating Budget.

Prepared by VP Hamburg and Director of Business Office Charlene Rios.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #6: President's Evaluation Process (for information/action)

BACKGROUND:

During the board meeting on May 22, the trustees discussed reviewing the work plan and performance evaluation documents and the president's performance evaluation tool to determine the process they will use to evaluate the president. The trustees also agreed that the timing of the president's evaluation would be moved from June to the retreat scheduled in the fall.

President Leas asks if the trustees are comfortable conducting the president's evaluation in a manner similar to other college administrators. Attached are forms used for other administrators. Vice President Garza is available to answer questions about the new evaluation system for administrators.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board specify the process and timeline to evaluate the college president.

**BIG BEND COMMUNITY COLLEGE
ADMIN/EXEMPT PERFORMANCE EVALUATION**

Employee Name:	Title:
Department:	Date in Position:
Evaluating Manager:	Review Period:

Performance Scale (definitions are attached):

- *5 = Exceptional/Consistently Exceeds Expectations
- *4 = Meets & Frequently Exceeds Expectations
- 3 = Proficient/Meets Expectations
- *2 = Needs Improvement
- *1 = Unsatisfactory

**Requires supporting comments*

1. EXECUTION OF PRIMARY RESPONSIBILITIES

Primary Responsibilities	Rating	Comments
Direct Responsibilities (from job description): Performance of tasks for which the employee is directly responsible. Please list: <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		
Additional Contributions , including but not limited to: <ul style="list-style-type: none"> • Participation in activities above and beyond the individual's primary area of responsibility. • Involvement in community organizations and/or events that promote Big Bend's presence in the community and/or advance the mission of the college. 		
Please review the areas listed below if the employee has additional supervisory, budget or department responsibilities.		
Personnel Management , including but not limited to: <ul style="list-style-type: none"> • Develops employee performance that meets or exceeds expectations, including work expectations. • Evaluations are conducted on time. • Performance and/or behavior issues addressed. • Ensures staff compliance with organizational policies, procedures, ethics regulations, state and federal laws. 		
Department Performance , including but not limited to: <ul style="list-style-type: none"> • Meets departmental goals. • Meets primary department deliverables • Achieves successful student /customer satisfaction indicators 		
Budget Planning & Control , including but not limited to: <ul style="list-style-type: none"> • Develops realistic budget plans that meet appropriate needs 		

<ul style="list-style-type: none"> • Budget plans submitted on schedule • Expenses controlled within designated variance tolerance • Invoices submitted in a timely manner 		
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2. LEADERSHIP COMPETENCIES & CHARACTERISTICS

Competency	Rating	Comments
Administrative Works efficiently, establishes short and long-term plans, manages execution of responsibility (including structure, staff, and budgets), provides direction, and develops systems and processes.		
Communication Speaks clearly and delivers effective presentations, fosters open communication, actively listens to others, and prepares professional written communications.		
Interpersonal Builds collaborative relationships, values diversity, displays respect for differences, addresses and manages conflict, fosters teamwork, puts people at ease, and displays compassion and sensitivity.		
Continuous Improvement Champions change by inspiring a shared vision, challenges the way things have always been done, open-minded, strives to implement best practice, is creative and innovative, leads courageously, and takes risks.		
Motivation Displays initiative, drives for results, shows work commitment, conveys an appropriate sense of urgency, and aspires to excellence.		
Organization Knowledge Knows the business and organizational issues, uses financial/quantitative data, and increases efficiency and effectiveness through the incorporation of technology, systems, and processes.		
Organization Strategy Recognizes “big picture” implications, influences others, promotes corporate citizenship, manages resources to ensure continued growth, displays organizational and financial savvy, focuses on customer service, and demonstrates a commitment to quality.		
Self-Management Acts with integrity, is self-aware, composed, develops oneself, demonstrates adaptability to a changing work environment, is trustworthy, and balances personal life and work.		
Decision Making Innovates, analyzes multiple perspectives of an issue, uses sound and objective judgment to make timely, appropriate and balanced decisions, thinks strategically, and includes others in the decision-making process.		
Ownership/Accountability Understands policies, regulations and performance expectations,		

follows ethical practices, inspires commitment, holds self and others accountable, follows through on commitments, and confronts issues directly.		
Development Invests in employees, committed to personal and professional development for all, coaches and develops others, and recognizes and celebrates the achievements of others.		

3. OBJECTIVES & PERSONAL DEVELOPMENT

Objectives From Individual's Work Plan– expand number of spaces as needed

Objective	Target	Outcome

Personal Development– expand number of spaces as needed

Development Area(s)	Comments

4. COMMENTS

Additional Supervisor Comments:
Employee Comments:

Date: _____ Employee Signature: _____

Date: _____ Supervisor's Signature: _____

5. COMMENTS

Additional Reviewer Comments:

Date: _____ Reviewer's Signature: _____

2013-14 Department Leader Work Plan



Employee Name:	Position:
Department:	Date:
Reports To:	

Core Theme	Goal	Resources Needed	Objective	Expected Completion	Results
Student Success	Goal(s)				
Excellence in Teaching & Learning	Goal(s)				
Community Engagement	Goal(s)				

	Goal(s)				
	Miscellaneous Items				

Review Dates and Signatures:

1st Quarter:

Employee

Supervisor

3rd Quarter:

Employee

Supervisor

2nd Quarter:

Employee

Supervisor

4th Quarter:

Employee

Supervisor

Presidential Performance Review Tool Options for Community and Technical College Evaluations

The purpose of this performance review is to communicate about performance.

At the beginning: This form contains a list of presidential functions. Space is provided in each section for the board to add any specific objectives assigned to the president for the coming year. Once any objectives are added, the form contains the criteria against which the president will be evaluated at the end of the review period.

At review time: When the review period ends, the board jointly discusses performance for each function and objective with the president. Once the discussion has been held, the rating scale is completed to reflect the consensus of the board. The chair signs the form on behalf of the board for the permanent record.

NOTE: Colleges should tailor their approach to reflect specific local needs and priorities.

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			1. 1. Community Relations Media- maintains effective relationships with the media in order to make the public aware of the college, its programs, and activities.			
			Marketing- maintains an effective planned marketing program for the college to make the public aware of the college, its programs, and activities.			
			Community activities- is active in community activities and organizations to gain visibility for the college and become aware of and sensitive to community needs.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Educational institutions- maintains effective dialogue and communications with the local public school systems and other higher education institutions to promote coordination and cooperation.			
			Business & Industry- maintains effective dialogue and communications with local businesses, economic development councils, and chambers of commerce to promote effective program development and growth within the college.			
			Specific community relations objectives for coming year:			
			Legislative Relations Information- assists the board and provides leadership in informing and educating local, state and federal legislators of issues of importance to the college.			
			Liaison- maintains ongoing communication with local, state and federal legislators on new and emerging issues concerning the college.			
			Participation- participates in community and technical college system legislative activities to support and promote issues of importance to the college and the community college system.			
			Dissemination- keeps the internal college community (trustees, faculty, staff, students) informed of local, state and federal legislative issues.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Participation- involves college staff, faculty, and students in local, state and federal legislative affairs where appropriate.			
			Specific legislative relations objectives for coming year:			
			Educational Planning Needs assessment- provides leadership in formally and informally assessing the community to determine educational needs.			
			Evaluation- conducts formal evaluation and assessment to determine educational program quality and needs.			
			Program planning- conducts formal educational planning activities to project and plan for future educational programs of the college.			
			Curriculum- provides leadership in the development of innovative curriculums to meet changing community needs.			
			Accreditation- provides leadership to insure Accreditation status is maintained and staff prepare appropriately for visits.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Specific educational planning activities for coming year:			
			Budget Control			
			Fiscal Accountability- assumes the lead, as chief executive officer, in instilling awareness for fiscal responsibility among members of the staff.			
			Budget Development- conducts a thorough and sound process of annual budget development for presentation to the board.			
			Budget presentation- presents the budget in an organized and understandable manner, which includes options and alternatives for board consideration.			
			Fiscal priorities- recognizes the approved budget as the board of trustees' expression of fiscal priorities and coordinates deviations from the budget prior to their implementation.			
			Needs awareness- is completely informed on the needs of the college program, plant, facilities, equipment, and supplies.			
			Auxiliary funding- pursues external and supplemental funding and resources to support special college projects and to augment the regular fund allocations.			
			Specific budget control objectives for coming year:			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			5. Personnel & Labor Relations Negotiations- supports and pursues good faith negotiations with employee groups and associations.			
			Fair hearing- assures all employees a fair hearing if disciplinary action is initiated against them.			
			Human resource development- develops and promotes professional development activities and promotional opportunities for faculty, staff, administrators and the board.			
			Diversity- supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			
			Equal employment opportunity- employs a personnel department that conducts fair and equitable employment selection and promotional practices.			
			Employee selection- recruits and selects highly qualified and capable employees through thorough selection processes.			
			Specific personnel and labor relations objectives for coming year:			
			6. Management Activities Planning and organizing- able to plan ahead, anticipate problems and use resources effectively.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Analytical ability and judgment- able to size up a problem, gather and evaluate facts, and reach sound conclusions.			
			Communication- able to express ideas both verbally and in writing.			
			Establishing priorities- sets rational priorities so that the implementation of decisions takes place in a timely fashion.			
			Consultation- consults willingly with appropriate constituencies as a part of the decision-making process.			
			Decision making- capable of sound decision making.			
			Management- manages institutional affairs calmly and effectively.			
			Administrative capacity- provides directions, has the confidence of colleagues, delegates tasks and responsibilities.			
			Specific management activities objectives for coming year:			
			Board Relations			
			Information- provides adequate background information for the board in advance of meetings.			
			Implements policy- carries out the policies of the board in a timely manner.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Requests assistance- seeks guidance from the board on important matters when necessary.			
			Assists board- helps the board understand its legal responsibilities.			
			Informs board- keeps the board informed on mater of importance to the college which originate outside the institutions; i.e. affirmative action, legislation, etc.			
			Chairperson- maintains effective communication and exchange of information with the Board Chairperson.			
			Specific board relations objectives for coming year:			
			Constituencies Relations			
			Faculty- maintains effective relationships with the faculty in carrying out college programs.			
			Students- accessible to students and concerned about their welfare.			
			Community- sensitive to community needs; interprets the college effectively to the community.			
			SBCTC- establishes effective working relationships with the state staff; represents the college effectively to the State Board for Community and Technical Colleges.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			WACTC- contributes to the operation of the community college system by participating in the activities of the Washington Association of Community and Technical Colleges, Board of Presidents.			
			Local, State, and Federal Legislators- maintains contact with legislators, promoting the interest of the college and the citizens of the district.			
			State government- maintains contact with other agencies of government (Governor’s Office, Office of Financial Management, Higher Education Coordinating Board, Washington Personnel Resources Board) promoting the interest of the college.			
			Foundation- nurtures the Foundation by facilitating open discussion of fund raising ideas and college needs. Serves on Foundation Board.			
			Legislators- contributes to the exchange of information and maintain effective communication			
			Professional Growth Participation- in professional organizations to keep abreast of new and innovative practices and programs.			
			Improvement- participates in seminars, workshops, and classes to renew, refresh, and extend technical and professional expertise.			
			Improvement- is open to suggestions for improvement and willing to take risks in attempting new and innovative practices and programs.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Specific professional growth activities for coming year:			
			Strategic Planning Philosophy of college- supports the continuing examination of the philosophy and purposes of the college.			
			Diversity- supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			
			Academics- Guides development and implementation of the Academic Master Plan.			
			Facilities- Guides development and implementation of the Physical Plant Master Plan.			

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #7: Board Policies (for information)

BACKGROUND:

The following board policy draft is included for your consideration and subsequent action at the next meeting. The revised language is underlined.

BP 6106 Admission

Prepared by VP Mohrbacher.

RECOMMENDATION:

None.

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

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

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

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

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #8: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #9: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next board meeting is scheduled on Thursday, August 7, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 6/13/14

ITEM #10: Miscellaneous (for information)

BACKGROUND:

President Leas will be on vacation June 27 through July 11, 2014.

Prepared by the President's office.

RECOMMENDATION:

None.