



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

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

**ATEC  
Hardin Community Room**

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

## Spring/Summer 2014 Campus Events

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

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

| May  | 22 | Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC           |
|------|----|--|
|      | 26 | Memorial Day Holiday – Campus Closed                                       |
|      | 28 | Student Recognition Night; 5:00 p.m.; Masto Conference Center              |
|      | 29 | BBC Preschool Promotion; 6:00 p.m.; Masto Conference Center                |
| June | 6  | Campus Excellence Celebration Luncheon 11:45 p.m.; Masto Conference Center |
|      | 9  | ASB Family Surf n' Slide Night; 6:30-8:00 p.m.; Student & Family Free      |
|      | 10 | Spring Instruction Ends  |
|      | 10 | ASB Sponsored Free Pool; 8:00-5:00 p.m.; Gameroom Building 1400            |
|      | 10 | ASB Sponsored Library Campout 8:00 p.m. Peterson Gallery, ATEC             |
|      | 11 | GED Graduation; 7:00 p.m.; Wallenstien Theater                             |
|      | 12 | Automotive BBQ; 11:30 a.m.; Automotive Building                            |
|      | 13 | Commencement; 7:00 p.m.; Lions Field                                       |
|      | 14 | Nurses' Pinning; 11:00 a.m.; Wallenstien Theater                           |



**7<sup>th</sup> Annual Educate @ Big Bend Latino Education Fair  
May 10, 2014**



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, May 22, 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<br>Pledge of Allegiance – MEChA President Gabriela Oliva  |
| I      | 2. Introductions – MEChA Officers<br>All WA Academic Team members Carson Heschle and Jessie Sumerau;   |
| I/A    | 3. Consent Agenda<br>a. Regular Meeting and Study Session Minutes April 18, 2014 (A)<br>b. President’s Activity Update (I)<br>c. Student Success (I)<br>d. Accreditation (I)<br>e. Assessment (I)<br>f. Capital Project Report (I)<br>g. Safety & Security Update (I)<br>h. Human Resources Report (I)<br>i. Classified Staff Report (I)<br>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)<br>a. ASB President – Mitch Darlington<br>b. Classified Staff Representative – Starr Bernhardt<br>c. Faculty Association President – Rie Palkovic<br>d. VP Financial & Administrative Services – Gail Hamburg<br>e. VP Instruction/Student Services – Bob Mohrbacher<br>f. VP Human Resources & Labor – Kim Garza<br>g. Executive Director BBCC Foundation – LeAnne Parton |
| I      | 5. Exceptional Faculty Award Reports – VP Bob Mohrbacher   |
| I      | 6. Phi Theta Kappa Presentation  |
|        | ----- <b>BREAK</b> -----   |
|        | Executive Session  |
| A      | 7. Emeritus Status – VP Bob Mohrbacher   |
| A      | 8. Academic Master Plan 2014-19 – VP Bob Mohrbacher  |
| A      | 9. Excellence in Teaching & Learning AMP Report Dean Valerie Kirkwood  |
| A      | 10. Student Code of Conduct – VP Bob Mohrbacher  |
| I/A    | 11. President’s Evaluation – Board   |
| I/A    | 12. Board Chair Elections – Board  |
| I/A    | 13. Assessment of Board Activity – Board   |
| I      | 14. Regularly Scheduled Board Meeting – Board  |
| I      | 15. 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 June 13, 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: 5/22/14

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting on April 18, 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 April 18, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Jason Estrada from the Student Supporting Students Club led the pledge of allegiance.

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

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

### **2. Introductions**

TRiO SSS Director Custodio Valencia accompanied SSS officers Tony Villafana, Ivan Ibarra-Rodriguez, Jason Estrada, and Leah DeLeon to the meeting. Club advisors Rafael Dowey and Luis Alvarez are attending the Student of Color Conference. The students explained that their participation in TRiO has led to higher grade point averages, learning leadership qualities, and inspiration to continue their education. The ability to check out laptops and books is an important resource available to TRiO students. The officers shared pictures of their community service activities from their Facebook page. They said the community service activities help them understand the importance of supporting community and building relationships. The group also toured the WSU Campus. TRiO SSS helps low-income, first-generation, and/or disabled students academically and personally with leadership skills.

ASB Advisor Kim Jackson and ASB Officers Whitney Southam and McKall Miller described their experience attending the 2014 Association for the Promotion of Campus Activities Conference (APCA). They participated in a service projects making sandwiches for homeless people, writing letters to wounded soldiers, and filling goodie bags for children. ASB Officer Shanelle Hemmert also attended the conference, and she won the APCA poster contest out of 40-50 colleges, including large 4-year universities. Advisor Jackson and the officers attended numerous educational sessions regarding advising, leadership, personal relationships and success. The officers stated they learned a lot about themselves and saw the potential that humans can reach, and they feel like they can conquer the world.

LDSSA Club members Mckell Marlor, Samantha Orme, and Andrew Bowen shared a video about the interaction students enjoy during their Institute time. There are about 120 members, and they support and encourage each other while focusing on Jesus Christ with their friends.

BIM graduate Alicia Walker was introduced as the program assistant in WorkForce Education Services. New payroll coordinator Amber Jacobs was also introduced.

### **3. Consent Agenda**

a) Approval of Regular Board meeting minutes from March 6, 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 (l); i) Classified Staff Report (l); j) Enrollment Report (l); k) Quarterly Budget Update.

Motion 14-17

Trustee Anna Franz moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion passed.

4. Remarks

- a. ASB President Mitch Darlington provided the ASB update. ASB's recent Pastafest fed approximately 185 students and staff. April 10, 165 students enjoyed an ASB Movie Night at the Lee Theater in Ephrata. An ASB-sponsored leadership training for all ASB, club and program student leaders and their advisors, April 11 featured Mr. Del Suggs. He discussed "Leading Well," "Interpersonal Skills and Conflict Resolution," "Avoiding Burnout," and "How To Do Anything." All 30 attendees also received his leadership book. An ASB pool tournament was held, and ASB officer Shanelle Hemmert took second place. Last night the ASB held BBCC's first annual ASB Flashlight Easter Egg Hunt in the Quad at 10:00 p.m. There were about 100 people searching for eggs.

ASB is currently accepting applications for Executive Officers for the 2014-15 school year. Interviews will be held during the last week of this month.

The Rho Zeta chapter of Phi Theta Kappa participated in New Student Orientation on March 24. BBCC students Carson Heschle and Jessie Sumerau were honored in Olympia, on March 26 as Washington State All-Academic-Team members. Jessie was also acknowledged as a bronze level Coca-Cola Academic Team member. Forty-three new Rho Zeta members were inducted April 9. Deena Westerman was distinguished as an Honorary Member of Phi Theta Kappa. The Phi Theta Kappa officers attended the ASB-sponsored Leadership Training on April 11. They also assisted in the Career Fair April 17. Five Rho Zeta members and advisor Barbara Whitney will attend the Phi Theta Kappa International Convention in Orlando, Florida, April 23-27. The club is planning a car wash May 2, and members will assist in Educate! and Cellarbration! New officer elections will be held May 14.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. They recently held a professional development opportunity for Classified Staff. The scavenger hunt activity, designed and implemented by the STAR committee, enhanced team building and communication skills. Attendees went all over campus seeking clues and visited areas they had not seen before. After the hunt, the attendees played Jeopardy with questions and answers based on BBCC facts. Ms. Bernhardt stated the participants indicated that the event was a success. The committee enjoyed planning and facilitating the event. .
- c. Faculty Association President Rie Palkovic provided updates from the faculty members. Dr. Ryann Leonard's students are helping with SWAT training. This provides good interaction between the students and law enforcement. New English Instructor Cara Stoddard is connecting technology to literature. Her students posted podcasts about their recent readings about the Columbia River. Instructor Stoddard's Graphic Novel as Literature class is using a blog for students' responses. The students post a photo and a link to a website or audio piece.

Congratulations to Developmental English Instructor Dave Hammond for earning third place in the Writing on the River fiction writing competition. English Instructor Matt Sullivan served as a judge for the competition and all writings were submitted to the judges anonymously.

- d. VP Gail Hamburg reported security camera coverage on campus is expanding. New software, which is also being used on other campuses, will be used. Security Director Kyle Foreman visited another campus with the same software, and it is a good choice. He will present more detailed information at a future board meeting.
- e. VP Mohrbacher reported Miraclejoy Curtis was invited to the WA Student Services Commission in Tacoma. Her essay was one of four chosen during the competition. Miraclejoy will sit on a panel to present to 500 student service professionals at the commission meeting.

WAMAP, the open-source non-profit software system Emporium Math uses was hacked yesterday. The site was shut down for four hours; it is fully operational now.

VP Mohrbacher referred to the enrollment information in the board packet. Winter enrollment decreased slightly due to basic skills. GED testing procedures changed statewide. Students taking the former test had to be finished in December or begin training on the new test. Enrollment is also down slightly in spring but not quite as much as the statewide decrease. BBCC continues on target for the year.

- f. VP Kim Garza provided an update from Human Resources. The HR consent agenda item includes outstanding employee award nomination forms. The nominations will be celebrated June 6 during the annual celebration luncheon. All are invited, and Melinda can share the forms electronically if needed. Columbia Colstor VP Mike Bolander will present the training session *Influencing Others* May 5 for BBCC staff. June 3, Brian Willette from the State Auditor's office will provide Strategic Planning training on campus; community members will also be attending. July 10, two training sessions on communication and conflict resolution will be available for employees. Trustees are welcome to attend any training sessions. VP Garza stated the hiring process is in full swing, and she hopes to release the names of new employees soon.
- g. Foundation Office Manager Dawn Geiger shared Executive Director LeAnne Parton's update for the Foundation.

## **5. Peer Advocate Coaches (PAC) Presentation**

Title V Activity Coordinator Beth Laszlo accompanied the PAC Leaders to the meeting. She said the leaders are building great leadership skills.

The PAC Leaders, Linda Mattson, pursuing Elementary Education; Tyler Greenwalt, pursuing a Business DTA; Michael McDonald, pursuing International Relations; Samantha Pruneda pursuing Radiology Tech; Fausto Parra, pursuing his AA; Lupe Compos, pursuing a Business Management DTA; and David Repp pursuing Mechanical Engineering shared a video about the program. A 2011 Connect 2 Complete grant for BBCC initiated the PAC program.

Peer advocates attend College Survival Skills (CSS) classes once a week to support student success and persistence. PAC mobilizes students to help other students persist. Forty-four BBCC students have served 800 students since the beginning of the program. PAC Training includes 20 hours of in-class training and 10 hours of experiential learning with CSS visits and earns 2 credits. The PAC community projects have included food drives, book swaps and Veterans Day awareness and recognition. The PAC Leaders also connect with the CSS students through Facebook, and many of those connections continue beyond the class. Trustee Mike Blakely shared that he would like to see these student leaders reaching out to our local high schools.

## **6. Exceptional Faculty Award**

Dr. Ryann Leonard attended the Annual American Psychology – Law Society Conference in New Orleans, Louisiana. There is a small group of instructors nationwide who teach a combination of law and psychology courses. This conference gave Dr. Leonard an opportunity to connect and reconnect with her colleagues. She encouraged her students to choose the sessions she should attend from the conference agenda. Dr. Leonard learned about crime in Canada, new research on interrogations, policy issues that impact police procedure, and active shooters and predictability factors. She also heard from a great researcher regarding confessions and false confessions and helping innocent people be exonerated.

Dr. Leonard shared information about the 8<sup>th</sup> Annual Community Partnership Against Substance Abuse that will be held on campus Wednesday, May 14.

CDL Instructors Randy Miller and Guillermo Garza attended the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) Conference in Charleston, SC. Instructor Garza said they learned how to increase interactive activities in classes and were provided examples of different materials to help student engagement. There was also discussion about the challenges of adult learners, i.e. hearing loss, dyslexia, and vocabulary problems. A student leader is also an important key to student success.

Instructor Miller talked about how helpful simulators are for giving student drivers experience with safety issues. He said the rules and regulations are continually changing, and he gets up-to-date information from the Federal Motor Carrier Safety Administration (FMCSA) website. He has also contacted the local Department of Licensing, and they have agreed to contact the college with updates. The demand for drivers has increased due to tightened rules. Training needs to be tighter to provide quality CDL drivers.

## **7. Community Engagement Ends Report**

Dean Valerie Kirkwood introduced the Community Engagement Ends Report. She said this report reflects the new core themes and Ends Statements. VP Bob Mohrbacher shared the partnership overview. He highlighted AVID in Higher Education. AVID training sessions have received high marks from attendees. Sixteen faculty members are implementing AVID strategies in the classroom and provide reports to Institutional Research. For example, a Business Information Management class has implemented Cornell note taking, and collaboration strategy is being used in Finite Math 147. There has been no immediate impact on grades, however student engagement has improved. An ESL class implemented AVID organization and time management strategies. This helped the students to learn about responsibility. Trustee Mike Villarreal was in AVID training last week in California, and one of the AVID staff made a reference to BBCC.



They made positive comments about BBCC and the potential impact with so many surrounding AVID school districts. This is very unique, and they are paying attention to BBCC. Trustee Jon Lane asked about involving the professional/technical instructors with the AVID curriculum. VP Mohrbacher responded that AVID for Higher Education has initiated a training segment for professional/technical instructors, and he hopes professional/technical faculty will begin attending that next year.

VP Mohrbacher concluded his portion of the report sharing that the Center for Business & Industry Services (CBIS) is going strong with Jaxon Riley as the coordinator. CBIS is holding a Project Management Seminar today, which is full of students. There are several Job Skills Programs going and in development: REC, SGL, General Dynamicx SVZ and Genie. Ms. Riley is also developing in partnership with the Moses Lake Chamber of Commerce *Leadership Columbia Basin* for young professionals in the community.

James Saucedo, Engineering Curriculum Specialist, shared STEM partnership information. Students have gone on field trips to see what the career field looks like. REC Solar Days was a huge success last year, and it will be an annual event. The third annual STEM Summer Institute will be held this summer with CWU and EWU participating. A STEM Advisory Committee has been developed with community members from the fields of K-12 education, chemical manufacturing, food processing, and universities. He is also working with the Grant County EDC to fill the need for those who require diverse breadth of technical requirements but are not engineers. The next STEM Advisory meeting is April 22 at 5:30 p.m. Director of STEM Andre Guzman has been talking with the school district about the STEM Middle School, which will be housed in the former alternative high school that is adjacent to the BBCC campus.

VP Gail Hamburg shared about the budget process and how it is tied to strategic goals. Each year the budget and budget process is reviewed with the Board. The Budget Review Task Force met regularly between 2008-2012, the years of the major budget cuts, to determine what could be cut while still maintaining BBCC's core functions. The core of the planning is driven by the strategic plan, the Academic Master Plan (AMP). One example is the hiring of a web specialist this year. VP Hamburg reviewed the 2014-15 budget outlook. The 2014-15 BBCC budget will decrease by 1.8% due mostly to pass through budget items, and there will be a \$48,000 budget decrease for BBCC due to statewide LEAN reductions. Tuition will remain at the 2013-14 levels.

VP Hamburg also talked about how BBCC continues to increase sustainability efforts. One example is the PaperCut printing software that tracks printing. Students are given 150 free prints and additional prints at ten cents. This change was implemented in 2008, before that students had unlimited printing capabilities. Dean Fuhrman stated prior to this change the library used a pallet of paper a quarter, and now one pallet lasts a full year. The business office has also made substantial sustainability improvements. They now receive reports from the SBCTC electronically rather than reports using reams of paper mailed from the SBCTC. Financial Aid is also receiving electronic reports.

State legislation mandated annual tracking and reduction planning for emissions. The Greenhouse Gas Consumption Reduction Plan (GHG) uses 2005 as a baseline. BBCC plans to reduce GHG emissions by 57.5% by 2050. In 2012, the reductions reached 6.2%.

Energy efficient lighting installed in the last two years have impacted this positively. About 87% of emissions come from buildings' electrical usage. VP Hamburg stated BBCC continues to promote more recycling. The Phi Theta Kappa Club has taken recycling on as a project. Construction standards are being discussed to impact sustainability. VP Hamburg will share emission reduction information with the board annually.

Trustee Jon Lane asked about the impact of PaperCut on student success. VP Mohrbacher indicated there has been no adverse effect. Students are more aware of what they are printing, and students use their network drives to save information.

The reporting structure does not take into account that we use hydroelectric power. Moving out of the old Air Force buildings and into the new PTEC building will make a big impact on the GHG emissions reduction effort.

Motion 14-18 Trustee Stephen McFadden moved to accept the Community Engagement AMP Report. Trustee Jon Lane seconded, and the motion passed.

## **8. TACTC Awards Nominations**

Board Chair Mike Blakely thanked his fellow trustees for nominating him for the TACTC Trustee Leadership Award. Director of Student Support Services Custodio Valencia was nominated for the TACTC Equity Award. Samaritan Healthcare was nominated for the TACTC Partner of the Year Award. Samaritan Healthcare has given \$743,000 to BBCC over the past few years. Their new CEO, Tom Thompson, stated he wants to continue to increase the partnership. The TACTC Award Committee will have a telephone conference next Monday. Jon Lane commended Chair Mike Blakely for his leadership and advocacy for BBCC.

Motion 14-19 Trustee Jon Lane moved to endorse the TACTC nominations as presented. Trustee Anna Franz seconded, and the motion passed.

## **9. Assessment of Board Activities**

Trustee Jon Lane attended AVID training and reported he was very impressed with the student success discussion and the care for students' needs outside the academic realm. He also attended the Job & Career Fair yesterday and heard several positive comments from participants. This year's fair had lower attendance, but the quality of applicants was higher. Trustee Lane is on the TACTC Budget Committee, and he participated in two phone conferences. He commended VP Hamburg for the thorough budget presentations she provides.

Trustee Mike Villarreal attended an AVID conference last year. He also wrote a recommendation letter for Mike Blakely's TACTC Trustee Leadership nomination.

Trustee Anna Franz wrote a letter of recommendation for Mike Blakely's TACTC Trustee Leadership nomination.

Trustee Mike Blakely attended a Quincy Leadership Roundtable meeting and shared about Cellarbration! He also attended BBCC baseball games.

He met with Tom Thompson CEO of Samaritan Healthcare and contacted trustees about TACTC nominations. Trustee Blakely wrote the TACTC Equity Award nomination for Custodio Valencia and the TACTC Partner of the Year Award for Samaritan Healthcare. He met with Dr. Leas to review the board agenda. Trustee Blakely contacted Senator Cantwell regarding JATP Visa issues. He also had lunch with Mrs. Callaway, a potential trustee, and he contacted another potential trustee. Lastly, he distributed posters and invitations for Cellarbration!

#### **10. Regularly Scheduled Board Meeting**

The next board meeting is scheduled on May 22, 2014, at 1:30 P.M.

#### **11. Miscellaneous**

President Leas stated the Transforming Lives Award celebration was a success. The Spring TACTC Convention will be held May 15-16 in Yakima. He asked the trustees to rsvp with Melinda.

The Moses Lake Kiwanis and Rotary are sponsoring a golf tournament to raise \$25,000 for 20 Automated External Defibrillators (AED) for BBCC.

President Leas reminded the trustees to consider nominating college employees with the nomination forms included in the HR consent agenda section.

The Chronicle of Higher Education recently published an article about a college university board spending \$100,000 in one year for travel. That state's legislators were looking into proper use of state money. President Leas found that all expenses for the BBCC Trustees for the past year totalled \$17,000. BBCC trustees are good stewards of the public's money.

AAG Mirisa Bradbury shared the recently mandated ESB 5964 regarding mandatory Open Public Meeting Act training for all trustees that goes into effect July 1, 2014. Her office has a 45-minute overview presentation, online resources, and binders of information. The September board agenda will include training by AAG Bradbury to adhere to ESB 5964.

The meeting adjourned at 1:23 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

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

b.      President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from April 4 through May 9, 2014.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

### President's Activity Log Highlights

| Date    | Activity                                     | Purpose of meeting                 | Location   | Comments             |
|---------|--|------------------------------------|------------|----------------------|
| 4/6/14  | Foundation Executive Director LeAnne Parton  | Foundation By Laws Review          | BBCC       |                      |
| 4/7/14  | Lunch n Learn Coaching beyond the Review     | Professional Development           | BBCC       |                      |
|         | Kiwanis/Rotary Golf Discussion               | Promotion                          | BBCC       |                      |
| 4/8/14  | Meeting with VP's Mohrbacher, Hamburg, Garza | Information Sharing & Coordination | BBCC       |                      |
|         | Moses Lake Rotary Luncheon                   | Community Engagement               | Moses Lake |                      |
|         | Executive Council Meeting                    | Information Sharing Consultation   | BBCC       |                      |
|         | Phi Theta Kappa Induction                    | Speaker                            | BBCC       |                      |
|         | Board Packet Review                          |                                    | BBCC       | Trustee Mike Blakely |
| 4/9/14  | AVID Discussion                              | Student Success                    | BBCC       |                      |
| 4/10/14 | JATP   | Discussion                         | BBCC       |                      |
|         | Del Suggs Leadership Presentation            | Professional Development           | BBCC       |                      |
|         | Applicant (Employee) Preview                 | Feedback                           |            |                      |
|         | Student Success Team Lunch                   | Student Success                    | BBCC       |                      |
|         | Applicant (Employee) Preview                 | Feedback                           |            |                      |
| 4/14/14 | Venue Story                                  | Community Engagement               | BBCC       |                      |
|         | Student Recruitment                          | Community Engagement               | BBCC       |                      |
| 4/15/14 | Rotary Service Project                       | Daycare Fencing                    | BBCC       |                      |
|         | Emeritus Policies                            | Information Sharing/Planning       | BBCC       |                      |
| 4/16/14 | Meeting with VP's Mohrbacher, Hamburg, Garza | Information Sharing & Coordination | BBCC       |                      |

## President's Activity Log Highlights

| Date       | Activity   | Purpose of meeting                        | Location           | Comments                |
|------------|--|---|--------------------|-------------------------|
|            | Legislative Visits                                   | Planning                                  | BBCC               |                         |
|            | Rotary Foundation Banquet                            | Community Engagement                      | Moses Lake         |                         |
| 4/17/14    | BBCC Job & Career Fair                               | Community Engagement                      | BBCC               |                         |
|            | Graduation Meeting                                   | Planning                                  | BBCC               |                         |
|            | Hot Rod Garage                                       | Community Engagement                      | BBCC               |                         |
| 4/18/14    | Board of Trustees Meeting                            | Guidance                                  | BBCC               |                         |
| 4/21/14    | Foundation Director LeAnne Parton                    | Planning                                  | BBCC               |                         |
| 4/22/14    | Warden Class of 2014 Interviews                      | Community Engagement                      | Warden High School |                         |
|            | Trustee Lunch  | Collaboration                             | Warden             | Trustee Mike Villarreal |
|            | STEM Director Andre Guzman                           | Program Support                           | BBCC               |                         |
|            | Title V Director Terry Kinzel                        | Program Support                           | BBCC               |                         |
|            | Assist Doctoral Candidate                            | Promote Higher Ed                         | Phone              |                         |
| 4/23/14    | Jury Duty  | Civic Service                             | Ephrata            |                         |
| 4/24-25/14 | WACTC Meetings                                       | Education System Support                  | Walla Walla        |                         |
|            | Eastern WA Presidents Meeting                        | Regional Collaboration                    | Walla Walla        |                         |
| 4/28/14    | Retirement Lunch                                     | Feedback                                  | BBCC               |                         |
|            | Chief Pilot Discussion                               | Support Excellence in Teaching & Learning | BBCC               |                         |
| 4/29/14    | Title V Grant  | Planning                                  | BBCC               |                         |
|            | Lauzier Foundation Meeting                           | Introduction                              | Ephrata            |                         |
|            | Chief Pilot Discussion                               | Support Excellence in Teaching & Learning | BBCC               |                         |
| 4/30/14    | Coaches Meeting with VP's Mohrbacher, Hamburg, Garza | Information Sharing & Coordination        | BBCC               |                         |
| 5/1/14     | WA Campus Compact Executive Director Jennifer Hine   | Collaboration                             | Phone              |                         |

## President's Activity Log Highlights

| Date   | Activity   | Purpose of meeting                        | Location   | Comments |
|--------|--|---|------------|----------|
| 5/1/14 | Chief Pilot Discussion                               | Support Excellence in Teaching & Learning | BBCC       |          |
|        | Foundation Director LeAnne Parton                    | Planning                                  | BBCC       |          |
|        | Hot Rod Garage                                       | Information Sharing                       | Ephrata    |          |
| 5/2/14 | Cabinet Meeting                                      | Information Sharing & Coordination        | BBCC       |          |
|        | Graduation Meeting                                   | Incident/Accident Planning                | BBCC       |          |
| 5/5/14 | JATP Discussion                                      | Information Sharing & Coordination        | BBCC       |          |
|        | Yahoo! Data Center Tour                              | Information Sharing                       | BBCC       |          |
| 5/6/14 | Mayor's Prayer Breakfast                             | Community Engagement                      | BBCC       |          |
|        | President's Evaluation Process                       | Planning                                  | BBCC       |          |
|        | Chief Pilot Discussions                              | Support Excellence in Teaching & Learning | BBCC       |          |
| 5/7/14 | Coaches Meeting with VP's Mohrbacher, Hamburg, Garza | Information Sharing & Coordination        | BBCC       |          |
|        | Jaxon Riley Director of CBIS                         | Information Sharing & Coordination        | BBCC       |          |
|        | STEM Director Andre Guzman                           | Program Support                           |            |          |
| 5/9/14 | SGL Open House                                       | Information Sharing                       | Moses Lake |          |
|        | AWB President Kris Johnson (Commencement Speaker)    | Information Sharing & Coordination        | BBCC       |          |
|        | Columbia Basin Skills Center Tour                    | Information Sharing & Coordination        | BBCC       |          |

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

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

c. Student Success Initiatives

### **Estimated Employment Rates**

The Estimated Employment Rate is derived from the Washington State Board for Community and Technical Colleges (SBCTC) data matched with Unemployment Insurance (UI) earnings from Washington, Oregon, Idaho, and Montana. The estimated employment rate includes students who were employed in these four states students estimated to be employed beyond the four-state region and/or students who were self-employed. The total column on the following page indicates the number of students who provided a social security number to BBCC, earned certificate(s) or degree(s), were no longer enrolled at BBCC, and did not transfer to another college. Data is gathered in the 3rd quarter after a student leaves college, when employers report earnings to Unemployment Insurance.

Data for the 2011-12 year was retrieved in December 2013.

Prepared by VP Mohrbacher, Dean Kirkwood

### **RECOMMENDATION:**

None.



**Big Bend Community College Estimated Employment Rates\***

| Program                                 | 2009-10    |            | 2010-11**  |            | 2011-12    |            |
|---|------------|------------|------------|------------|------------|------------|
|   | Total      | Rate       | Total      | Rate       | Total      | Rate       |
| Accounting                              | 7          | 94%        | 11         | 80%        | 11         | 50%        |
| Agricultural Prod Operator              | 3          | 100%       | 0          | 0%         | 2          | 100%       |
| Associate Degree of Nursing             | 17         | 97%        | 20         | 91%        | 19         | 95%        |
| Automotive Technology                   | 7          | 94%        | 17         | 71%        | 12         | 55%        |
| Aviation (Commercial Pilot)             | 13         | 42%        | 16         | 69%        | 11         | 80%        |
| Aviation Maintenance Technology         | 7          | 63%        | 11         | 50%        | 21         | 52%        |
| Business - General                      | 0          | 0%         | 2          | 55%        | 0          | 0%         |
| Childcare Provider/Assistant            | 1          | 100%       | 0          | 0%         | 0          | 0%         |
| Commercial Driver's License             | 50         | 81%        | 28         | 96%        | 36         | 86%        |
| Computer Program, Product               | 1          | 100%       | 0          | 0%         | 0          | 0%         |
| Computer Programming                    | 12         | 64%        | 4          | 100%       | 0          | 0%         |
| Early Childhood Education & Teaching    | 7          | 94%        | 6          | 92%        | 16         | 89%        |
| Industrial Electrical Technology        | 12         | 83%        | 21         | 89%        | 23         | 91%        |
| Maintenance Mechanics                   | 14         | 86%        | 12         | 92%        | 18         | 98%        |
| Medical Office Management               | 12         | 83%        | 8          | 100%       | 11         | 80%        |
| Medical Receptionist                    | 1          | 100%       | 0          | 0%         | 0          | 0%         |
| Medical/Clinical Assistant              | 19         | 81%        | 17         | 91%        | 22         | 90%        |
| Microcomputer Specialist                | 5          | 66%        | 0          | 0%         | 0          | 0%         |
| Nursing Assistant                       | 24         | 87%        | 14         | 71%        | 32         | 62%        |
| Office Clerical                         | 5          | 100%       | 3          | 73%        | 0          | 0%         |
| Office Management & Supervision         | 14         | 71%        | 16         | 94%        | 21         | 84%        |
| Practical Nursing                       | 1          | 100%       | 0          | 0%         | 4          | 83%        |
| Teacher Assisting                       | 1          | 100%       | 0          | 0%         | 0          | 0%         |
| Welding Technology                      | 19         | 98%        | 12         | 64%        | 20         | 88%        |
| <b>BBCC Estimated Employment Totals</b> | <b>253</b> | <b>83%</b> | <b>218</b> | <b>87%</b> | <b>279</b> | <b>80%</b> |
| <b>Washington System Rate</b>           |            | <b>74%</b> |            | <b>77%</b> |            | <b>78%</b> |

\*Estimated Employment rates include students who received certificate(s) or degree(s), were no longer enrolled at BBCC, and/or had not transferred to another college. The rate is calculated on students who completed training in the year indicated above and were employed nine months following their completion.

\*\*Big Bend Community College had the highest Estimated Employment Rate in the SBCTC System this year.

Data for the 2011-12 year was retrieved in December 2013.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

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

d. Accreditation Update

**Accreditation:**

The annual report to the Northwest Commission on Colleges and Universities (NWCCU) is due on June 2, 2014. This report documents any substantive changes to BBCC's degree offerings or programs during the past year. The office of Institutional Research and Planning is currently compiling this report.

Prepared by VP Mohrbacher, and Dean Kirkwood.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

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

e. Assessment Update

The Academic Master Plan Committee met on April 14, 2014. At that meeting, they approved the final draft of the new Academic Master Plan (AMP). This new AMP will be in place for the next five academic years, 2014-19. The AMP Committee is comprised of faculty, staff, students and administrators.

Prepared by VP Mohrbacher, and Dean Kirkwood

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5/22/14

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

#### f. Capital Project Update

#### BACKGROUND:

**Facilities Master Planning:** 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.

#### History:

**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.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

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

#### **g. Safety & Security Update**

New digital camera software and 9 new cameras have been ordered for campus.

- Two for daycare center
- Three for ATEC gallery
- Two for Bldg. 1400
- One for the Gym lobby
- One as a replacement for the camera on 1900, which monitors the bus stop

Director Foreman will be completing the state's advanced civil investigator training class May 22 in Olympia. He will also attend the state Safety, Security and Emergency Management Council meeting May 15 and 16 in Spokane.

Director Foreman has started working on the Incident Action Plan for 2014 commencement. He is also finalizing the 2014 Campus Crime and Fire Report.

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

Prepared by Director of Safety & Security Kyle Foreman.

### **RECOMMENDATIONS:**

None.



# MONTHLY REPORT APR. 2014

|   |     |
|---|-----|
| <b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>           | 686 |
| <b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b> | 1   |
| <b>SAFETY INCIDENTS INVESTIGATED</b>                              | 2   |
| <b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>                  | 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.

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

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

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| Sexual orientation bias                                       | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias  | 0 | 0 | 0 | 0 | 0 |
| Disability bias   | 0 | 0 | 0 | 0 | 0 |
| <b>Simple Assault</b>   |   |   |   |   |   |
| Race bias   | 0 | 0 | 0 | 0 | 0 |
| Gender bias   | 0 | 0 | 0 | 0 | 0 |
| Religion bias   | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias                                       | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias  | 0 | 0 | 0 | 0 | 0 |
| Disability bias   | 0 | 0 | 0 | 0 | 0 |
| <b>Intimidation</b>   |   |   |   |   |   |
| Race bias   | 0 | 0 | 0 | 0 | 0 |
| Gender bias   | 0 | 0 | 0 | 0 | 0 |
| Religion bias   | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias                                       | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias  | 0 | 0 | 0 | 0 | 0 |
| Disability bias   | 0 | 0 | 0 | 0 | 0 |
| <b>Destruction, damage or vandalism of property</b>           |   |   |   |   |   |
| Race bias   | 0 | 0 | 0 | 0 | 0 |
| Gender bias   | 0 | 0 | 0 | 0 | 0 |
| Religion bias   | 0 | 0 | 0 | 0 | 0 |
| Sexual orientation bias                                       | 0 | 0 | 0 | 0 | 0 |
| Ethnicity bias  | 0 | 0 | 0 | 0 | 0 |
| Disability bias   | 0 | 0 | 0 | 0 | 0 |
| <b>Criminal Offenses</b>                                      |   |   |   |   |   |
| [510] Bribery   | 0 | 0 | 0 | 0 | 0 |
| [13B] Simple Assault  | 0 | 0 | 0 | 1 | 1 |
| [13C] Intimidation (incl. threats, bomb threats)              | 0 | 0 | 0 | 0 | 0 |
| [250] Counterfeiting/Forgery                                  | 0 | 0 | 0 | 0 | 0 |
| [290] Destruction/Damage/Vandalism                            | 0 | 0 | 0 | 0 | 0 |
| [270] Embezzlement  | 0 | 0 | 0 | 0 | 0 |
| [210] Extortion/Blackmail                                     | 0 | 0 | 0 | 0 | 0 |
| [26A] Fraud: False Pretenses/Confidence Game                  | 0 | 0 | 0 | 0 | 0 |
| [26B] Fraud: Credit Card/ATM Fraud                            | 0 | 0 | 0 | 0 | 0 |
| [26C] Fraud: Impersonation                                    | 0 | 0 | 0 | 0 | 0 |
| [39A] Gambling: Betting/Wagering                              | 0 | 0 | 0 | 0 | 0 |
| [39B] Gambling: Operating/Promoting                           | 0 | 0 | 0 | 0 | 0 |
| [100] Kidnapping/Abduction                                    | 0 | 0 | 0 | 0 | 0 |
| [23A] Larceny: Pocket Picking                                 | 0 | 0 | 0 | 0 | 0 |
| [23B] Larceny: Purse Snatching                                | 0 | 0 | 0 | 0 | 0 |
| [23C] Larceny: Shoplifting                                    | 0 | 0 | 0 | 0 | 0 |
| [23D] Larceny: Theft from Building                            | 0 | 0 | 0 | 0 | 0 |
| [23E] Larceny: Theft from Coin Operated Machine               | 0 | 0 | 0 | 0 | 0 |
| [23F] Larceny: Theft from Motor Vehicle                       | 0 | 0 | 0 | 0 | 0 |
| [23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories | 0 | 0 | 0 | 0 | 0 |
| [23H] Other Larceny   | 0 | 0 | 1 | 0 | 1 |
| (6Xf) Larceny: Theft of Bicycle                               | 0 | 0 | 0 | 0 | 0 |
| [370] Pornography/Obscene Material                            | 0 | 0 | 0 | 0 | 0 |



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

**Total Combined Incidents 6**

## BIG BEND COMMUNITY COLLEGE

Date: 5/22/14

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

h. Human Resources

### **BACKGROUND:**

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

John Martin accepted the position of Automotive Instructor replacing Mike O'Konek. John's first day of work will be September 15, 2014.

Richard Jones accepted the position of Custodian 1. Richard's first day of work was May 5, 2014.

The screening committee is currently reviewing applications for the Counselor position. It is expected that interviews will be conducted during the week of June 9<sup>th</sup>. This is a full-time, tenured faculty position.

BBCC is accepting applications for the Aviation Mechanic/Inspector Lead position. This position replaces Howard Temple who will retire at the end of the June. This is a full-time, classified staff position.

Interviews have been scheduled for the Aviation Program Assistant position.

BBCC is accepting 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.

The screening committee is currently reviewing applications for the Computer Science Instructor position. This is a new full-time, tenured faculty position.

The JATP Operations Coordinator position has been posted. Asher Ramras will be leaving Big Bend at the end of May.

Sandy Cheek, Director of Basic Skills has announced her plans to retire in August. This position should be posted by May 20<sup>th</sup>.

#### **Training:**

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

- Loralyn Allen-AVID Academic Advising for Maximizing Student Persistence on February 21 at BBCC; AVID Socratic Seminars and

- Philosophical Chairs Strategies for Teaching on April 11 at BBCC;  
Disabled Student Services Council/Washington & Post-Secondary  
Education & Disability Conference on April 15 at Leavenworth;  
Washington State Student Services Council Conference on April 30 at  
Tacoma.
- Kathy Arita-Purchasing Affairs Council Meeting on April 9 in Wenatchee;  
CTC Link Training Webinar on April 10 at BBCC.
  - Jody Bortz-BAC meeting on April 16-18 at Edmonds.
  - Linda Chadwick-IAAP E-Newsletter and articles on April 14 at BBCC;  
Office Pro-April/May issue on April 17 at BBCC; Fred Pryor on Leadership  
Audio Workshop on April 21 at BBCC.
  - Gail Hamburg-BAC meeting on April 3-4 at Shoreline CC.
  - Terry Kinzel-Continuums of Service on April 2-3 at Honolulu; AVID  
Socratic Seminars and Philosophical Chairs Strategies for Teaching on  
April 11 at BBCC; Passport to College State Summit on April 24 at  
Tacoma.
  - Terry Leas-WACTC Presidents Academy 2015-17; Operating Budget  
Development session on April 24 at Walla Walla.
  - Jenny Nighswonger-ECTPC training on April 25-26 at Kent.
  - Char Rios-ctcLink Webinar on March 13, 20 at BBCC; Washington  
Wellness Coordinator Networking & Training Webinar on March 26 at  
BBCC; BAR (Budget, Accounting and Reporting) on March 27-28 at  
Tacoma Community College.
  - Jille Shankar-Washington Application for State Aid form completion  
Webinar on April 10 at BBCC; Washington Student Achievement Council  
training on April 17 at Ellensburg; Cisco Contact Center phone reports  
Webinar on April 25 at BBCC.
  - Zach Welhouse-Gadget Menagerie Training Session on April 15 at BBCC.

Prepared by VP Kim Garza.

**RECOMMENDATIONS:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 5/22/14

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

- i. Classified Staff Report

#### BACKGROUND:

Upcoming classified staff training will be on **Position Allocation & Performance Evaluations**, presented by Kim Garza and hosted by the STAR Committee. This training will be held on May 29<sup>th</sup> from 10:00-11:00AM and 3:30-4:30PM in room 1802 in the Library.

The next classified staff workshop is **On-the-Job Safety Training**, presented by Kyle Foreman, where participants will actively learn how to safely handle different situations. In order to best meet the various schedules of classified staff, there will be two sessions offered (9:00-11:30AM and 3:00-5:30PM) in the Masto Conference Center.

Additional Classified Staff Training in April:

| Name                   | Department                                | Training  | Location    | Date(s)     |
|------------------------|---|---|-------------|-------------|
| Starr Bernhardt        | Institutional Research                    | The Association's "Leading from the Middle" Retreat | Union, WA   | April 14-16 |
| Barbara Riegel         | Business Office                           | TSA Training  | BBCC        | April 16    |
| Robin Arriaga          | Human Resources                           | Position Allocation Training                        | Olympia, WA | April 17    |
| Barbi Schachtschneider | Registration/Admissions & Business Office | Project Management                                  | BBCC        | April 18-19 |

Prepared by Starr Bernhardt.

#### RECOMMENDATIONS:

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5/22/14

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

j. Enrollment Report

**BACKGROUND:**

The 2013-14 FTE report as of May 9th and the Spring Quarter 2014 Tenth Day report are included for your information. We are currently 2.6% over our two-year state-funded FTE target. As of the 10<sup>th</sup> day of the quarter, state-funded FTE was down 4.3% and headcount was up 1.5% from the 10<sup>th</sup> day of spring 2013. Academic and occupational FTE are each lower in Spring Quarter 2014. The increase in headcount is attributable to Running Start enrollments at Moses Lake and Ephrata. There are 26 more Running Start students from Moses Lake and 71 more from Ephrata, including 58 enrolled in Running Start in the high school at EHS. The percentage of students who are enrolled full time has stayed nearly the same.

---

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

5/9/2014

|  | <u>QTRLY</u><br><u>FTEs</u> | <u>ANNUAL</u><br><u>FTEs</u> |
|--|-----------------------------|------------------------------|
| <b>1st year (12-13)</b>                      |                             |                              |
| SUMMER                                       | 315.2                       | 105.1                        |
| FALL   | 1612.8                      | 537.6                        |
| WINTER                                       | 1723.0                      | 574.3                        |
| SPRING                                       | 1537.2                      | 512.4                        |
| <br>   |                             |                              |
| <b>2nd year (13-14)</b>                      |                             |                              |
| SUMMER                                       | 330.6                       | 110.2                        |
| FALL   | 1681.2                      | 560.4                        |
| WINTER                                       | 1683.2                      | 561.1                        |
| SPRING                                       | 1485.2                      | 495.1                        |
| <br>   |                             |                              |
| <b>TOTAL</b>                                 | <b><u>10368.4</u></b>       | <b><u>3456.1</u></b>         |
| <br>   |                             |                              |
| 1st year annual FTE Target                   | 5061                        | 1687                         |
| 2nd year annual FTE Target                   | 5049                        | 1683                         |
| <br>   |                             |                              |
| <b>SBCTC 2-year rolling enrollment count</b> |                             |                              |
| Past year + current year actual FTE          |                             | 3456.1                       |
| Past year + current year allocation          |                             | 3370.0                       |
| % of allocation target attained to date      |                             | 102.6%                       |
| <br>   |                             |                              |
| Add'l FTEs to meet minimum 96%               | -662.8                      | -220.9                       |
| Add'l FTEs to meet target 100%               | -258.4                      | -86.1                        |
| <br>   |                             |                              |
| FTEs over funding level - 1st year           | 127.2                       | 42.4                         |
| FTEs over funding level - 2nd year           | 131.2                       | 43.7                         |

|                              | <b>HEADCOUNTS</b> |               |               |               |               |               |               |
|------------------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <u>ETHNIC ORIGIN</u>         | <u>2014</u>       | <u>2013</u>   | <u>2012</u>   | <u>2011</u>   | <u>2010</u>   | <u>2009</u>   | <u>2008</u>   |
| Amer. Indian/Alaska Ntv      | 27                | 22            | 27            | 27            | 33            | 43            | 32            |
| Asian/Pacific Islander       | 39                | 29            | 23            | 30            | 29            | 32            | 36            |
| Black                        | 29                | 26            | 40            | 41            | 40            | 31            | 22            |
| Hispanic                     | 666               | 711           | 746           | 844           | 658           | 588           | 535           |
| White                        | 1,169             | 1,114         | 1,094         | 1,367         | 1,348         | 1,245         | 1,130         |
| Other/Unknown                | 122               | 119           | 165           | 52            | 195           | 146           | 158           |
| <br><u>SEX</u>               |                   |               |               |               |               |               |               |
| Female                       | 1,113             | 1,173         | 1,213         | 1,409         | 1,309         | 1,200         | 1,095         |
| Male                         | 938               | 844           | 838           | 939           | 967           | 828           | 749           |
| Not Coded                    | 1                 | 4             | 44            | 13            | 27            | 57            | 69            |
| <br><u>STUDENT STATUS</u>    |                   |               |               |               |               |               |               |
| Full-time (12 or more crs)   | 1,295             | 1,283         | 1,340         | 1,383         | 1,369         | 1,181         | 1,075         |
| Part-time (less than 12 crs) | 757               | 738           | 755           | 978           | 934           | 904           | 838           |
| Percent full-time            | 63.1              | 63.5          | 63.9          | 58.6          | 59.4          | 56.6          | 56.2          |
| <b>TOTAL HEADCOUNT</b>       | <b>2,052</b>      | <b>2,021</b>  | <b>2,095</b>  | <b>2,361</b>  | <b>2,303</b>  | <b>2,085</b>  | <b>1,913</b>  |
| Running Start                | 270               | 174           | 165           | 154           | 138           | 120           | 128           |
| International                | 7                 | 4             | 3             | 5             | 4             | 4             | 3             |
| <br><b>STATE FUNDED FTES</b> |                   |               |               |               |               |               |               |
| ABE/ESL                      | 58.5              | 55.8          | 72.9          | 102.2         | 68.9          | 56.1          | 41.4          |
| Academic                     | 830.9             | 861.1         | 905.4         | 891.1         | 891.1         | 746.6         | 698.2         |
| Occupational                 | 502.3             | 536.9         | 512.4         | 576.5         | 619.2         | 565.1         | 505.1         |
| <b>TOTAL STATE FTES</b>      | <b>1391.7</b>     | <b>1453.8</b> | <b>1490.7</b> | <b>1569.8</b> | <b>1579.2</b> | <b>1367.8</b> | <b>1244.7</b> |

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #5:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the December 12, 2013, board meeting Aviation Maintenance Technology Instructors Dan Moore and Erik Borg were each awarded a \$2,000 Exceptional Faculty Award. They will provide their verbal reports during the board meeting.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

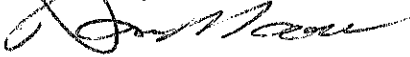


To: Big Bend Community College, Board of Trustees  
Re: Faculty Excellence Award  
Event: Aviation Technician Education Council (ATEC) conference  
Location: San Antonio TX  
Date: April 6, 7, 8, 2014

Having the opportunity to attend such conferences has been a great way of meeting others in my area of instruction, and opening up dialog with other instructors and institutions. The presentations at this year's conference had great relevance to the changing environment in not only aircraft technologies, but student learning patterns. A presentation of the learning styles of our young students was very informative, and offered some great ways to embrace these modern technologies and integrate them into the classroom and learning environment. I received a text message shortly after that presentation from the substitute instructor that was filling in for me while gone stating, "we need to ban all these iPads, smart phones and lap tops from the hanger". I replied back to him that we need to learn to embrace and include these devices into the learning process and figure out a way to control the information that the students are accessing with them. A presentation of PTSD was also very informative as we are seeing more and more students coming back from overseas, and the need to be able recognize the signs and symptoms of PTSD, and how to offer help and assistance.

Once again I would like to thank Big Bend Community College, and the Board Of Trustees for the opportunity to attend this conference.

Sincerely



Dan Moore

# ATEC 2014 Conference Agenda

## April 5-8, 2014, San Antonio, Texas

### Menger Hotel

|                          |  |
|--------------------------|--|
| <b>Saturday, April 5</b> | AMTSociety IA Renewal at the Menger Hotel. Register at <a href="http://www.amtsociety.org">www.amtsociety.org</a> .  |
| <b>Sunday, April 6</b>   |  |
| 8:30-11:00               | ATEC Board Meeting (all members welcome) ( <i>Renaissance Room</i> )   |
| 10:00-5:00               | Registration ( <i>Pre-Function Area</i> )  |
| 11:00-12:00              | Lunch on own   |
| 12:15-5:00               | Professional Development Sessions ( <i>Ballroom B &amp; C</i> )  |
| 12:15-1:15               | <b>Interactive Session 1 "Using Technology to Enhance Lectures"</b> - Dr. James May ( <i>Ballroom B &amp; C</i> )  |
| 1:30-3:00                | <b>Interactive Session 2 "Using Technology to Enhance Lectures"</b> - Dr. James May ( <i>Ballroom B &amp; C</i> )  |
| 3:00-3:30                | Break with Exhibitors ( <i>Pre-Function Area and Ballroom A</i> )  |
| 3:30-3:35                | <i>Sponsor Spotlight (Ballroom B &amp; C)</i>  |
| 3:35-4:30                | <b>Interactive Session 3 "The 'New' Corporate Aviation Maintenance Technician" – NBAA Maintenance Committee (Ballroom B &amp; C)</b>   |
| 4:30-5:00pm              | <b>Interactive Session 4 "School Input on Increased FAA Surveillance" – Andrew Smith, Kansas State University (Ballroom B &amp; C)</b>   |
| 5:30-7:00                | Networking Reception-Exhibit Area ( <i>Pre-Function Area and Ballroom A</i> )  |
| <b>Monday, April 7</b>   |  |
| 7:30-4:30                | Registration ( <i>Pre-Function Area</i> )  |
| 7:30-8:30                | Continental Breakfast – Exhibit Area ( <i>Pre-Function Area and Ballroom A</i> )   |
| 8:30-8:45                | Welcome/Board Floor Nominations - Raymond Thompson, President ATEC ( <i>Ballroom B &amp; C</i> )   |
| 8:45-10:15               | <b>Keynote: "Human Factor Issues" – Don Wilson, President of Safe Start (Ballroom B &amp; C)</b>   |
| 10:15-10:45              | Break with Exhibitors ( <i>Pre-Function Area and Ballroom A</i> )  |
| 10:45-12:15              | <b>"NTSB Update" - Honorable Christopher A. Hart, Vice Chairman (Ballroom B &amp; C)</b>   |
| 12:15-2:00               | Awards Luncheon ( <i>Minuet Room</i> )   |
| 2:15-2:45                | <b>"Boeing Dreamliner Update"- Mike Walker, Boeing (Ballroom B &amp; C)</b>  |
| 2:15-5:00                | Voting for Board Members – Registration Area ( <i>Pre-Function Area</i> )  |
| 2:45-3:15                | <b>Call for Paper Presentation – "Current Objective Implementation in Part 147 Aviation Maintenance Technician Schools" – Fred Dyen, Blue Ridge Community College (Ballroom B &amp; C)</b> |
| 3:15-3:40                | Ice Cream Break in Exhibit Area ( <i>Pre-Function Area and Ballroom A</i> )  |
| 3:40-3:45                | <i>Sponsor Spotlight (Ballroom B &amp; C)</i>  |
| 3:45-5:15                | <b>"PTSD Impact on AMTs in the Classroom" – Brooke Army Medical Center (Ballroom B &amp; C)</b>  |
| 5:30-6:00                | Transport to Dinner/Tour (optional)  |
| 6:15-8:30                | Tour – Hallmark College-School of Aeronautics  |
| <b>Tuesday, April 8</b>  |  |
| 7:00-7:30                | ATEC Board Executive Session (Closed meeting)  |
| 7:30-8:15                | Continental Breakfast – Exhibit Area ( <i>Pre-Function Area and Ballroom A</i> )   |
| 8:15-8:55                | Annual Business Meeting/Committee Reports/Getting the Most from the ATEC Website ( <i>Ballroom B &amp; C</i> )   |
| 8:55-9:00                | <i>Sponsor Spotlight (Ballroom B &amp; C)</i>  |
| 9:00-9:45                | <b>Part 147 OpSpecs and Implementation Into the Classroom- Raymond Thompson/Charles Horning (Ballroom B &amp; C)</b>   |
| 9:45-10:30               | Break with Exhibitors/Door Prizes ( <i>Pre-Function Area and Ballroom A</i> )  |
| 10:30-11:15              | <b>"HAI and ATEC Working Together" – Brian Haggerty, HAI (Ballroom B &amp; C)</b>  |
| 11:15-12:25              | <b>"Diesel Engine Technology" – John Weber, Continental Motors (Ballroom B &amp; C)</b>  |
| 12:25                    | Closing Comments – Raymond Thompson ( <i>Ballroom B &amp; C</i> )  |
| 12:30                    | Conference Closes  |

To: Big Bend Community College, Board of Trustees  
Re: Faculty Excellence Award  
Event: Aviation Technician Education Council (ATEC) Conference  
Location: San Antonio, TX  
Date: April 5, 6, 7, 8 2014

I want to thank Big Bend Community College and the Board of Trustees for the opportunity to go to the Aviation Technician Council Conference (ATEC). I have been unable to go in the past because of staffing issues. The contacts I made there will serve Big Bend Community College for years to come.

The speakers at the conference were very informative. Dr. James May Spoke on “using technology to enhance lectures.” This really opened my eyes to how students are now learning. I should be starting to embrace new technologies instead of shirking them. In class we were able to put a training session on you tube in about 90 seconds.

The honorable Christopher Hart from the National Transportation safety board NTSB spoke on the relevance of A & P schools and the safety of the American flying public. Other speakers covered were “The New Corporate Aviation Maintenance Technician”, “Human Factor Issues” – Don Wilson, “Boeing Dreamliner Update” – Mike Walker, “Current Objective Implementation in part 147 Aviation Maintenance Schools” – Fred Dyen, “PTSD Impact on AMT’s in the Classroom” – Brook Army medical Center, and “Part 147 OpSpecs and Implementation into the Classroom” – Raymond Thompson/Charles Horning.

Again many Thanks to Big Bend Community College, and the Board of trustees for giving me the opportunity to attend the conference and learn techniques and skills to improve my teaching and make my classroom time more productive and technologically advanced.

Sincerely,

Erik Borg

**BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #6:** Phi Theta Kappa Rho Zeta Chapter (for information)

**BACKGROUND:**

BBC's Rho Zeta Chapter members of the community college honor society Phi Theta Kappa will present information.

Prepared by the President's office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #7:** Emeritus Status (for action)

### **BACKGROUND:**

The Faculty Association has nominated Counselor Max Heinzmann, former Automotive Instructor Mike O’Konek, and Chief Pilot and Aviation Instructor John Swedburg for Faculty Emeritus status.

Prepared by the President’s Office.

### **RECOMMENDATION:**

President Leas recommends approval of Faculty Emeritus status for Max Heinzmann, Mike O’Konek and John Swedburg.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #8:** Review of 2014-2019 AMP (for action)

### **BACKGROUND:**

The proposed 2014-2019 Academic Master Plan (AMP) Student Success will be reviewed during the meeting.

Prepared by Vice President Mohrbacher.

### **RECOMMENDATION:**

President Leas, VP Mohrbacher and Dean Kirkwood recommend approval of the 2014-2019 Academic Master Plan as presented.



# STUDENT SUCCESS

## ACADEMIC MASTER PLAN, 2014-2019

### OVERVIEW

The Big Bend Community College (BBCC) Academic Master Plan (AMP) 2014-19 serves as the strategic plan for the college. The plan is titled *Student Success* in order to emphasize the fact that student success is BBCC's number one priority. The AMP is reviewed annually, updated as needed, and re-written every five years, in order to ensure that it remains a living document that is responsive to the needs of students and our service district.

The AMP outlines BBCC's process for assessing mission fulfillment. This process includes identifying measurable outcomes, setting relevant objectives, and tracking appropriate indicators of success. The results of these assessments are reported annually in a series of monitoring reports. The monitoring reports respond to BBCC's Core Themes, as well as to the Board of Trustees' Ends Statements.

### MISSION, VISION, & VALUES

During 2013-14, BBCC engaged in a collaborative process to review and rewrite its mission statement. This process involved college faculty and staff, as well as students and community members. As a result of this process, BBCC adopted new statements of mission, vision, and values. Starting with these statements, the college then wrote new Core Themes outcomes and objectives; the Board of Trustees updated and revised their Ends Statements in order to align the college's strategic planning goals with the Board's expectations.

***BBCC Mission Statement:***

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

***BBCC Vision Statement:***

Big Bend Community College inspires every student to be successful.

***BBCC Values:***

Our institutional values are principles, fundamental beliefs, or qualities that shape institutional attitudes, opinions, decisions, and actions.

**Student Success**

- Academic achievement
- Empowerment
- Lifelong learning
- Service to students

**Excellence**

- Innovation
- Commitment to quality
- High standards
- Continuous improvement

**Community Engagement**

- Collaboration
- Outreach
- Partnerships
- Improving quality of life

**Inclusion**

- Diversity
- Access
- Opportunity
- Equity

**Integrity & Stewardship**

- Accountability
- Sustainability
- Ethics and honesty
- Resource management

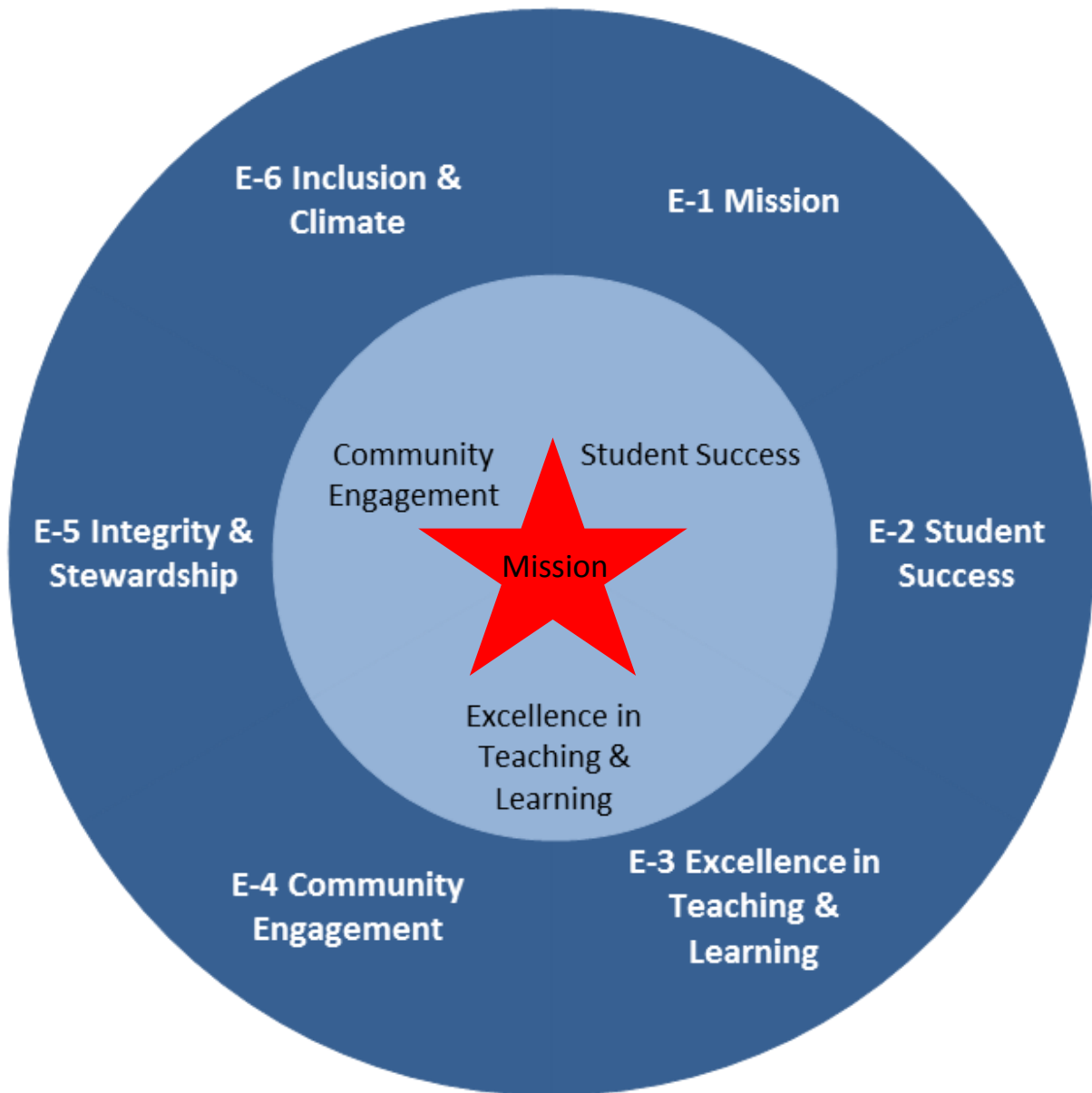
These statements form the foundation of BBCC’s mission and strategic planning process. Building on this foundation, the college establishes operational goals in two ways:

- **Core Themes** establish assessable outcomes for mission fulfillment.
- Board of Trustees’ **Ends Statements** lay out the Board’s expectations for meeting the needs of our service district.

These items form the architecture of the AMP, as approved by the Board of Trustees and as demonstrated in the following diagram.



# 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



# **CORE THEMES**

The Core Themes represent BBCC’s primary measure of mission fulfillment. There are three core themes:

- Student Success
- Excellence in Teaching & Learning
- Community Engagement

Each core theme is composed of an overarching outcome, one or more specific objectives, and the indicators used to measure success. Each Core Theme is described separately below.

## **Student Success**

*Outcome:* BBCC provides access to programs and services that meet the needs of our service district.

| Objectives  | Indicators  |
|---|---|
| 1.1 BBCC provides access to programs and services that meet the educational needs of our students and prospective students. | 1.1a Inventory of programs, modalities, and services<br>1.1b Service area & student demographic data<br>1.1c Class fill rates, wait lists & cancellation data<br>1.1d Feedback from advisory committees |
| 1.2 Use of services correlates with success, retention, and completion  | 1.2a Course success, retention and completion rates<br>1.2b Use of service reports<br>1.2c Use of technology & resources  |
| 1.3 Students are prepared to graduate and to transfer or to seek employment   | 1.3a Student Achievement Initiative (SAI) data<br>1.3b Retention & graduation rates<br>1.3c Transfer rates & transfer success rates (MRTE data)<br>1.3d Employment & certification rates                |

The core theme of Student Success focuses on access to educational resources; correlating student activity with success, retention, and completion; and assuring that students leave BBCC with the preparation that they need for their next step, whether that is to transfer to a four-year institution or to enter the job market. Both internal and external data are collected annually, reported to the Board of Trustees and the college community, and assessed for effectiveness. The results of these assessments are used to make decisions for budgeting, program changes, and other measures.

## 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 Program audit, including best practices<br>2.1b Correlation of practices to success, retention, or completion   |
| 2.2 BBCC helps students attain high academic standards   | 2.2a External certification rates<br>2.2b CCSSE data on academic challenge<br>2.2c NCCBP data on success rates<br>2.2e MRTE data on transfer success<br>2.2f Student/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<br>2.3b Attendance for professional development<br>2.3c Report on Professional/Technical Certification plans                             |

The core theme of Excellence in Teaching & Learning focuses on delivering innovative and successful programs, both in and out of the classroom, in order to help students achieve high academic standards. This requires ongoing professional development for faculty and staff, as well as ensuring that programs have adequate resources to effectively implement best practices. Both internal and external data are collected annually, reported to the Board of Trustees and the college community, and assessed for effectiveness. The results of these assessments are used to make decisions for budgeting, program changes, and other measures.

# Community Engagement

*Outcome:* BBCC supports economic development nurtures community and industry partnerships, and acts as a responsible steward of resources.

| Objectives   | Indicators   |
|--|--|
| 3.1 BBCC works with community and industry partners to support economic development                                      | 3.1a Inventory of active partnerships<br>3.1b Report on economic impact  |
| 3.2 BBCC works with K-12 & university partners to provide educational opportunities                                      | 3.2a Inventory of current dual credit programs<br>3.2b Analysis of partnership opportunities   |
| 3.3 BBCC practices responsible use of resources, including fiscal and natural resources                                  | 3.3a Budget process is tied to strategic goals<br>3.3b Inventory of sustainable practices is increasing  |
| 3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community | 3.4a Training opportunities increase multicultural awareness and ability<br>3.4b Students, employees & partners report feeling welcome on campus<br>3.4c Data is disaggregated to show equivalent success for all student groups |

The core theme of Community Engagement addresses the college’s partnerships with business and industry; K-12 and university partners, as well as other community and technical colleges; and the cultivation of an inclusive campus environment. It also addresses responsible stewardship of natural and fiscal resources. The reporting for Community Engagement also includes an annual summary report to the Board of Trustees from the Big Bend Community College Foundation on their activities and accomplishments for the year.

Both internal and external data are collected annually, reported to the Board of Trustees and the college community, and assessed for effectiveness. The results of these assessments are used to make decisions for budgeting, program changes, and other measures.

# **BOARD OF TRUSTEES' ENDS STATEMENTS**

While the Core Themes address the three broad areas described in the mission statement and represent the primary measure of mission fulfillment, the Board of Trustees also establishes Ends Statements as part of the Policy Governance process. The Ends Statements give guidance to the president and college personnel with regard to specific areas of policy focus. The Ends Statements describe how the Board expects the college to interact with and have an impact on our service district. There are six Ends Statements, as describe below.

## **End 1: Mission**

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

## **End 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.

## **End 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.

## **End 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.

## **End 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.

## **End 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.

## **MONITORING REPORTS**

BBCC has established a culture of evidence and uses data and assessment findings in order to inform planning and decision making. While this culture of evidence takes many forms on a day-to-day basis, the formal structure for tracking and publishing evidence is through the annual AMP monitoring reports. The first three monitoring reports below are compiled by the Institutional Research and Planning Office, in conjunction with other college departments and focuses on a specific set of outcomes. The Budget and Safety Monitoring Reports are assembled through the office of Vice President for Financial and Administrative Services. The reports are then presented to the Board of Trustees and disseminated to the college community.

The following Monitoring Reports will be presented to the Board of Trustees and the college community on an annual basis:

1. Community Engagement
2. Excellence in Teaching & Learning
3. Student Success/Mission Fulfillment
4. Budget Reports
5. Safety Report

## **ADDITIONAL STRATEGIC PLANNING TOOLS**

The AMP represents the guiding architecture for strategic planning and mission assessment at BBCC. In conjunction with the AMP, several other strategic documents outline annual goals and outcomes for specific aspects of the college.

### **Facility Master Plan**

The Facility Master Plan is a strategic effort to evaluate and identify the physical needs of the campus to support Big Bend's academic mission and strategic vision. The current Facility Master Plan was rewritten in 2013-14 in order to align facility planning with the new mission statement, the Board's Ends Statements and the AMP. The Facility Master Plan includes a number of components, including the history of the campus; internal and external needs for facility development and use; an assessment of current space availability and usage; an in-depth assessment of the conditions of current facilities; and a tentative schedule for future development of the physical plant of BBCC. The Facility Master Plan establishes specific goals for use and development of the physical campus, in order to support the accomplishment of overall strategic planning goals.

## Marketing Plan

As part of the AMP strategic planning process, BBCC establishes outcomes and objectives for its Marketing Plan. Those outcomes and objectives are outlined below. The Director of Public Information presents an annual report to the Board of Trustees outlining accomplishment of these outcomes.

|   |   |
|---|---|
| <b>1. Branding &amp; Image</b><br>Outcome: People see BBCC as a first choice for high-quality, good-value, up-to-date education and training.   |   |
| <b>Objectives</b>   | <b>Indicators</b>   |
| 1.1 The community/service district is supportive of BBCC and its programs<br><br>1.2 Potential students have a well-informed opinion of BBCC  | 1.1a Community focus group<br><br>1.2a Feedback from outreach contacts<br>1.2b Data from advertising venues |
| <b>2. Outreach</b><br>Outcome: BBCC establishes and maintains positive relationships with service district members, partners and potential students.  |   |
| <b>Objectives</b>   | <b>Indicators</b>   |
| 2.1 BBCC regularly leverages our opportunities to connect with partners/constituents, and alumni<br><br>2.2 BBCC representatives visit district high schools, businesses and partners on an ongoing basis | 2.1a Inventory of strategies<br><br>2.2a Logs of visits & meetings  |
| <b>3. Marketing &amp; Advertising</b><br>Outcome: BBCC has a marketing plan with annual goals and objectives.   |   |
| <b>Objectives</b>   | <b>Indicators</b>   |
| 3.1 BBCC marketing activities help to increase enrollments generally or in specific programs<br><br>3.2 BBCC marketing activities reach target audiences with appropriate messages                        | 3.1a Marketing plan achieves annual goals<br><br>3.2a Marketing plan achieves annual goals                  |

| <b>4. Communication &amp; Public Relations</b>   |  |
|--|--|
| Outcome: Big Bend Community College uses appropriate communication tools to deliver relevant messages. |  |
| <b>Objectives</b>  | <b>Indicators</b>  |
| 4.1 BBCC has clear and accessible policies and procedures for use of communication tools               | 4.1a Policies and procedures are reviewed and updated annually   |
| 4.2 BBCC takes a strategic approach to use of social media tools                                       | 4.2a Social media strategy is articulated in writing, updated regularly, and traffic is directed back to BBCC's online resources |
| 4.3 BBCC's web site is accurate, current, user-friendly, and engaging                                  | 4.3a Site Metrics on user traffic<br>4.3b Feedback from internal users   |

These outcomes provide the foundation for the annual marketing plan, developed and implemented by the Public Information Office, in conjunction with the Outreach Coordinator, as well as other programs and departments. The indicator data is summarized annually in a Marketing Report to the Board of Trustees.

### **Perkins Plan**

The purpose of the Perkins Act is to prepare students to enter the workforce with the academic and vocational skills needed to compete successfully in a knowledge- and skills-based world economy.

Perkins supports career and technical education that prepares students both for further education and the careers of their choice. Perkins funds help ensure that career and technical programs are challenging and integrate academic and technical education to meet the needs of business and industry.

### **Perkins Objectives.**

- Activities will improve the number of students attaining challenging and relevant career and technical skill proficiencies, including student achievement, on technical assessments that are aligned with industry-recognized standards.



- Activities will improve student attainment of industry-recognized credentials, certificates, or degrees.
- Activities will improve student retention in postsecondary education, or transfer to a baccalaureate degree program.
- Activities will improve student placement in military service/apprenticeship programs, or placement/retention in employment, with emphasis on placement in high-skill, high-wage, or high-demand occupations/professions.
- Activities will improve student participation in CTE programs that lead to employment in non-traditional fields.
- Activities will improve student completion in Career and Technical Education programs that lead to employment in nontraditional fields.

### **ABE Grant**

Big Bend Community College's Basic Skills program starts adults on college and career readiness pathways so they may master academic and technical skills to attain their career and educational goals and successfully navigate education and employment opportunities.

#### ABE Goals

- Accelerate student transition to college or employment through innovative instructional practices.
- Provide rigorous instruction based on real student need.
- Develop strategic partnerships to leverage local resources and increase navigational support for adults.

## **TITLE V COOPERATIVE GRANT**

The Title V Cooperative Grant helps to provide learning opportunities that are accessible, professional, innovative and service-oriented; to increase student achievement in employment and transfer following completion of programs and degrees; to provide support services to help promote student access, success and retention; to develop off-campus access to support resources, including admission, registration, academic and financial aid and information resources, and to provide affordable access to the diverse populations of the College's service district.

Objectives:

- Develop at least 2 associate degree programs that will be available in an online distance delivery format.
- Increase success of the students enrolled in online distance delivery courses.
- Increase dual enrollment with Heritage University.
- Increase the number of BCC students who transfer into 4-year institutions.
- Increase training in online delivery for instruction and support services staff.
- Establish a Student Success Center that provides academic support in renovated space that is centrally located and equipped.

## **TITLE V INSTITUTIONAL GRANT**

The Title V Institutional Grant provides learning opportunities that are accessible, professional, innovative and service oriented; provides faculty training in current instructional strategies and tools for responding to the needs of Hispanic, and low income students; expands access to and use of College services throughout the region; develops infrastructure to support current, appropriate programming and educational access; increases FTE as a means of increasing institutional revenue; develops external funding to support institutional initiatives

Objectives:

- Increase enrollment in STEM and Nursing programs.
- Increase the number of full-time and part-time faculty demonstrating competency in distance instruction strategies and modalities.
- Increase distance-delivered student services from 1 to 6.
- Increase technology infrastructure capacity to support distance instruction by at least twofold.
- Increase annual distance learning enrollment.
- Increase endowment by at least \$600,000.

### **Title III HSI STEM Grant**

The Title III HSI STEM Grant focuses on science, technology, engineering and math in order to increase the number of students entering those fields, particularly engineering.

- Increase the percent of first-time Hispanic and all students completing a STEM-related degree and transferring by 50%
- Working with two universities, complete and pilot three model articulation/transfer programs in Engineering, with at least 60% of the engineering enrollees transferring.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #9:** Academic Master Plan (AMP) Report #2 (for action)  
Excellence in Teaching & Learning

### **BACKGROUND:**

The Excellence in Teaching & Learning Monitoring Report addresses the Board Ends Statement and Core Theme regarding Excellence in Teaching & Learning. The focus of the report is implementation of innovative and creative programs and services, high academic standards for students, and professional development for faculty and staff.

Prepared by Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

### **RECOMMENDATION:**

President Leas and Dean Kirkwood recommend acceptance of the Excellence in Teaching & Learning 2014 report.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #10:** Student Code of Conduct (for action)

### **BACKGROUND:**

This new draft of the Student Code of Conduct is based on a Model Code of Conduct developed by the Washington State Student Services Commission and the Washington Attorney General's office. The changes are intended to update our current code in order to be in full compliance with Title IX, VAWA, and other statutes that have changed in recent years. The new Code of Conduct more clearly lays out the due process rights of students in a disciplinary proceeding. This draft has been reviewed by Big Bend student services personnel, faculty, administrators, and students. It has also been reviewed by AAG Mirisa Bradbury. After approval by the Board, the Code of Conduct will go through the rule-making process for Washington Administrative Code.

Prepared by VP Mohrbacher, Associate VP Candy Lacher, and Director of Student Programs Kim Jackson.

### **RECOMMENDATION:**

VP Mohrbacher and Associate VP Lacher recommend approval of the new Student Code of Conduct.

## **Big Bend Community College Draft Student Conduct Code**

**Authority** WAC 132R\_\_\_\_\_

The Big Bend Community Colleges (BBCC) Board of Trustees, acting according to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the Vice President of Instruction & Student Services. The Vice President of Instruction & Student Services will serve as the student conduct officer, or appoint a designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

### **Statement of Student Rights**

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to maintain and to respect the general conditions necessary for a free and effective learning environment is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

#### **1. Academic freedom.**

- a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
- c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

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## **2. Due process.**

- a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

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## Student Misconduct

Misconduct for which the college may impose sanctions includes, but is not limited to, any of the following:

1. Any act of academic dishonesty, including but not limited to cheating or plagiarism.
  - a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
  - b) Plagiarism includes, but is not limited to, presenting or submitting another person's ideas, words, or other work in an instructional course without properly crediting that person.
  - c) Academic dishonesty includes, but is not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).
2. Any other acts of dishonesty. Such acts include, but are not limited to:
  - a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
  - b) Tampering with an election conducted by or for college students; or
  - c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
3. Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
4. Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
  - a) Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
  - b) Stalking is intentional and repeated harassment or repeated following of another person, which places that person in reasonable fear that the stalker intends to injure the person, another person, or the property of the person or another person, and the stalker either intends to frighten, intimidate, or harass the person, or knows or reasonably should know that the person is frightened, intimidated or harassed, even if the stalker lacks such an intent. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The



feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances.

5. Cyber-stalking, cyber-bullying or on-line harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
6. Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the college or state, (b) any student or college officer, employee, or organization, or (c) any other person or organization, or possession of such property or money after it has been stolen.
7. Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
8. Participation in any activity which unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community, or leads or incites another person to engage in such an activity.
9. Weapons: Possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm, unless previously authorized by the Vice President of Instruction & Student Services. See Board Policy 7800 for additional details.
10. Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
11. Tobacco, electronic cigarettes, and related products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, or in any location other than the parking lots, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

12. Alcohol: The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
13. Marijuana: The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
14. Being observably under the influence of any legend drug, narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, delivering, or selling any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional.
15. Obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity.
16. Conduct which is disorderly, lewd, or obscene.
17. Breach of the peace.
18. Discriminatory conduct: Discriminatory conduct which harms or adversely affects any member of the college community because of her or his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
19. Sexual violence: The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
20. Sexual harassment: Conduct includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other sexual conduct, including verbal, nonverbal, electronic or social media communication, or physical touching that would substantially interfere with a reasonable person's work or educational performance, or to create an intimidating, hostile, or offensive educational environment.
21. Harassment: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to

participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See Supplemental Definitions: "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic media.

22. Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:

- a) Unauthorized use of such resources or opening of a file, message, or other item;
- b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- c) Unauthorized use or distribution of someone else's password or other identification;
- d) Use of such time or resources to interfere with someone else's work;
- e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
- g) Use of such time or resources in violation of applicable copyright or other law;
- h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
- i) Failure to comply with the college's electronic use policy.

23. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

24. Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:

- a) Failure to obey a subpoena or order to appear at a hearing;
- b) Falsification or misrepresentation of information;
- c) Disruption, or interference with the orderly conduct, of a proceeding;
- d) Interfering with someone else's proper participation in a proceeding;
- e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
- f) Attempting to influence the impartiality of, or harassing or intimidating, a Student Disciplinary Committee member; or
- g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

25. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

26. Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

27. Ethical Violation: The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

28. Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

## Sanctions

Disciplinary actions include, but are not limited to, the following sanctions that may be imposed upon students according to the procedure outlined in WAC \_\_\_\_\_.

(1) Warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) Reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(3) Disciplinary probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. Other conditions and restrictions may include, but not be limited to, restrictions from being present on certain parts of the campus or in certain college buildings; restriction from attending certain college activities; orders of no contact between the student under probation and other students, college employees, or other persons.

A student who is on disciplinary probation may be deemed “not in good standing” with the college. If so the student shall be subject to the following restrictions:

(a) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

(b) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(4) Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

(5) Suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

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(6) Professional evaluation: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(7) Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

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## **STATEMENT OF JURISDICTION**

WAC 132\_\_ -125-005

The conduct code adopted herein applies to student conduct that occurs on college premises, at college-sponsored activities, and to off-campus student conduct that adversely affects the well-being of the college community and/or the pursuit of its objectives. Jurisdiction includes, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the code of student conduct will be applied to conduct occurring off campus.

## **DEFINITIONS**

WAC 132\_\_ -125-010

For the purposes of this Chapter, terms are defined as follows::

- (1) “Student conduct officer” is a college administrator responsible for implementing and enforcing the student conduct code. The student conduct officer is authorized to delegate any and all of his or her responsibilities as set forth in this Chapter as may be reasonably necessary. The Vice President of Instruction & Student Services will serve as the student conduct officer or may appoint a designee.
- (2) “Conduct review officer” is a college administrator responsible for receiving and facilitating appeals from student disciplinary actions and for reviewing initial orders issued in a brief adjudicative proceeding. The conduct review officer shall be designated by the president and shall be authorized to grant appropriate relief upon review. The conduct review officer is authorized to delegate any and all of his or her responsibilities as set forth in this Chapter as may be reasonably necessary. The Director of Student Programs will serve as the conduct review officer, unless otherwise designated by the president.
- (3) “The President” is the president of the college. The president is authorized to delegate any and of his or her responsibilities as set forth in this Chapter as may be reasonably necessary.
- (4) “Disciplinary action” is the process by which discipline is imposed by the student conduct officer against a student for a violation of the student conduct code.

(5) “Disciplinary appeal” is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten (10) instructional days or an expulsion are heard by the Disciplinary Committee. Appeals of all other appealable disciplinary action may be reviewed through brief adjudicative proceedings.

(6) “Respondent” is the student against whom disciplinary action is being taken.

(7) “Service” is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

- a) hand-delivery of the document to the party; or
- b) by sending the document by email and by certified mail or first class mail to the party’s last known address.

Service is deemed complete upon hand-delivery of the document or upon the date the document is emailed and deposited into the mail.

(8) “Filing” is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review or a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

- a) Hand delivery of the document to the school official or school official’s assistant; or
- b) by sending the document by email and first class mail to the recipient’s college email and office address

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

(9) “College premises” shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(10) “Student” includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, non-credit courses, on-line courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered “students.”

(11) “Business day” means a week-day, excluding weekends and college holidays. If a time period is not specifically stated in business day, then calendar days apply.



## **INITIATION OF DISCIPLINARY ACTION**

*WAC 132\_\_ -125-015*

(1) Disciplinary proceedings will be initiated by the Vice President of Instruction & Student Services or a designee. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) A student accused of violating any provision of the conduct code (the respondent) shall be notified of an initial meeting with the Vice President of Instruction & Student Services. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is charged with violating, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to appear after proper notification, the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the Vice President of Instruction & Student Services shall serve the respondent with a written order setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The Vice President of Instruction & Student Services, acting in the role of student conduct officer, may take any of the following actions:

- a) Terminate the proceeding, exonerating the respondent;
- b) Dismiss the case after providing appropriate counseling and advice to the respondent. Such action is final and is not subject to review on appeal;
- c) Issue a verbal warning to the respondent directly. Such action is final and is not subject to review on appeal;
- e) Impose additional sanctions of reprimand, disciplinary probation, suspension or dismissal. Such actions are subject to review on appeal as provided in this chapter; refer the matter directly to the Student Disciplinary Committee for such action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the Disciplinary Committee, with a copy served on the respondent.

**APPEAL FROM DISCIPLINARY ACTION**  
**WAC 132-\_\_\_\_\_ -125-020**

- (1) The respondent may appeal the results of a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty (20) days of service of the discipline order. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's order shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent and the conduct review officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the Student Disciplinary Committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) The Administrative Procedures Act, [Chapter 34.05 RCW](#), governs committee proceedings and controls in the event of any conflict with these rules.
- (6) The College hereby adopts the Model Rules of Procedure, [Chapter 10-08 WAC](#), by reference. To the extent there is a conflict between these rules and Chapter 10-08 WAC, these rules shall control.
- (7) Imposition of discipline for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (8) The Student Disciplinary Committee shall hear appeals from:
  - a. suspensions in excess of ten (10) instructional days;
  - b. dismissals; and
  - c. discipline cases referred to the committee by the student conduct officer.
- (9) Student conduct appeals involving the following disciplinary actions may be heard as brief adjudicative proceedings:
  - a. disciplinary probation;
  - b. reprimands; and, any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

## **BRIEF ADJUDICATIVE PROCEEDINGS--INITIAL HEARING**

*WAC 132\_\_-125-025 –*

The initial hearing (also known as a brief adjudicative proceeding) is an initial and less formal process designed to resolve disputes and address concerns on the part of students, faculty, or other college personnel.

(1) Brief adjudicative proceedings shall be conducted by the appropriate Dean or the Associate VP of Student Services, acting as the presiding officer. The presiding officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the presiding officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the college's view of the matter and (b) an opportunity to explain the party's view of the matter.

(3) The presiding officer shall serve an initial order upon both the parties within ten (10) days of consideration of the initial hearing. The initial order shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial order. If no request for review is filed within twenty-one (21) calendar days of service of the initial order, the initial order shall be deemed the final order.

(4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the Student Disciplinary Committee for a disciplinary hearing. The conduct review officer may enter an interim order suspending the student until a hearing can be held by the Student Disciplinary Committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the Student Disciplinary Committee.

## **BRIEF ADJUDICATIVE PROCEEDINGS--REVIEW OF AN INITIAL ORDER**

*WAC 132\_\_-125-030 - -*

- (1) An initial order is subject to review by the president or his or her designee, provided the respondent files a written request for review with the conduct review officer within twenty-one days (21) of service of the initial order.
- (2) The president (or designee) shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (3) During the review, the president (or designee) shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the proceedings must be referred to the Student Disciplinary Committee for a formal adjudicative hearing.
- (4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty (20) business days of the initial order or of the request for review, whichever is later. The order on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the reviewing officer does not make a disposition of the matter within twenty (20) days after the request is submitted.
- (5) If the president (or designee) upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the Student Disciplinary Committee for a disciplinary hearing.

## **STUDENT DISCIPLINARY COMMITTEE**

*WAC 132\_\_ -125-035*

(1) The Student Disciplinary Committee shall consist of five members:

- a) Two full-time students appointed by the student government;
- b) Two faculty members recommended by the Faculty Association and appointed by the president;
- c) One member of the administration appointed by the president at the beginning of the academic year. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(2) The member of the administration shall serve as the chair of the committee and may take action on preliminary hearing matters prior to the appointment of the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the Student Disciplinary Committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

## **APPEAL-STUDENT DISCIPLINARY COMMITTEE PROCESS**

*WAC 132\_\_-125-040*

(1) The committee chair shall serve all parties with written notice of the hearing not less than seven (7) days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. To the extent there is a conflict between these rules and Chapter 10-08 WAC, these rules shall control. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.

(2) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.

(3) Upon request filed at least five (5) days before the hearing by either party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, unless the party can show good cause for such failure.

(4) The committee chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(5) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(6) The VP of Instruction & Student Services (or designee) shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.

(7) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate; any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

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(8) Each party may be accompanied at the hearing by a non-attorney assistant of his or her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

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**STUDENT DISCIPLINARY COMMITTEE HEARINGS-  
PRESENTATION OF EVDIENCE**

*WAC 132\_\_-125-045* — (1) Upon the failure of any party to attend or participate in a hearing, the committee may either (a) proceed with the hearing and issuance of its order or (b) serve an order of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings should be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to the respondent upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by the respondent. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The Vice President of Instruction & Student Services or a designee (unless represented by an assistant attorney general) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.



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## **STUDENT DISCIPLINARY COMMITTEE—INITIAL ORDER**

*WAC 132\_\_-125-050*

(1) At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or an order for its consideration.

(2) Within twenty (20) days following the conclusion of the hearing or the committee's receipt of closing arguments (whichever is later), the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial decision shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall determine any disciplinary sanction or conditions authorized herein. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the discipline imposed by the student conduct officer and/or impose any other disciplinary sanction or conditions authorized herein.

(4) The committee chair shall provide copies of the initial order to the parties and any legal counsel who have appeared. The committee chair shall also promptly transmit a copy of the order and the record of the committee's proceedings to the College President and the Vice President of Instruction & Student Services.

**WAC 132\_\_-125-055 - APPEAL FROM STUDENT CONDUCT COMMITTEE INITIAL ORDER**

- (1) A respondent who is aggrieved by the findings or conclusions issued by the Student Disciplinary Committee may appeal the committee's initial order to the president by filing a notice of appeal with the president's office within twenty (20) days of service of the committee's initial order.
- (2) The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial order and must contain argument regarding why the appeal should be granted. The president's review on appeal shall be limited to a review of those issues and arguments raised in the notice of appeal. Review shall be restricted to the record created below.
- (3) The president shall provide a written order to all parties within forty-five (45) days after receipt of the notice of appeal. The president's decision shall be final.
- (4) The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
- (5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

## SUMMARY SUSPENSION

WAC 132\_\_-125-060

(1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The VP of Instruction & Student Services (or designee) may impose a summary suspension if there is probable cause to believe that the respondent:

- a. Has violated any provision of the code of conduct; and
- b. Presents an immediate danger to the health, safety or welfare of members of the college community; or
- c. Poses an ongoing threat of disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with written notice or oral notice of the summary suspension at the time of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two (2) business days of the oral notice.

(4) The written notification shall be entitled “Notice of Summary Suspension Proceedings” and shall include:

- a) The reasons for imposing the summary suspension, including reference to the provisions of the student conduct code or the law allegedly violated;
- b) The date, time, and location when the respondent must appear before the chair of the Student Disciplinary Committee for a hearing on the summary suspension; and
- c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or designee, or to attend a disciplinary hearing.

(5) (a) The conduct review officer or designee shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. The hearing will be conducted as a brief adjudicative proceeding.

(b) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued

pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(c) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(d) If the notice of summary suspension proceedings has been served upon the respondent in accordance with these rules and the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(e) As soon as practicable following the hearing, the conduct review officer shall issue a written decision, which shall include a brief statement of findings of fact and conclusions of law, the policy reasons justifying imposition of the summary suspension. If summary suspension is upheld and/or other discipline imposed, the order shall inform the respondent of the duration of the summary suspension or the nature of the disciplinary action(s), conditions under which the summary suspension may be terminated or modified, and procedures by which the order may be appealed.

(f) The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.

(g) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices whom may be bound or protected by it.

## **DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT**

### *WAC 132\_\_-125-100 - Supplemental Sexual Misconduct Procedures*

Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the student conduct officer's disciplinary order.

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 132\_\_-125-005 through -060. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

## **SUPPLEMENTAL DEFINITIONS**

### *WAC 132\_\_-125-105*

For purposes of student conduct code proceedings involving sexual misconduct, the following definitions apply:

- (1) The "complainant" is the alleged victim of sexual misconduct. Complainant also refers to the college when the college files the complaint.
- (2) "Sexual misconduct" is a sexual or gender-based violation of the student conduct code, including, but not limited to:
  - a) sexual activity for which clear and voluntary consent has not been given in advance;
  - b) sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;
  - c) sexual harassment;
  - d) sexual violence, which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking;
  - e) non-physical conduct such as sexual or gender-based digital media stalking, sexual or gender based on-line harassment, sexual or gender-based cyber-bullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.

## **SUPPLEMENTAL COMPLAINT PROCESS**

*WAC 132\_\_-125-110*

The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

1. The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
2. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
3. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.
4. The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
5. The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.

## **SUPPLEMENTAL APPEAL RIGHTS**

### *WAC 132\_\_-125-115*

1. The following actions by the student conduct officer may be appealed by the complainant:
  - a) the dismissal of a sexual misconduct complaint; or
  - b) any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
2. A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty (20) days of service of the notice of the discipline decision provided for in WAC 132\_\_-125-110(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.
3. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal, and provide the complainant an opportunity to intervene as a party to the appeal.
4. Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.
5. Respondent and Complainant shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Either party may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.
6. During the proceedings, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the chair, who will act as an intermediary and pose questions on the parties' behalf.
7. Hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.
8. The student conduct committee will serve complainant a written notice indicating that an initial order has issued on the same date that the initial order is served on respondent. This notice shall inform the complainant whether the sexual misconduct allegations were found to have merit and describe any sanctions and/or conditions imposed upon the respondent for

complainant's protection. The notice shall also provide directions on how the complainant can appeal the decision to the president.

9. Complainant may appeal the student conduct committee's initial order to the president subject to the same procedures and deadlines applicable to other parties.

10. The president will serve complainant a written notice indicating that the appeal has been resolved on the same date that the final order is served upon the respondent. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

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## **BRIEF ADJUDICATIVE PROCEEDINGS AUTHORIZED**

*WAC 132\_\_ - \_\_ -005*

This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

- (1) Parking violations.
- (2) Outstanding debts owed by students or employees.
- (3) Use of college facilities.
- (4) Residency determinations.
- (5) Use of library—Fines.
- (6) Challenges to contents of education records.
- (7) Loss of eligibility for participation in institution sponsored athletic events.
- (8) Student conduct appeals involving the following disciplinary actions:
  - a) suspensions of ten (10) instructional days or less;
  - b) disciplinary probation;
  - c) written reprimands; and
  - d) any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (9) Appeals of decisions regarding mandatory tuition and fee waivers.

Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

## **BRIEF ADJUDICATIVE PROCEEDINGS - AGENCY RECORD**

*WAC 132\_\_ - \_\_ -010*

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

## BIG BEND COMMUNITY COLLEGE

Date: 5/22/14

**ITEM #11:** President's Evaluation (for information)

### **BACKGROUND:**

President Leas will discuss the president's evaluation process.  
In preparation for the president's evaluation the following is a recap of the process:

From Policy Governance

1000.4<<http://information.bigbend.edu/administration/policies/boardpolicy/Pages/default.aspx>> Board Staff Linkage (BSL) 4

"4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on Ends and Executive Limitations policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.

A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.

B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.

C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting."

The May Board agenda usually has an information/action item that reads:

"The Board will discuss conducting the President's annual evaluation per the following:  
BSL-3, BSL-4, AP3500. In preparation for action to be taken in June as prescribed by the PG BSL 4."

In 2013, the trustees chose to perform the president's evaluation during the retreat that was held September 12.

Excerpt from 9-12-13 Board Retreat Minutes

“3. President's Evaluation

Board Chair Mike Blakely announced that the Board will convene an executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 10 minutes, and no final action will be taken during this executive session.

The regular meeting reconvened at 10:20 a.m., and no final action was taken by the Board during executive session.

Board Chair Mike Blakely read the following presidential evaluation statement.

The following summary of the performance of Dr. Terry Leas is based upon:

- a. His recognition and contribution to the mission statement, vision, values and core themes of BBCC.
- b. His self-evaluation and list of activities during the year.
- c. Written evaluations by administrators, faculty and support staff.
- d. Individual observation by the trustees on campus and during community visitations.
- e. End statement documentation that the board goals of innovation/partnership, access, student achievement, institutional, climate, resource management and multicultural goals were met.

We are very pleased with the first year performance of Dr. Terry Leas. He replaced one of the most popular community college presidents in the state, who retired after 17 years at BBCC. Dr. Leas has not changed the culture of BBCC, but he is slowly and methodically taking ownership of the institution. Those who work around him are devoted to his ideals. He is liked by the faculty and support staff and they all feel that he is very accessible.

It is our consensus that Dr. Leas has meet or exceeded the goals set forth by the trustees as verified by the ends statements.

We are looking forward to an even more productive second year and hope that Dr. Leas will allow us to extend his contract one more year.

Trustee Stephen McFadden thanked President Leas for the manner in which he approached his role as president. He said it was very healthy for trustees and campus. He also appreciated President Leas' willingness to be present and visible in the service district communities.

President Leas stated he read an article in the Chronicle of Education recently regarding the non-renewal for convenience clause of the President's contract. The article it was explained that the president and trustees had philosophical differences. When the president's contract was not renewed, there was speculation regarding the cause. The president and trustees agreed on wording to clarify the situation in order for the president to avoid suspicion later in his career. President Leas stated he does not plan to leave; however, he would like to add a clause to his contract stating upon exercising the termination for convenience clause in his contract, he and the trustees will mutually agree on a public statement. The trustees agreed with adding the clause: In the event the Board of Trustees exercises this termination for convenience clause, the Board of Trustees and President agree that a statement to the public regarding the termination will be mutually agreed upon by the President and Board.

Motion 13-26 Trustee Jon Lane moved to accept the 2012-13 Presidential evaluation as presented. President Leas' contract will be extended one year to end June 2015, and include the addition of the mutually agreed on statement clause. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane congratulated President Leas and stated it has been a great transition.”

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

Date: 5/22/14

**ITEM #12:** Board Chair Elections (for information/action)

### BACKGROUND:

#### Per Policy Governance 1000.3 Governance Process 8 By Laws

At the first regular meeting of the board each fiscal year the board shall elect, from its membership, a ~~chairman~~ *board chair* and vice-chairman to serve for the ensuing year. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The ~~chairman~~ *board chair*, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The ~~chairman~~ *board chair* shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chairman, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chairman of the board in the absence of the ~~chairman~~ *board chair*.

The board may choose to follow the board matrix below effective the first meeting of the 2014-15 fiscal year, which is currently scheduled on August 7, 2014.

| Trustee    | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 |
|------------|-------|-------|-------|-------|-------|
| Blakely    | C     |       |       |       |       |
| Lane       | VC    | C     |       |       |       |
| McFadden   |       | VC    | C     |       |       |
| Franz      |       |       | VC    | C     |       |
| Villarreal |       |       |       | VC    | C     |

Prepared by the President's Office.

### RECOMMENDATION:

President Leas recommends the trustees consider revising the wording as noted by the strike outs and italics above to avoid sexist language.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #13:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #14:** Regularly Scheduled Board Meeting Date (for action)

**BACKGROUND:**

The next board meeting is scheduled on the day of commencement, Friday, June 13, 2014, at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 5/22/14

**ITEM #15:** Miscellaneous (for information)

### **BACKGROUND:**

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

Upcoming graduation activities:

Wednesday, 5/28, 5:00 pm; Student Recognition Night (Masto Conference Ctr)

Thursday, 5/29, 6:00 pm; BBCC Preschool Promotion (Masto Conference Ctr)

Friday, 6/6, 11:45 pm; Campus Excellence Celebration Luncheon (Masto Conference Ctr)

Wednesday, 6/11, 7:00 pm; GED Graduation (Wallenstien Theater)

Thursday, 6/12, 11:30 am; Automotive BBQ; (Automotive Building)

Friday 6/13, 7:00 pm; Commencement (Lions Field)

Saturday 6/14, 11:00 am; Nurses' Pinning (Wallenstien Theater)

Prepared by the President's office.

### **RECOMMENDATION:**

None.