



**College Planning Council  
Agenda  
Wednesday, March 8, 2023  
Boardroom  
3:00 PM**

**Zoom:** <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnJJS1oySGNmSkZzT1N6UT09>  
by phone: 253-215-8782 meeting ID 994 4326 1352 passcode 720911

1. Approve minutes from the 2/08/23 meeting
2. Second Reading / Approval of Administrative Procedures
  - 02-2023-0001 Social Media
  - 01-2007-0006 Grant Management and Closeout
  - 02-2003-0001 Grant Development
  - 07-2003-0027 Course Numbering
3. BIT Team Reinstatement
4. Administrative Procedure – first reading
  - 07-2015-0002 Behavioral Intervention Team (BIT)
  - 05-2003-0022 Credits/Contact Hours
  - 01-2005-0020 Authorized Signatures
5. Golf Proposal

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**College Planning Council  
Minutes  
02.08.22**

**Members Present:** Adam Sims, AnnMarie Hardin, Celeste Tate, Cynthia Azari, O’Keeya Brown, Joey GrosJacques, Kaley Cope, Pat Sisneros, Philip Schmitz, Sascha McKeon, Tammi Clark, Theresa Bosworth, Velda Arnaud, and Shannon Franklin.

**Guests:** Angela Rios, Stacie Stahl, and Ken Daniel

**Absent:** Mark Browning, Brad Holden, Kennedy Vogl, Lexi Robertson, Roman Olivera, Tammy Krawczyk, and Wade Muller

**Approve minutes from the 01/25/23 CPC meeting.**

Adam moved, seconded by Velda, to approve the minutes as amended. Motion passed unanimously by voice vote.

**Administrative Procedures – Second Reading / Approval**

02-2023-0001 Social Media Accounts – Kaley received comments about the procedure today. Therefore, the procedure be sent out to CPC members this week with changes and come back to the next CPC for approval. In the future, comments to new or revised procedures must be received by whomever is revising the procedure by the Friday before the next CPC meeting to be considered.

**Administrative Procedures – First Read**

DM-02-2003-0001 Grant Development

DM-01-2007-0006 Grant Management and Closeout

**Guided Pathways – Velda and AnnMarie**

Velda and AnnMarie asked for approval by CPC for the Guided Pathways work done prior to this year. AnnMarie commented that she would like to see a Navigator assigned to each community. Velda provided a handout of the work done on Guided Pathways to date and asked for restoration of the communities and approval to move the work forward. The Guided Pathways information and website would be ready to go as we move to our new web platform during summer term 2023. The departmental program sheets will mimic what will be seen on the web page for the communities. The Office of Instruction is supportive of the change.

Kaley moved, seconded by Joey to form an implementation team for Guided Pathways with representation from Marketing, faculty, Student Services, Department Chairs, Curriculum Committee, and the Office of Instruction. The motion passed unanimously by voice vote.

The Guided Pathways work is now directed back to Department Chairs to re-approve the work already done; the work will then be handed off to the implementation team. Kaley will lead the team that will include Joey, Stan, AnnMarie (or someone from Department Chairs), Velda, and Cynthia. Student input will be included as the new website is developed. CPC’s charge is to complete the work in time to be live for summer term, and to have visual consistency with program sheets and the web site.

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**Procedure Title:** Social Media Accounts  
**Procedure Number:** 02-2023-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Director of Marketing & Communications  
**Position responsible for updating:** Director of Marketing & Communications  
**Original Date:** 01-23-2023  
**Date Approved by College Planning Council:**  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:**  
**Revised:** **Reviewed:**

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**Purpose/Principle/Definitions:**

All social media accounts that represent Blue Mountain Community College or clubs, departments, and programs affiliated with Blue Mountain Community College must have accurate login information shared with the IT Department and Marketing Department. Anytime a password is changed, that must be recorded with the IT and Marketing Departments immediately.

Subgroup accounts, such as clubs, departments, and programs cannot solely use the Blue Mountain Community College Logo or Timberwolf Logo as the accounts profile picture.

Any account that is affiliated with Blue Mountain Community College that is not active must be deleted. Active accounts are defined as monitored minimum once per month with public posts minimum once every three months.

New accounts that are an affiliate of Blue Mountain Community College must be approved by the Marketing and IT departments before publication.

**Guideline:**

Social media is an effective way to reach large audiences and groups of stakeholders for Blue Mountain Community College and is an official representation of the institution with the purpose of public information, promotions, recruitment, and announcements.

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**Procedure Title:** Grant Management and Closeout  
**Procedure Number:** 01-2007-0006  
**Board Policy Reference:** IV.A. [General Executive Direction](#)  
**NWCCU Standard:**

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**Accountable Administrator:** ~~VP Public Relations~~ [Chief Operating Officer](#)  
**Position responsible for updating:** Grants [and Projects](#) Manager  
**Original Date:** August 2007  
**Date Approved by** ~~Cabinet~~ [College Planning Council](#): 07-02-19  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 07-02-19  
**Date Posted on Web:** 07-02-19  
**Revised:** 07-19  
**Reviewed:** 06-19

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**Contents:**

- Purpose/Principle/Definitions
- Responsibilities
- Award Notification and Agreement
- Creating a Grant Account and Management Plan
- Grant Closeout
- Forms

**Purpose:** This document outlines the process by which awarded grants are managed during the award period and closed out when the award period is complete.

**Principle:** BMCC will manage grants with a goal to build and maintain positive relationships with grantors and foundations.

**Definitions:**

**Project Lead**—the college staff or faculty person who has identified a project idea or need for their department. This person had primary responsibility for grant application development and will be responsible for grant oversight once a grant is awarded.

**Responsibilities:**

The President, ~~Vice President of Administrative Services~~ [Chief Operating Officer](#), and the ~~AVP of Chief Finance Officer & Business Operations~~ are BMCC's Authorized Signatories and the only BMCC representatives authorized to enter the college into legally binding agreements, including grants and contracts. One of these three must sign off on all grant agreements.

The **Project Lead** has primary responsibility for grant oversight, including administration of grant activities, budget management, communication with department supervisors, assessment of project outcomes, fulfillment of all reporting requirements, and reporting back to funder as required.

For grants originating from federal sources, the Project Lead is also responsible for; providing all employees under the grant with copies of the BMCC policy statement on a drug-free workplace; in addition to oversight, collection and submission of all time and effort reporting to the Grants and Operations Accountant.

The **Grants and Projects Manager** provides support as needed at all stages of grants management and closeout, including:

- Project adherence to grant agreement
- Timeline and activities for project closeout
- Facilitating submission of reports as they become due
- Communicating with funders

The **BMCC Business Office** is responsible for fiscal oversight and fiscal administration of grants and contracts, working in cooperation with Project Leads and other college officers, faculty members, and staff members as appropriate. The BMCC Business Office maintains the institutional financial records of grant-related files.

The **BMCC Grant & Operations Accountant** tracks grant and contract expenditures and provides fiscal reports as required.

### **Award Notification and Agreement**

Project Leads must notify the Grants and Projects Manager if they receive notification from a funder about a grant application. Copies of all notifications, contracts/agreements, as well as rejections must be shared. The Grants and Projects Manager will forward grant agreements, applications, budgets, reporting forms and any other related materials to the Grants & Operations Accountant.

Most grants require a signed contract or agreement before funds are dispersed. Only Authorized Signatories can sign a grant contract, and it is the Project Lead's responsibility, with support from the Grants and Projects Manager, to get the contract signed and returned promptly.

### **Creating Grant Accounts and a Management Plan**

Within five working days after receipt of a grant agreement, the Project Lead must meet with the Grants & Operations Accountant to establish accounts for the funding.



The Project Lead will schedule a meeting with the Grants [and Projects](#) Manager to establish a management plan for their project, setting up a schedule for activities, reporting, and grant assessment according to the terms of the grant agreement.

## **Reporting and Assessment**

The majority of grants require regular and reflective reporting on progress, and the college requires that every grant project be assessed for outcomes and improvement. Working from the goals and intentions stated in the grant application, the Project Lead will assess and report according to the grant and college guidelines.

Reports will be submitted based on the requirements of the funder. The Grants Manager will facilitate submission of reports. When the Project Lead has a direct contact to the funder, they will be responsible for submitting reports themselves, and sharing the report with the Grants [and Projects](#) Manager.

## **Grant Closeout**

Grant closeout activities generally should begin nine months before the end of the grant. Reference the form Grant Closeout Schedule & Activities for a timeline and points to consider. This is a tool to help Project Leads keep grant spending and project completion on track. It serves as a general guide for the timing of specific activities, but each grant will have its own requirements and other circumstances that may dictate a different closeout schedule or activities.

Throughout the closeout process, the Project Lead is responsible for ensuring that all activities are completed in a timely manner.

The Grants [and Projects](#) Manager maintains the institutional records file(s) for each grant, including original proposal and reports. The Project Lead is responsible for sending copies of correspondence and other records to the Grants [and Projects](#) Manager. At the end of a grant, the Project Lead clears his or her files of ephemera and delivers the files to the Grants [and Projects](#) Manager to be integrated into institutional records.

## **Forms**

- Award Recipient Checklist
- Grant Closeout Schedule and Activities

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**Procedure Title:** Grant Development  
**Procedure Number:** 02-2003-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** [VP Public Relations](#) [Chief Operating Officer](#)  
**Position responsible for updating:** Grants [and Project](#) Manager  
**Original Date:** August 4, 2003  
**Date Approved by [Cabinet](#) [College Planning Council](#):** 07-02-19  
**Authorizing Signature:** *signed original on file*  
**Dated:** 07-02-19  
**Date Posted on Web:** 07-02-19  
**Revised:** 07-19  
**Reviewed:** 06-19

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**Contents:**

- Purpose/Principle/Definitions
- Responsibilities
- 1: Grant Proposal Packet and Intent to Submit a Grant Form
- 2: Grant Proposal Development
  - Indirect Cost Policy
- 3: Proposal Submission

**Purpose**

This document outlines the process by which grant proposals are approved and developed at BMCC, including the responsibilities of the Project Lead, Grants [and Projects](#) Manager, Grants & Operations Accountant, Executive Team and department seeking or receiving grant funds

**Principle**

BMCC will seek grant funding for programs, projects, and initiatives that advance the college's ability to fulfill its mission, vision, and strategic plan goals while aligning to its core themes, and to serve the diverse constituencies in its service area.

**Definitions**

Grant—an award of monies, real property, or in-kind services that support projects or programs for a public purpose, such as instructional and/or institutional programs.

Cooperative Agreement—this is another type of award mechanism that allows for substantial involvement in the performance of activities, either technical or managerial, by the funding organization. The responsibility for overall management of the cooperative agreement rests with the recipient of the award. Only authorized signatories may sign cooperative agreements on behalf of the college.

Proposal—a written document or completed application form requesting funding. Typically includes a narrative describing the applicant organization, need for the proposed project, proposed activity, key personnel, and anticipated outcomes, as well as a budget and budget narrative.

Letter of Intent—some funders require a letter of intent before formal proposal submission. The process for developing a letter of intent is the same as for full proposals.

Project Lead—the college staff or faculty person who has identified a project idea or need for their department. This person is the most familiar with the content of the proposed project. This person has primary responsibility for grant proposal development, and, if awarded, will be responsible for grant oversight as outlined in the college’s Grant Management and Closeout Procedure.

## Responsibilities

The **Project Lead** has primary responsibility for grant proposal content including narrative, data, budget, and supporting documents. The Project Lead also has responsibility to communicate with their Direct Supervisor about the project, budget and terms of the grant. A team can also be put together to take on grant narrative and research responsibilities in coordination with the Project Lead. **Faculty and staff members who join proposal development efforts** are responsible for writing sections as appropriate, providing requested materials, meeting internal deadlines, and otherwise contributing to the proposal development process in a supportive and timely manner.

The **Grants and Projects Manager** provides support as needed at all stages of grants development, including:

- Developing an idea and planning for grant readiness
- Identifying appropriate funding sources
- Creating a project grant strategy with multiple funding sources
- Interpretation of funder guidelines and requirements
- Narrative development, including budget preparation with consultation from the Grants and Operations Accountant
- Proposal submission

The Grants and Projects Manager also facilitates completion of Intent to Submit a Grant forms, submission of grant proposals and communication with funders.

The **Executive Team**, made up of the President, Executive Vice President, Chief Operating Officer, Chief Finance Officer, Chief Technology Officer, and Deans from each unit of BMCC, will review Intent to Submit a Grant Forms weekly during Executive Team meetings. The **Supervising Vice President Executive Team member** of the project’s department will sign off on the Intent to Submit a Grant Form at the Executive Team meeting and return it to the Project Lead directly or by way of the Grants and Projects Manager.

Before application submission, the **Grants & Operations Accountant** will review and advise on the proposed budget within an application to ensure compliance with institutional and funder guidelines.

## Steps to Grant Development at BMCC

1. Grant Proposal Packet and Intent to Submit a Grant Form
2. Grant Proposal Development
3. Proposal Submission

Allow at least 6 weeks before the grant due date to complete development of the proposal.

### 1. Grant Proposal Packet and Intent to Submit a Grant Form

To ensure project readiness and avoid scheduling conflicts with other projects, Project Leads must complete a Grant Proposal Packet and Intent to Submit a Grant form before they begin a grant application.

#### Grant Proposal Packet

This packet helps organize the project and checks for project readiness. It is recommended that Project

Leads schedule a meeting with the Grants [and Projects](#) Manager and their team to discuss and fill out this packet.

#### Intent to Submit a Grant Form

This mandatory form gives institutional approval to seek grant funding. Complete, sign and submit it to the Grants [and Projects](#) Manager along with the Grant Proposal Packet. The Grants [and Projects](#) Manager will sign and pass it to the Executive Team for [Supervising VP](#) approval.

The [Supervising Vice President, in counsel with the Executive](#) Team, signs off on an Intent to Submit a Grant form based on these conditions:

- the match between project and funding source is appropriate
- the project falls within the scope of BMCC's core themes, mission, vision, accreditation, and strategic plan
- the proposal will not conflict with one or more of the following:
  - BMCC priorities or strategies for that particular funding source
  - Proposals already under development for submission to the same funding source
  - Proposals already pending at the same funding source
  - Restrictions imposed by the funding source

When these forms are completed, with the Intent to Submit a Grant signed by the department [Executive Team member Supervising VP](#), Project Leads can move forward with a grant proposal. A completed Intent to Submit a Grant form will be in effect for six months or until the next grant deadline.

## 2. Grant Proposal Development

### Narrative

The Project Lead will write the grant proposal narrative and respond to specific application questions, requesting draft text and information from faculty and staff members as appropriate. The Grants [and Projects](#) Manager will support Project Leads as needed to develop narratives, including writing, reviewing, editing, and providing feedback, suggestions and tools.

### Budget

The Project Lead will consult with the Grant & Operations Accountant for development of a budget, using the budget worksheet in the Grant Proposal Packet as a guideline. Project Leads may work with the Grant & Operations Accountant to consider escalating costs that can be built into the budget.

### Indirect Cost Policy

BMCC grant budgets are expected to include a line for indirect costs. Contact the Business Office for the college's current federally negotiated indirect cost rate. All grant proposal budgets must use this rate or the maximum allowable rate specified in the grant guidelines, whichever is higher, unless the grant guidelines specifically restrict or prohibit the payment of indirect costs. Such indication must be published in grant guidelines or by written documentation provided via email or other electronic means received from the funding source.

When a granting agency caps the grant's indirect cost rate below BMCC's approved federal rate, the proposal budget may claim the difference between the requested amount and the approved rate as matching funds (BMCC's contribution).

Indirect Costs are real costs that are not easily charged to specific projects. When the college does not recover indirect costs from a grantor, it must cover those costs from other institutional funds. Examples of indirect costs include:

- Expenses incurred by the institution for joint or centralized activities such as building and equipment use, operation, and depreciation
- Operation and maintenance costs
- Central and departmental administrative costs, including monitoring and reporting of grant expenditures
- Sponsored-project administrative costs not directly charged to the grant
- Library expenses
- Student services and administration

### 3. Proposal Submission

Once they have finalized all aspects of the proposal, Project Leads will share it with the Grants [and Projects](#) Manager, the Grants and Operations Accountant, and affected Supervising VPs for a final review before submission. When an institutional match is required or if sustaining the program and/or associated positions is necessary, submission of the grant proposal to the Executive Team for approval is required.

When possible, the Grants [and Projects](#) Manager will submit the grant proposal online under a central BMCC account. This cuts down on the total amount of online accounts, improving grant tracking and funder relationships. If a Project Lead submits their own application, they are responsible for notifying the Grants [and Projects](#) Manager and sharing a copy of the final application.

If grant guidelines specify that a hard copy of a proposal be mailed in, take note of the extra time required for mailing.

Award notification can take anywhere from a few weeks to several months depending on the grantor. The Grants [and Projects](#) Manager will notify award recipients promptly upon notice.

#### Forms

- Grant Proposal Packet
- Intent to Submit a Grant [form](#)

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**Procedure Title:** Course Numbering  
**Procedure Number:** 07-2003-0021  
**Board Policy Reference:** IV.B.  
**NWCCU Standard: 2.C.1**

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Director, ~~Admissions and Records~~  
**Instructional Support Services**  
~~Original Date:~~ December 2003  
**Date Approved by College Planning Council Cabinet:**  
~~Authorizing Signature:~~ *Signed original on file.*  
~~Dated:~~ 12-16-03  
~~Date Posted on Web:~~ 12-16-03  
**Revised:** 09-13; 12-22  
**Next Reviewed:** ~~09-13~~ 12-25

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**Purpose/Principle/Definitions:**

All lower division transfer courses and professional/technical non-transfer courses are taught as college level classes.

**Guidelines:**

Courses with letter prefixes apply toward degrees and certificates. Courses with decimal points in them and courses with numbers below 100 are not college transfer courses. Courses with 100 and 200 numbers are generally college-transfer courses. ~~and those numbered 200-299 are considered sophomore-level courses.~~

[The statewide common course numbering initiative requires courses to end in "Z".](#)

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**Purpose and Charge:**

The college BIT team exists to serve as a proactive resource both internally and externally designed to address individual of concern threats, safety, misconduct, and/or incidents. The team is designed to be a centralized, coordinated, caring, developmental intervention, and prevention mechanism.

The college Bit team meets on a monthly basis to support students, faculty, and staff via the established incident response protocol found in BMCC Administrative Procedure SS-07-2015-0001 “Duty to Report Criminal and Threatening Behavior”. The team receives reports of disruptive, problematic, or concerning behavior or misconduct; conducts investigations, performs threat assessment, and determines the best avenue for support, intervention, notification, and response. The team then deploys the appropriate response and coordinates follow-up.

This team is primarily responsible to:

- Facilitate threat awareness, assessment, prevention, reporting, and response training for all staff, faculty, and students
- Develop, distribute, and maintain campus safety information, materials, and tools for college wide use
- Evaluate, respond, triage, and follow up to incident reports in a timely manner
- Communicate and collaborate internally as well as externally for appropriate incident response
- Track, report, and document incident records in accordance with college policy as well as state and federal rules

**BIT Core Team Membership**

- Chief Human Resources Officer (co-chair)
- Dean, Student Services (co-chair)
- Title IX Coordinator
- Vice-President, Instruction
- Chief Operating Officer

**BIT Extended Team Membership**

- Director, Enrollment Services
- Director, Student Resource Center
- Director, Athletics
- Chief Finance Officer
- Chief Technology Officer
- Dean of Student Learning and Academic Success
- Dean, CTE and Workforce Development
- Mental Health Agency (contracted service provider)

The Bit Core Team will meet on a monthly basis to review cases and to determine if staff training is needed. The BIT Core and Extended team will meet on a quarterly basis to review incidents.

The BIT Core Team will provide the Executive Team and college community a quarterly report of incidents reported. More frequent meetings with the Extended Team will occur on an as needed basis depending on the circumstances of individual of concern incident reports received.

BMCC 2021-2024 Strategic Plan Goal 3-D *“BMCC will create and foster culture in which students, faculty, and staff feel welcome, wanted, and safe.”*

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## Blue Mountain Community College Administrative Procedure

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**Procedure Title:** Behavioral Intervention Team (BIT)  
**Procedure Number:** SS-07-2015-0002  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** VPDean, Student AffairsServices  
**Position Responsible for Updating:** AVPDean, Student AffairsServices  
**Original Date:** 11-15-14  
**Date Approved by Cabinet:** 1-13-15  
**Authorizing Signature:** *\_Original signature on file*  
**Dated:** 1-13-15  
**Date Posted on Web:** 1-14-15  
**Revised:**  
**Reviewed:**

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### **Purpose/Principle/Definitions:**

The College is committed to identifying individuals who may be exhibiting high risk or concerning behaviors and taking the appropriate course of action in the most timely and effective manner in order to mitigate any possible risk of harm to people and/or the campus.

This administrative procedure establishes the role of a BMCC Behavioral Intervention Team (BIT) with responsibility to carry out the duties and protocols outlined here.

### **Charge/Mission:**

The Behavioral Intervention Team is charged with improving campus safety and student success by proactively and collaboratively managing situations and individuals that pose, or may reasonably pose, a threat to the safety and wellbeing of the college community. The team coordinates with the Safety and Crisis Response Team, Health and Wellness Committee, and other designated constituents as needed using objective and thoughtful protocols to identify, assess, refer, intervene, and report individuals of concern incidents. The team is responsible for providing awareness, education, prevention, and intervention strategies to the college community in accordance with professional best practices and state/federal law.

*Note: The BMCC Behavioral Intervention Team complies with best practices and risk assessment tools such as those provided by the National Behavioral Intervention Team Association (NaBITA).*

### **Role of the Behavioral Intervention Team (BIT)**

- Serve as a proactive resource both internally and externally designed to address individual of concern threats, safety, misconduct, and/or incidents.
- Be a centralized, coordinated, caring, developmental intervention, and prevention mechanism.
- Meet regularly to support students, faculty, and staff via established incident response protocols.

- Receive reports of disruptive, problematic, or concerning behavior or misconduct; conduct investigations or refer out for formal investigations, perform threat assessment, and determine the best avenue for support, intervention, notification, and response.
- Deploy appropriate incident response and coordinate follow-up.

### **BIT Responsibilities**

- Facilitate threat awareness, assessment, prevention, reporting, and response training for all staff, faculty, and students
- Develop, distribute, and maintain campus safety information, materials, and tools for college wide use
- Evaluate, respond, triage, and follow up to incident reports in a timely manner
- Communicate and collaborate internally as well as externally for appropriate incident response
- Track, report, and document incident records in accordance with college policy as well as state and federal rules

### **BIT Core Team Membership** – Reports to Vice President of Student Affairs

[Chief Human Resources Officer \(co-chair\)](#)  
[Dean, Student Services \(co-chair\)](#)  
[Title IX Coordinator](#)  
[Vice-President, Instruction](#)  
~~Chief Operating Officer~~[Associate Vice President of Student Engagement \(Co-Chair\)](#)  
~~Associate Vice President of Human Resources (Co-Chair)~~  
~~Title IX Coordinator (AVP Human Resources/AVP Student Life and Campus Safety)~~  
~~Student Conduct Officer (AVP Student Life and Campus Safety)~~  
~~Safety and Campus Crisis Response Team designee~~  
~~Student Health and Wellness Resource Center Coordinator (Recorder)~~  
~~Health and Wellness Committee designee~~  
~~Student Success Center – designated Coach~~  
~~Office of Instruction designee~~

### **BIT Extended Team Membership**

[Director, Enrollment Services](#)  
[Director, Student Resource Center](#)  
[Director, Athletics](#)  
~~AVP, Finance & Business Operations~~[Chief Finance Officer](#)  
[Director, Facilities & Grounds](#)  
[Chief Technology Officer](#)  
[Dean of Student Learning and Academic Engagement](#)  
[Dean, CTE & Workforce Development](#)  
~~Vice President of Public Relations~~  
~~Vice President of Instruction~~  
~~Associate Vice President of Information Technology~~  
~~Associate Vice President of Finance and Business Operations~~  
~~Associate Vice President of Facilities and Grounds~~  
~~Director of Enrollment Services~~  
~~Director of Student Success Center~~

- Director of Athletics
- Designated legal council
- Designated k-12/IMESD representative
- Designated local law enforcement representative
- Designated local social services agency representative
- Designated Confederated Tribes of the Umatilla Indian Reservation (CTUIR) representative
- Associated Student Government President

## BMCC Behavioral Intervention Team – Reporting and Response Protocol

1. **Perceived Immediate or Imminent Danger** – Specific threats to inflict harm to self or others. Any physical assault, with or without weapons.
  - a. Call 911 without delay
  - b. Notify Human Resources, Safety Officer of the 911 call
  - c. Submit report through the BMCC BIT online incident reporting tool
  
2. **Perceived Threatening or Concerning Behavior, but not Immediate or Imminent Danger**– Includes, but not limited to aggressive language, tone/volume of voice, or actions; oral or written threats to people or property; threats made in a “joking” manner; implicit threats; obsession with weapons, fire arms and ammunition; suicidal threats or ideation. Also includes criminal activity not rising to the perceived immediate or imminent danger threshold.
  - Faculty, staff, or student submit an incident report through the online tool found in MyBMCC
  - The Incident report is electronically “pushed” immediately to the BIT Chair for appropriate case assignment
  - The case is assigned to the appropriate group or individuals (BIT members; Health and Wellness Committee; or Safety and Crisis Response Team) for assessment and response based on description of the incident
  - An acknowledgement confirming the incident report has been received and assigned is sent to the individual submitting the report
  - On a case-by-case basis, appropriate next steps are determined and facilitated by the assigned BIT member or group. (Refer to the BMCC BIT Individuals of Concern Incident Response manual for more information regarding response steps)

*Exception: Sharing information about the incident with other designated authorities may be required and is determined by the Clery Act, Title IX, SaVE Act, or other state/federal laws. Exception to this includes employees, contractors, or volunteers who may be providing clinical services (physical and/or mental health care) as part of their role at BMCC and are exempt from mandatory reporting of threatening behavior.*

- Follow up is provided to the individual submitting the report. Individuals submitting a report should not always expect detailed information about the disposition of their incident report because of possible due process or confidentiality rights. Detailed information is released only on a need-to-know basis.
- Incident reports along with supporting documentation are securely retained within the online incident reporting system and managed by the BIT Chair

*Note: Reports of concerning behavior, incidents of violence, and/or incidents of threat will be managed in the appropriate confidential manner as guided by FERPA, Clery Act, SaVE Act, and Title IX with information released only on a need-to-know basis. Reporter anonymity cannot be guaranteed.*

References:

BMCC Individual of Concern and Violence Free Campus Model

Administrative Procedures: SS-07-2015-0001 Duty to Report Criminal and Threatening Behavior

Procedure Title:      ~~Credits and Credit~~ Contact Hours  
Procedure Number:      05-2003-0022  
Board Policy Reference: IV.B.  
NWCCU Standard: 2.C.1

Accountable Administrator: Vice President, Instruction  
Position responsible for updating: Registrar ~~Director, Instructional Support Services~~  
Original Date: December 2003  
Date Approved by ~~Cabinet~~ College Planning Council: ~~02-28-06~~  
Authorizing Signature: *Signed original on file.*  
Dated: 03-06-06  
Date Posted on Web: 08-24-09      Revised: ~~03-06; 08-08~~  
Reviewed: 02-2308-10

**Purpose/Principle/Definitions:**

Credit-bearing courses comply with all federal regulations defining the credit hours, regardless of delivery method.

One credit hour is the amount of work represented in intended student learning outcomes and verified by evidence of student achievement and is subject to the following equivalencies.

~~One credit hour at BMCC is subject to the following equivalencies spread over a minimum of a 10-week period and maximum of a 12-week period:-~~

~~Lab:      3 contact hours per week  
Lecture: 1 contact hour per week totaling 11 contact hours for the term  
-Lecture/lab: 2 contact hours per week, totaling 22 contact hours for the term  
     Lab:      3 contact hours per week, totaling 33 contact hours for the term  
-Activity: 3 contact hours per week  
Clinical: 3 contact hours per week  
CWE:\* 3 contact hours per week~~

Courses fewer than 10 weeks

Lecture: 11 contact hours = 1 credit  
Lecture/lab: 22 contact hours = 1 credit  
Lab: 33 contact hours = 1 credit

**One contact hour is defined as 50 minutes of instruction with a 10-minute break.**

Thus a 3-credit lecture class requires 30 to 36 hours of classroom instruction; a 4-credit combination lecture and lab course requires three lecture hours per week and three lab hours per week totaling 30 to 36 lecture hours and 30 to 36 lab hours. Alternatively scheduled classes must meet the same total minimum and maximum hours as their total credits dictate.

*\*CWE: Cooperative Work Experience*



**Procedure Title:** Authorized Signatures  
**Procedure Number:** 01-2005-0020  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Finance Officer  
**Original Date:** 12-16-05  
**Date Approved by College Planning Council:** 11-30-22  
**Authorized Signature:** *Signed original on file*  
**Dated:** 11-30-22  
**Date Posted on Web:** 12-01-22  
**Revised:** 11-22  
**Reviewed:** 11-22

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**Purpose/Principle/Definitions:**

The College will, at its July Board meeting or at other times deemed necessary by the College, authorize the College President, the Chief Finance Officer, and the Chief Operating Officer, ~~and the Executive Vice President~~ to sign checks, grant applications, and college contracts.

The College authorizes the use of facsimile signatures by those persons authorized to sign College checks. The appropriate facsimile signature will be provided to the college's banking institution upon which the checks are drawn from.

**Legal References:**

[ORS 294.120](#)  
[ORS 341.703](#)

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## BMCC Athletics/NWAC Sport: Golf

**Leads:** Brad Baker, Director of Athletics  
Jordan Hillmick, Assistant Athletic Director

updated 2/22/2023

**Proposal Summary:** BMCC Athletics Department, is proposing the addition of Golf for our first initial season 2024-2025.

**Reasoning:** Blue Mountain Community College has been looking to grow and find new ways to reach out to new demographics and to our local communities. One way to do this is to add golf to Blue Mountain. This can also be used to add additional student population and FTE to BMCC as they look to boost student numbers. NWAC colleges (8) with golf include Columbia Basin, North Idaho, Spokane, Gray's Harbor, Olympic, Skagit Valley, Southwestern Oregon, and Bellevue.

**Recruiting/ Classroom benefits:** There are many potential students in the area who enjoy playing or competing golf. There are a lack of other colleges in our area that offer golf that would allow us to attract talents to BMCC and keep local talent in the area. With the possibility to partner with Wildhorse who owns two golf courses in the area, this can be an attraction to many athletes who don't live in areas with multiple courses or where weather is inconsistent during the seasons. With BMCC adding two new sports we increase our range of recruiting interest and with a strong presence in Idaho, Nevada, Montana, and other inland states, we can continue to grow while focusing on keeping our local talent as well.

### Recruitment & Outreach

#### Recruiting

Recruiting rosters for the new sports will be consistent with current recruiting practices by all sports. By hiring a head coach in November 2023 or earlier, they can be prepared to sign student-athletes for the signing day on November 1<sup>st</sup>. By adding legacy sports (former sports offered at BMCC) we can appeal to alumni who are still in the region or formerly competed at BMCC. Golf was offered 1969 to 1978.

**Recommended Location:** Pendleton – BMCC Campus. Home Golf Course – Wildhorse and Birch Creek. Jordan Hillmick met with Mike Hegarty, the golf professional at Wildhorse and Birch Creek, and he said they would be on board. He said they would not charge a cost and they would be happy to have us.

**Coaches:** One head coach. Head coach for golf (M/W). One assistant coach.

**Team Size (roster size) Golf:**

Golf teams are typically smaller in roster size but with a solid recruiting effort, we propose providing 6 full scholarships for men and 6 full scholarships for women in accordance with the Northwest Athletic Conference (NWAC) (recruiting 10 and up to 15 for each gender. Research shows that other established college golf teams have up to 8-16 student-athletes on their rosters.

<i>Team</i>	<i>Male Student-Athletes</i>	<i>Women Student-Athletes</i>
Columbia Basin	8	4
North Idaho	10	7
Spokane	6	6
Gray's Harbor	6	3
Olympic	3	3
Skagit Valley	7	2
Southwestern Oregon	8	2
Bellevue	6	3

**Local High School Sports That Carry Golf**

M. Golf	W. Golf
Pendleton	Pendleton
La Grande	La Grande
Baker	Baker
Cove	Cove
Stanfield	Stanfield
Enterprise	Enterprise
Grant Union	Grant Union
Heppler	Heppler
Iona	Iona
Joseph	Joseph
McLoughlin	McLoughlin
Nixyaawii	Nixyaawii
Pilot Rock	Weston-McEwen
Union	Union
Hermiston	Hermiston

I have talked with the Hermiston High School coaches and they said there would be interest

**League (affiliation):**

Our teams would join the Northwest Athletic Conference (NWAC). The same conference our current teams compete under. Golf competes in two separate seasons of competition, one in the fall and one in the spring.

**Costs:**

**Startup costs** (2023-24) Startup costs would be accrued from hiring a coach until the season.

<i>Expenses 2023-24</i>	
<i>Head Coach stipend</i>	<i>\$12,750</i>
<i>Assistant Coach stipend</i>	<i>\$ 4,896</i>
<i>Travel (recruiting)</i>	<i>\$1,000</i>
<i>NWAC fee to add sport</i>	<i>\$ 250</i>
<b>Total</b>	<b>\$18,896</b>

<i>Expenses 2024-25</i>	
<i>Men's tuition waivers</i>	\$24,624
<i>Women's tuition waivers</i>	\$24,624
<i>Supplies</i>	\$ 4,300
<i>Travel</i>	\$ 8,000
<i>Tournament entry fees</i>	\$ 2,000
<i>Head Coach stipend</i>	\$12,750
<i>Assistant Coach stipend</i>	\$ 4,896
<i>Golf course rental</i>	0
<i>Total</i>	<b>\$81,194</b>

*Waiver costs may increase based on cost per credit for 2024-25*

<i>Revenue (based on 16 students)</i>	
<i>Estimate for tuition and fees</i>	\$111,300
<i>Fundraising</i>	\$ 6,400
<i>Total</i>	<b>\$117,700</b>

**NOTES:**

- This does not include value of increased FTE
- Would only require 1 head coach and 1 assistant coach to cover men's and women's
- No cost for golf course per Wildhorse
- Tuition rates based on 22-23 per credit rates

**Project Proposal & Timeline:**

October 2022-September 2024 Recommended Timeline														
Objectives/Activities – Timeline:	Oct 22	Nov 22	Dec 22	Feb 23	Mar 23	Apr 23	May 23	June 23	Sept 23	Oct. 23	Nov 23	Dec 23	Nov 23-Aug 24	Aug. 24
Draft Proposal written	█	█												
Present Proposal to Dean			█											
Present Proposal to President				█										
Review for edits and feedback, updated proposal to Executive team					█									
Review for edits and feedback, updated proposal to CPC						█								
Final draft to the board							█							
Finalize coaches hiring positions description approved								█						
Post positions									█					
Review candidates										█				
Hire Head Coaches											█			
Notify NWAC in writing of adding sport												█		
Head Coach recruits team and assistant coach													█	
1 <sup>st</sup> day of practice														█

**Students First Statement:** *BMCC reflects its commitment to students first in that students feel valued, supported, and encouraged by the Campus Community from the time they decide to enroll until they complete their educational goals. Students respond to this commitment through their engagement, persistence, and successful completion of their educational purposes.*