



January 9, 2020

Board of Trustees

Regular Meeting 1:30 p.m.

ATEC

Hardin Community Room

Community College District No. 18

7611 Bolling St NE

Moses Lake WA 98837

Big Bend Community College District #18

Governing Board:

**Chair Stephen McFadden, Vice Chair Anna Franz,
Jon Lane, Juanita Richards, and Thomas Stredwick**

President Terry Leas

2020 Meeting Schedule

January 9, 2020

February 13, 2020

March 26, 2020

May 7, 2020

June 4, 2020

August 27, 2020

October 1, 2020

November 12, 2020

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all "workforce partners" and those who support the mission of BBCC.
5. Participate in professional development as a Board and as individual trustees.
6. Continue legislative advocacy on behalf of BBCC at the state and federal level.
7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU's new guidelines.

<div> <div>BIG BEND COMMUNITY COLLEGE</div> <div>Winter Quarter 2020 Student Activities Calendar of Events</div> </div>						
January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All athletic events listed are home games. BBCC Students, staff and faculty may attend home games for FREE! Just bring your current BBCC ID!			1	2	3	4 Basketball vs Spokane Women @ 2pm Men @ 4pm
5	6 Classes Begin	7	8 Basketball vs Columbia Basin Women @ 5:30pm Men @ 7:30pm	9 BOARD MEETING 1:30 p.m. ASB Swag Day Activities Center Room 1428, 10am Students Only	10	11
12 Men's Wrestling @ 12pm	13 ASB Delivers... Monday Morning Treats! ASB Blood Drive 10am – 1pm, 1400 parking lot	14 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	15 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	16 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	17	18 Basketball vs Treasure Valley Women @ 2pm Men @ 4pm
19	20 Martin Luther King, Jr. Day Campus Closed	21 ASB Event: Viking Sequin Pillows! 11am – 1pm, ASB Activity Center, FREE Students Only	22 Basketball vs Wenatchee Valley Women @ 5:30pm Men @ 7:30pm	23	24	25
26	27 ASB Delivers... Monday Morning Treats!	28	29	30 ASB Event: Grocery Store BINGO!!! 7 pm Masto/ATEC, FREE for Students (only)	31	
February 2020						
						1
2	3 ASB Delivers... Monday Morning Treats!	4	5 Basketball vs North Idaho Women @ 5:30pm Men @ 7:30pm	6 ASB Swag Day Activities Center room 1428, 10am Students Only	7	8 Basketball vs Yakima Valley Women @ 2pm Men @ 4pm
9 Men's Wrestling @ 10am	10 ASB Delivers... Monday Morning Treats!	11	12 ASB Event: Letter Art! 11am - 1pm ASB Activity Center, FREE Students Only	13 ASB Event: Sailesh - Hypnotist Masto/ATEC @8pm FREE for Students Faculty & Staff BOARD MEETING 1:30 p.m.	14	15
16	17 Presidents' Day Campus Closed TRANSFORMING LIVES DINNER Olympia	18 ACT CONFERENCE Olympia	19	20 ASB Event: Bowling Night! Lake Bowl, 10pm – midnight, FREE for students (only)	21	22 Baseball vs Spokane @ 12pm & 3:30pm Basketball vs Blue Mountain Women @2pm Men @ 4pm
23	24 ASB Delivers... Monday Morning Treats!	25	26 Basketball vs Walla Walla Women @ 5:30pm	27	28	29 Baseball vs Centralia @ 12pm & 3:30pm
March 2020						
1 Baseball v Centralia @ 12pm & 3:30pm	2 ASB Delivers... Monday Morning Treats! DR. SEUSS DAY! Students with kids are heroes we say, working so hard, every single day. We want to tell you, we see what you do, we at ASB have a gift, just for you! BBCC Students who have children please come to Activity Center (1400 bldg.) for a gift!	3	4	5 ASB Swag Day Activities Center Room 1428/ 1400 Bldg. 10am Students Only ASB Event: Movie Night! Lee Theater in Ephrata - Watch for movies titles and show times.	6	7
8	9 ASB Delivers... Monday Morning Treats!	10 ASB Event: Library Campout Peterson Gallery @ 1pm Free Pizza & Soda	11	12	13 Baseball vs Grays Harbor @ 2pm	14 Baseball vs Grays Harbor @ 12pm Baseball vs Everett @ 3pm
15 Baseball v Everett @ 2pm	16	17	18 ASB Event: Campus SPA Peterson Gallery @ 1pm - FREE for Students, Staff, Faculty Last day of classes	19 Finals	20 Finals Softball vs North Idaho @ 2pm & 4pm	21

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, January 9, 2020, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran
3. Introductions
New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes November 14 & December 10, 2019 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Enrollment Report **(Information)**
 - i. Safety & Security Report **(Information)**
 - j. ASB Report **(Information)**
 - k. Classified Staff Report **(Information)**
5. 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)
 - a. ASB President – Madison Shrope
 - b. Classified Staff – Not available
 - c. Faculty Association President – Salah Abed
 - d. VP Finance & Administration – Linda Schoonmaker
 - e. VP Learning & Student Success – Dr. Bryce Humpherys
 - f. VP Human Resources & Labor – Kim Garza
 - g. Executive Director BBCC Foundation – LeAnne Parton
6. Emeritus Status to Paul Hirai – Trustees **(E-1, Action)**
7. EFA Reports – Instructors Dr. Tyler Wallace & Dr. Steve Close **(E-3, Information)**
8. Campus Climate Action Plan **(E-6, Information)**
9. Board Policies for Review **(E-1, Information)**
Executive Session – Break
10. Presidential Search – Trustees **(E-1, Action)**
11. President's Onboarding Process – Trustees **(E-1, Action)**
12. Board Self-Evaluation & Goals – Trustees **(E-1, Action)**
13. Assessment of Board Activity – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Trustees, President Leas **(E-1, Information/Action)**
16. 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: Thursday, February 13, 2020

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 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on November 14, and December 10, 2019 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting November 14, 2019, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

National Guard Staff Sargent Kenny Vogel led the Pledge of Allegiance.

2. Introductions

Dean Daneen Berry Guerin introduced Agriculture Education Coordinator/Instructor Ethan Tonnemaker. He is a BBCC and UW graduate.

VP Linda Schoonmaker introduced Director of BBT Patrick Steele. He graduated from Mayville State University (BS), Minot State University (MS), and relocated from North Dakota.

3. Consent Agenda

Motion 19-48 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded the motion and the motion passed.

There were no public comments.

4. Remarks

- a. ASB Public Relations Officer Kelsey Sorenson shared news from ASB. In addition to the report in the consent agenda, Kelsey shared that ASB is planning activities with the purpose of meeting the ASB mission statement "The Associated Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success." ASB officers are collecting post-activity questionnaires. They are using a "Purposeful Programming Form" to focus on the expected outcome of the event, organize post-activity feedback from attendees, and connect activities to learning outcomes resulting in intentional activity to promote student success.

- b. A Classified Staff member was not available to attend the meeting. The written report is available in the board packet.
- d. VP Linda Schoonmaker reported we are at 61% completion of ctcLink requirements to proceed in deployment group 5 (DG5). BBCC will participate in a peer review with other DG5 members in December. The Facilities Master Plan (FMP) update is coming along and will be presented to the board in January. VP Schoonmaker is developing a capital project plan regarding Wallenstien Theater. Department of Enterprise Services (DES) contracted with K&B Architects to assess Wallenstien Theater and engineers are visiting. VP Schoonmaker is working through an agreement for the federal grant review. New furniture is being delivered to the Workforce Education Center (WEC) today.

Trustees Stephen McFadden and Thomas Stredwick asked about employees' stress levels and workload issues around ctcLink. VP Schoonmaker stated other colleges have hired additional employees, and it has not been an effective strategy. VP Schoonmaker stated underground utilities are in for the new AMT building; completion date estimated in March depending on the weather.

- e. VP Bryce Humpherys provided an accreditation update. He learned much about the new standards during an accreditation visit he participated in along with a Liaison Officer from the Northwest Commission on Colleges and Universities (NWCCU). He will attend NWCCU training next week. VP Humpherys is working with Cabinet members and the assessment committee to identify compliance areas needing updates such as the college catalog. He will be part of an accreditation evaluation visit addressing the new standards in spring 2020, which will be good preparation for BBCC's accreditation visit. VP Humpherys stated it is possible that when we have our accreditation visit, there may be a new Senior VP at NWCCU with a new staff member guiding the new team with new standards.

VP Humpherys reported that BBCC hosted a meeting for area superintendents last week with nine attending, including North Central Education Service District Superintendent Michelle Price. BBCC staff shared data about the college and school districts. He thanked Dean Valerie Parton for her efforts supporting the event. The group also toured AMT to highlight partnership with the CBTech aviation program, the WEC building, and contextualized and emporium math. December 5, BBCC will host a Summit inviting area high school counselors and principals to continue strengthening ties with local schools.

VP Humpherys stated ATD Coach Dr. Laurie Fladd was on campus recently along with a consultant from Starfish, and a video team preparing for online new student orientation. Starfish is a software program purchased by grant funds to track students and refer them to support services. Starfish allows students to set appointments with advisors or coaches.

VP Humpherys met with CWU representatives, Representative Tom Dent, and aviation industry experts to examine how CWU and BBCC are using aviation resources. Horizon Airlines of Alaska Airlines will host BBCC and CWU representatives to showcase operational airline logistics for fleet and personnel. There are no additional costs to BBCC other than time and travel at this point. The group may also visit a premier aviation school in Prescott, AZ at a later date.

VP Humpherys referenced a recent email about safety and security regarding a student incident. The threat from a student was dealt with and improvement areas were identified during the debrief event. VP Humpherys stated the highly skilled staff members responded to the incident. More familiarity with emergency response processes and roles of cabinet members is needed as well as cross department discussions.

Board Chair Stephen McFadden asked about the spike in campus incidents. VP Humpherys stated dual enrollment students and the new youth re-engagement program, Open Doors Program (ODP), influence the increased incident rate. The average age of BBCC students has decreased from mid-twenties to 21. BBCC serves around 800 high-school aged students. Dr. Humpherys talked with area school district superintendents about how to be better prepared to serve this less mature population. Some of the students in this population have encountered more stress and trauma and additional counseling is one answer.

Dr. Leas shared that the incident rate increase reflects rapid growth of student populations at more risk. Staffing has increased to help manage the issues as required by the ODP. New staff are learning policies and procedures. President Leas asked if the trustees are receiving the information they need about this issue.

Trustee Anna Franz stated the reporting is adequate; learning about trends and how the college is addressing them is appropriate.

Trustee Thomas Stredwick asked about safety and security. VP Schoonmaker stated she and Director of Safety and Security Kyle Foreman are working through updated policies.

- f. VP Garza reported that Washington Public Employee's Association (WPEA) filed a petition to represent employees working in custodial and grounds. The Washington State Public Employment Relations Commission (PERC) says at least 50% of the employees working in custodial and grounds signed cards, and a new bargaining unit is created on campus. There are now two distinct bargaining units under the same bargaining agreement at BBCC. VP Garza is working through the AAG's office to determine a transition plan.

Regarding the student threat incident on the campus, VP Garza shared about processes and decisions. She is the Title IX Coordinator, and she receives and investigates complaints of sexual harassment and sexual assault. Director of Safety and Security Kyle Foreman processes the Clery Reports. The Clery Act

and Title IX are federal laws that all educational institutions that receive federal funds follow. The Clery Act focuses on what happened during an incident and where an incident occurred. Title IX is focused on who was involved in an incident. The Clery Act requires timely warning to ensure the campus community is notified and safe. Title IX requires a completed report within 60 days. Balancing rules, laws, and interests of students and staff is important. Both complainants and respondents need to be supported. The Title IX investigation of the incident VP Humpherys referred to is ongoing.

VP Garza reported there is a narrative of the campus climate action plan in the board packet. She is developing a work plan format and gathering feedback on the draft schedule from Executive Team (ET), Cabinet, and the campus community.

VP Garza reported that ET members are continuing to work with Leadership Consultant Linda Seppa Salisbury through June of 2020. ET members continue to meet with employees one-on-one each month. Talking points are distributed from Cabinet and Shared Governance Council (SGC) within 24 hours to increase communication. Cabinet members completed leader user guides to increase understanding between employees. SGC members may also complete leader user guides. The leader user guides are stored on the portal for easy access by all employees and trustees. Dr. Leas distributes a weekly *Thursday Thoughts* email to increase communication. The Leadership Development Team is coordinating training in December by Michael Nash Consulting. The 8-hour Nash training for each employee covers morale, listening, emotional intelligence, and behavior styles. Faculty are also welcome to participate. Nash training will also be offered to supervisors in early 2020. Director of Title V Grants Tammy Napiontek is leading a work group to develop and improve the New Employee Experience. Executive Director of the Foundation LeAnne Parton is leading the Leadership Development group. Deans Valerie Parton and Faviola Barbosa are leading the Workplace Standards group. A cross section of employees serve on all the groups. We are also hosting monthly birthday/service award celebrations, a holiday potluck, an end-of-the-year celebration in spring and an ice cream social in fall.

The campus climate action plan is being developed in response to the Employee Focus Group Report, staff turnover and employee frustration. Trustee Stredwick asked how leadership will know if their efforts are making a difference. VP Garza stated employee satisfaction surveys will be offered as well as monitoring data around grievances and absenteeism. Interventions take time to implement and for people to notice positive changes.

- g. Executive Director of the Foundation LeAnne Parton reported Foundation activities. The Foundation Family Campaign, *Harvesting Good*, focuses on the BBCC campus family. This year groups will compete in different areas for gift baskets that are being created by groups like Cabinet and the Foundation Board.

She invited the trustees to participate by providing a basket. Competition for who creates the best basket will be voted on at the holiday potluck. The trustees agreed to participate. Baskets are due by December 13.

- c. Faculty Association Academic Support Division Chair Dawnne Ernette shared news from faculty members. Dr. Dennis Knepp flipped instruction in his philosophy class for nursing students discussing four ethical theories: Utilitarianism, Deontological theory, Virtue theory, and the ethics of Care.

English Instructors Zach Olson and Dawnne Ernette are seeing increased English 101 accomplishment in the pre-college accelerated classes. More students are completing accelerated English due to consistency in classes, dedicated conferencing, and reinforcement of key college success items. She invited the Trustees to the students' poster presentations during finals week. Chemistry Instructor Sarah Bauer encouraged students and staff to wear blue for World Diabetes Day. Dr. Jim Hamm, Science/Physics Instructor, hosted a viewing of Mercury crossing the face of the Sun November 11. Instructor Lindsay Groce has been visiting an elementary school once a month to share science related activities and demonstrations.

6. **Exceptional Faculty Award Recommendations(EFA)**

VP Bryce Humpherys shared EFA opportunities for Instructors Zach Olson and Dr. Steve Close.

Motion 19-49 Trustee Juanita Richards moved to approve EFA Awards for Instructor Zach Olson for \$1,771 and Dr. Steve Close for \$2,000. Trustee Thomas Stredwick seconded the motion, and the motion passed.

7. **Board Policy 3011**

VP Kim Garza discussed BP3011 Administrative and Exempt Staff Employment and Benefits Schedule. VP Garza and AAG Jason Brown collaborated on revisions to BP3011 based on conversations at the last meeting.

Motion 19-50 Trustee Anna Franz moved to approve revisions to BP3011 Administrative and Exempt Staff Employment and Benefits Schedule (version 2). Trustee Juanita Richards seconded the motion, and the motion passed.

8. **Transforming Lives Nomination**

Trustee Jon Lane commended Director of TRIO Upward Bound Anita Deleon for recognizing student success through her nominations.

Motion 19-51 Trustee Jon Lane moved to nominate Shalon Gough as the BBCC Transforming Lives nominee and Juan Martinez as

the alternate. Trustee Juanita Richards seconded the motion, and the motion passed.

9. Presidential Search

VP Kim Garza shared the revised job description based on feedback from trustees and the campus community.

Motion 19-51 Trustee Thomas Stredwick moved to accept the position profile for the president as presented. Trustee Anna Franz seconded the motion, and the motion passed.

The presidential search is scheduled to launch tomorrow. Board Chair McFadden thanked Director of Communication Matt Killebrew for his work on the presidential search webpage. Applications submitted by December 8 will receive priority review.

The Presidential Search Advisory Committee (PSAC) will meet Monday, November 18 evening for training; Monday, December 16 to review ratings and pare the pool to ten candidates; and then Monday, January 6 to review phone reference information and prepare a list of five candidates for the board's consideration.

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10. Study Session

Motion 19-52 Trustee Anna Franz moved to set a board study session December 10 from 9:00 a.m. – noon to discuss the board's self-evaluation process. Trustee Thomas Stredwick seconded the motion, and the motion passed.

11. Trustee Orientation & Onboarding

Motion 19-53 Trustee Thomas Stredwick moved to adopt the trustee orientation and onboarding schedule. Trustee Juanita Richards seconded the motion, and the motion passed.

12. Board Goals

The trustees reviewed the draft board goals. Trustee Stredwick shared his concerns about having too many goals and how progress toward the goals would be tracked. The progress will be tracked by reports from President Leas and VP Bryce Humpherys. The board goals will be discussed during the study session in December.

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.

2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all “workforce partners” and those who support the mission of BBCC.
5. Participate in professional development as a Board and as individual trustees.
6. Continue legislative advocacy on behalf of BBCC at the state and federal level.
7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU’s new guidelines.

Motion 19-54

Trustee Jon Lane moved to adopt the board goals as presented. Trustee Anna Franz seconded the motion, and the motion passed with Trustee Stredwick opposing the motion.

13. Professional Development

Board Chair Stephen McFadden reported that Leadership Consultant Linda Seppa Salisbury proposed professional development for the board similar to what she is providing to ET. Funding for board professional development is available. AAG Jason Brown said individual Myers Briggs data is public record, but there are exemptions available for public disclosure requests. This effort ties to a board goal.

Motion 19-55

Trustee Thomas Stredwick moved to accept professional development from Leadership Consultant Linda Seppa Salisbury to begin after the new president is on campus. Trustee Jon Lane seconded the motion, and the motion passed.

14. Assessment of Board Activity

Trustee Jon Lane reported that he attended Star Night, a presidential search meeting, the ACT Conference and Legislative Action Committee meeting, and the ACCT Conference (E-1, E-2, E-3, E-4, E-5, E-6). He also attended the birthday/service award event at BBCC (E-1, E-3, E-4, E-6). Trustee Lane also complimented Trustee Thomas Stredwick on his insight regarding the need for trustee orientation and onboarding.

Trustee Juanita Richards reported that she attended the ACT Conference (E-1, E-2, E-5) and Star Night (E-2, E-4).

Trustee Thomas Stredwick reported that he talked with Board Chair McFadden before the October board meeting (E-5). He also attended Star Night (E-1, E-2, E-3, E-4, E-5,

E-6) and talked with a trustee from Walla Walla Community College regarding trustee onboarding (E-1, E-2, E-3, E-6).

Board Chair Stephen McFadden reported that he engaged in presidential search activities and campus updates (E-1, E-2, E-3, E-4, E-5, E-6) and met with Dr. Leas regarding the board meeting agenda (E-1, E-5). He also signed employee service award certificates (E-6) and attended the ACT Conference and Legislative Action Committee meeting (E-1, E-2, E-3, E-4, E-5, E-6).

15. Next Regular Meeting

The next regular board meeting is set on January 9, 2020, and a study session is set on December 10, 2019.

16. Miscellaneous

Dr. Leas shared that the local Transforming Lives Recognition dinner is set on November 21 at 5:30 p.m. The statewide Transforming Lives Recognition dinner is set on February 17 in Olympia. The BBCC Booster Club is hosting a fundraising event February 28, 2020. Dr. Leas shared that he has delegated some duties to the vice presidents to provide professional development opportunities and make more of his time available to pursue WEC fundraising.

Trustee Stredwick expressed appreciation for the time and energy Trustees McFadden and Lane have spent on the presidential search effort.

Board Chair McFadden stated he would like to consider former trustee Paul Hirai for Trustee Emeritus as the next board meeting, and Mr. Hirai will be invited to attend the meeting January 9, 2020.

The meeting adjourned at 3:37 p.m.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Study Session December 10, 2019, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

1. Review the Board Self-Evaluation Process

Board Chair Stephen McFadden started the discussion of the board self-evaluation process. President Terry Leas suggested the trustees consider how their policy-level efforts benefit student success and how to measure those benefits.

VP Humpherys stated the new accreditation standards discuss board accountability and are less prescriptive than the former standards. The standards stipulate that the trustee should govern the college effectively, and the language regarding the board's self-evaluation has been removed. Self-evaluation is an important element of effective governing. Trustee Anna Franz stated the board acts to endorse the plan while the president, staff and faculty operationalize the plan. The metric is defined in Policy Governance GP-3.2.A, B, C, D (ends, executive limitations, governance process, and board-staff linkage).

Trustee Thomas Stredwick noted the outcome of the board evaluation should inform the board goals for the following year, and the goals need to align with board policies.

Trustee Stephen McFadden and Trustee Anna Franz discussed that red flags for the college are described in the executive limitations of policy governance. The evaluation process is subjective and may flex but should be consistent. The president's evaluation and contract renewal needs to occur before the deadline. Trustee Jon Lane asked how the trustees could positively affect the climate crisis. Trustee Stredwick suggested the president's and board members' job descriptions should be more specific.

President Leas stated the trustees have strategic roles requiring outcomes, and the activities identifying the priorities for the college are very helpful to employees. The president looks at the board's goals to align them with the college's strategic plan, and they flow through Cabinet, Shared Governance Council and employees.

Board Chair McFadden discussed tying the board goals to ends. The board motions, board meeting agenda items, and activities are connected to ends.

Trustee Franz stated the board's role is approving the strategic plan, and the employees operationalize the strategic plan. The board's role is also setting the ends and board policies, "are we effectively setting the ends and policies, and how do we measure that effort?" The trustees develop the ends, which are long-range goals for policy governance, and the board goals are annual objectives for the trustees to meet. The president uses the Board's ends to develop strategic plans. Trustee Anna Franz outlined the process on the white board.

President Leas observed that the new president may use the new accreditation cycle to launch a new strategic plan. The core themes are dropped from the new accreditation standards.

The trustees discussed the board goals and ends statements and observed that there will be lots of transitions with a new president, new accreditation standards, and the new campus climate action plan. Board Chair McFadden stated that the board goals identified during the November 14, 2019 board meeting could be revised. The trustees discussed the new board goals should identify only efforts above their regular responsibilities. The board also discussed moving the board chair election date to later in the year following the retreat to allow time for the board chair to evaluate the year, defining the board members' job description more specifically, and developing an activity matrix for potential trustees.

During the next board meeting, the trustees will consider reducing the number of board goals to three—and they may consider reviewing trustee job descriptions. The board members expressed interest in Carver Policy Governance training.

President Leas shared that there is confusion about trustees' interactions with staff and students. The trustees are not restricted from communication with campus staff and students as long as they observe the "green line." If trustees have or encounter employees and students with concerns, they should share those concerns with the board chair, and the chair will discuss concerns with the president. President Leas also asked if the trustees were considering changing the timing of their meetings to make them more accessible to working adults. Board Chair McFadden also encouraged the trustees to pursue professional development opportunities with Leadership Consultant Linda Seppa-Salisbury. There will be more discussion and possible action on these topics during the board meeting in January.

VP President Kim Garza reported that she will share a video with the trustees regarding bias in hiring processes, and she requested the trustees sign and return confidentiality agreements regarding candidates for president. The Presidential Search Advisory Committee will reduce the candidate pool to five finalists and recommend names to the board during their meeting in January.

President Leas encouraged the trustees to engage with the candidates and noted that most presidential candidates will not accept an offer without unanimous trustee agreement.

The meeting adjourned at 11:27 a.m.

ATTEST:

Stephen McFadden, Chair

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from October 31, through December 31, 2019, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate	
11/6/19	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X			X			
	Executive Director of the Foundation LeAnne Parton	X				X		
	Grant Co EDC Executive Director Brant Mayo	X			X			
	Title V Director Tammy Napiontek	X		X		X		
11/12/19	Program Management					X		
	Athletics		X					
	Leadership Consultant Linda Seppa Salisbury	X					X	
	Rotary Scholarship Foundation Meeting				X			
11/13/19	Grant County EDC Executive Committee Meeting	X			X			
	Executive Team Meeting with Vice Presidents	X						
	Transforming Lives Planning Meeting	X	X					
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
11/14/19	Achieving the Dream Coach Dr. Laurie Fladd	X	X	X				
	Lunch with AAG Jason Brown	X						
	Board Meeting	X						
11/18/19	U.S. Customs & Border Patrol	X					X	
11/19/19	Cabinet Meeting	X	X			X		
	North Central Workforce Development Meeting				X			
	Title V Director Tammy Napiontek	X	X	X		X		

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate	
	Director of Transforming STEM Pathways Director Rafael Villalobos	X	X	X		X		
11/20/19	Rotary Lunch Meeting	X			X			
	WEC Building Tomorrow's Workforce Appointments	X			X	X		
	Public Records, Ethics, and Liability Training	X				X		
11/21/19	Transforming Lives Dinner	X	X		X		X	
	November birthday/service award celebration						X	
11/25/19	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Faculty Meeting	X		X				
	Grant County EDC Executive Director Brant Mayo	X			X			
	Graffiti Incident	X					X	
11/26/19	TRiO US DOE Annual Performance Report	X	X					
	Dean of Institutional Research Valerie Parton	X	X	X				
12/2/19	Dialogue with Dr. Leas (x2)	X					X	
	Sodexo	X				X		
	Grant County EDC Executive Director Brant Mayo	X			X			
	Newsletter Discussion	X					X	
	Board of Trustees Study Session Discussion	X						
	Audit Entrance Conference Meeting	X				X		
	North Central WA Workforce Development Board	X			X			
12/3/19	Executive Team Meeting with Vice Presidents	X						
	WEC Building Tomorrow's	X			X	X		

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate	
	Workforce Appointments							
	Executive Director of the Foundation LeAnne Parton	X				X		
	Employee Exit Meeting	X					X	
	Open Doors Program	X	X	X			X	
12/5/19	Quarterly ASB/Admin Meeting	X	X				X	
12/9/19	Review Risk Assessment	X				X		
	Newsletter Discussion	X					X	
	Title V Director Tammy Napiontek	X		X		X		
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	VA Issue Discussion	X	X			X		
12/10/19	WEC Building Tomorrow's Workforce Appointments	X			X	X		
	Board of Trustees Study Session	X						
	Dean of Institutional Research Valerie Parton	X	X	X				
	WACTC Strategic Visioning Committee Conference Call	X						
12/11/19	Grant County EDC Executive Committee Meeting	X			X			
	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X			X			
	Employee Strengths Bank	X						
	WEC Building Tomorrow's Workforce Appointment	X			X	X		
12/12/19	Samaritan Hospital Strategy & Finance Committee Meeting				X			
12/16/19	WEC Building Tomorrow's Workforce Appointment	X			X	X		
	Newsletter Discussion	X					X	

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate	
12/17/19	Michael Nash Leadership Training	X					X	
12/18/19	Grant County EDC Board Meeting	X			X			
	Michael Nash Leadership Training	X					X	
	Leadership Consultant Linda Seppa Salisbury	X					X	
12/30/19	Visit with Financial Aid/Registration	X					X	
	Director of Transforming STEM Pathways Director Rafael Villalobos	X		X		X		
	Gym Facility Discussion	X	X					
	Review Board of Trustees Meeting Agenda	X						
12/31/19	VA Issue Discussion	X	X			X		
	Dean of Institutional Research Valerie Parton	X	X	X				

2019-20

End	This period	YTD (9/2019)
E-1 Mission	66	221
E-2 Student Success	19	60
E-3 Excellence Teaching/Learning	14	51
E-4 Community Engagement	22	73
E-5 Integrity & Stewardship	23	71
E-6 Inclusion & Climate	20	50

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

Institutional Research and Planning is preparing the Mission Fulfillment Workbook that will be disseminated to the campus community in mid-January.

This is an important component of the BBCC planning process where staff have the opportunity to review information and data at the Winter In-service and provide insight on actions the college can take to improve.

The new accreditation standards adopted by the Northwest Commission on Colleges and Universities (NWCCU) focus on the college's continuous improvement processes.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

During winter quarter, the Data Committee will develop a framework to review how BBCC students are progressing at Washington Public baccalaureate institutions. This may include subsequent grades in specific disciplines based on their BBCC enrollment and the length of time it takes students to complete their baccalaureate degrees.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Big Bend Community College has begun to build an assessment tool that will aid in understanding where the college is losing students who have begun the admissions process but stopped out sometime before the 10th day of the quarter.

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Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Big Bend Community College was officially given the GO for the Gate #2 Implementation phase by the ctcLink Steering Committee! The ctcLink Team will be meeting with us in January to discuss the high level timeline. We are excited to have achieved the highest % score of readiness amongst our peer DG5 colleges at the completion of Gate #1. Many thanks go to our Organization Change Manager (OCM), Assistant Director Business Services, Angela Garza, for motivating us!

Facilities Master Plan (FMP): Draft mini update completed. Changes were made to photos, listing of recent capital project completions, PTEC status, Running Start data, Environmental Scan data such as listing of programs, campus future maps, building data, and future capital project priorities. Document not published yet as the FMP committee needs to be convened to review for additional changes such as Academic Master Plan updates and the addition of WEC.

SAO Audit update: Financial Statement audit onsite visit has completed, with final report expected end of January/early February. SAO has completed their plan for the Attestation Audit for Federal Grant time and effort and will soon be scheduling the beginning of their onsite work.

Ongoing Capital Projects:

Workforce Education Center (New Building): We will have full first floor occupancy for Winter Quarter class start on January 6!

Aviation Maintenance Technology (New Building): We have masonry walls at over 12 feet high on all sides!

Wallenstein Review for Updating/Renovating: Architect provided building assessment and recommendations for renovation. There are some safety issues with electrical power and theater lighting needing to be addressed.

Various Roofs: Creating the Request for Proposal (RFP), expecting to advertise in February.

Concrete and Asphalt work for ADA: Asphalt work is completed; concrete work to commence in the spring.

History:

Workforce Education Center (WEC) *formerly Professional Technical Education Center* (New Building)

11/14/2019: New furniture begins arriving November 12-15. Discussion with DES and Lydig (construction co) begins on dates for completion.

10/10/2019: While the building has an occupancy permit for portions of the first floor, and did open to students in 7 classrooms and 2 labs, the first floor is not complete. Classrooms and labs will be completed during the Fall quarter, and move in dates for programs will begin in early December for full occupancy beginning Winter quarter in January. New furniture will

begin arriving in mid-November. Demolition of 3300 begins—all hazardous materials have been removed.

6/6/2019: Remains on Schedule. While still pouring cement on the east side, the west side is getting some drywall, mudding, and even painting.

4/3/2019: Remains on Schedule. Rapidly taking shape. Roof decking on in some places. Storefronts going in.

3/14/2019: Construction site closed for the week of Feb 11th for weather related issues. Still on the original completion date as days were built into the construction schedule for such weather related events.

1/31/2019: The building continues to grow with rooms taking shape!

12/20/2018: On schedule. Structure taking shape now, and you can see the “bones” of the building.

11/15/2018: Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

10/15/2018: Project on schedule. One cement interior wall poured, another being prepared for pour; a few pieces of structural steel erected; some slabs poured this week. Exciting to watch!

8/9/2018: Permitted. Footings and some stem walls being poured. Mechanical and Electrical contractors on site now. Day 84 out of 480 and On Schedule.

6/7/2018: Notice to Proceed issued May 18, 2018—total project is to meet ‘substantial completion’ in 650 days. Waiting for Grant Co permit, fence is up and both Lydig Construction & Apollo construction trailers on site. Construction cost approx \$300 per sq ft.

4/12/2018: Construction Bid Opening April 11, 1:05pm.

3/08/2018: Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

01/17/2018: The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

Stucco Repair 1500:

11/14/2019: Completed.

10/10/2019: Waiting on Notice To Proceed (NTP). Exterior stucco repairs in a few places.

Wallenstein Review for Updating/Renovating:

11/14/2019: Waiting for Notice to Proceed (NTP).

10/10/2019: DES has engaged an architectural firm to review the building and provide us with a ‘laundry list’ of items to be attended to and in which order.

Various Roofs:

11/14/2019: Hazardous materials survey completed architectural review/design in process.

10/10/2019: Architect engaged for describing the specific work for an RFP.

Concrete and Asphalt work for ADA:

11/14/2019: RFP completed. Contract has been awarded. Scheduled work for springtime.

10/10/2019: RFP in draft form for additional concrete sidewalk and access ramp repair work.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for action)

- g. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Marbely Sanchez accepted the position of Program Assistant in Financial Aid. This position replaces Jonie Walker who accepted a transfer to Maintenance & Operations. Marbely began work on December 9, 2019.

The following searches are currently in process:

- Director of Health Education Programs
- Nursing Instructor, tenure-track
- Nursing Instructor, non-tenured
- Music Instructor, tenure-track
- Communications Instructor, tenure-track
- Director of Workforce Education Services
- Agriculture Mechanics Specialist
- President

Anticipated searches for the remainder of the 2019-20 academic year include:

- Disability Services Coordinator
- Math Instructor, tenure-track
- Business/Accounting Instructor, tenure-track

Retention:

There was one separation in December for reasons of personal/new job. In 2019, there were 20 separations and the year-to-date turnover rate ended at 10.695%. That rate reflects the following separations.

Reason	2019
Other Job	8
Retirement	6
Layoff	1
Relocation	1
Personal Reasons	1
Other	2
Involuntary	1
TOTAL	20

Time-to-Fill:

The average Time-to-Fill rate for calendar year 2019 closed at 77.037 days. This is the average amount of time it takes to fill a full-time position from the date the requisition is approved to the date the offer is extended. The target for 2019 was less than 100 days.

During 2019, the college conducted searches for 32 full-time positions. A number of positions (5) were re-posted due to failed searches. This is the largest recruitment season the college has experienced.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

We are down in winter headcount, total FTE, and state-funded FTE at this time. We continue to see a lot of movement in enrollments as the start of the quarter approaches. Many Running Start verification forms were submitted between now and the last report. Additionally, we continue to drop for non-payment this week.

The fall final enrollment report is also attached. We ended up with headcount being 10% higher, total FTE being 1.5% higher, and state-funded FTE being 3% lower than last fall. You will see that off-campus/online headcounts significantly increased over last fall. Running Start leveled off. You'll notice increases in some of the historically underrepresented groups and part-time headcount – this is because of the growing Open Doors program. (The increase in contract funded FTEs is also because of Open Doors.) A big thanks to Valerie for sleuthing this one!

The tuition amount budgeted for 2019-2020 is \$4,000,000. As of November 30, 2019, we have collected \$1,658,749 or 41.5% of the budgeted amount. As of November 30, 2018, we had collected \$1,624,624 or 40.6%.

TUITION COLLECTION REPORT

	<u>2019-20</u>	<u>2018-19</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Nov 30	1,658,749	1,624,624
As a % of annual budget	41.5%	40.6%
Left to collect to meet budget target	\$2,341,251	\$2,375,376

Prepared by Registrar Starr Bernhardt and Executive Director of Business Services Charlene Rios.

Winter 2020 Enrollment Update											
WINTER 2020	11/25/2019	12/2/2019	12/9/2019	12/17/2019	12/30/2019	1/2/2019		Winter 2019 Final			
Headcount	1621.0	1648.0	1774.0	1865.0	1831.0	1990.0	-159.0	2589.0	down 8.0% from same time last year		
Total FTEs	1490.7	1513.7	1621.6	1701.0	1662.8	1712.5	-49.6	1958.5	down 2.9% from same time last year		
State FTEs ^a	1451.3	1477.4	1535.4	1418.1	1244.0	1270.3	-26.3	1473.7	down 2.1% from same time last year		
State FTEs by student intent ^a											
Academic/Transfer ^b	982.4	989.5	1010.7	875.1	708.0	741.3	-33.2		down 4.5% from same time last year		
Workforce	454.1	472.8	503.7	519.0	512.4	464.7	47.7		up 10.3% from same time last year		
ABE	14.9	15.1	21.1	24.0	23.6	64.4	-40.8		down 63.3% from same time last year		
Total FTEs by time of day											
Day	966.4	978.9	1036.8	1088.5	1062.5	1170.7	-108.2		down 9.2% from same time last year		
Night	152.5	154.3	173.2	191.5	187.5	165.8	21.7		up 13.1% from same time last year		
Online	371.8	380.5	411.7	421.0	412.9	375.9	36.9		up 9.8% from same time last year		
Off Campus	7.3	8.8	10.9	14.0	15.3	52.4	-37.0		down 70.8% from same time last year		
^a Prior to October reporting, State FTEs included <i>total reportable</i> enrollment; enrollment target does not include all reportable FTEs. As of 10/8/2018, State FTEs reflect state-funded FTEs.											
^b Includes classes below 100 level, which do not transfer											
NOTE: Because all numbers above are estimates and decimals are rounded, they will not necessarily add up to the total											

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	FALL 2019	% Change	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014	FALL 2013	FALL 2012	FALL 2011
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ETHNIC ORIGIN

Amer. Indian/Alaska Ntv	46	84%	25	20	27	39	29	30	31	34
Asian/Pacific Islander	70	4%	67	56	52	52	43	44	30	30
Black	23	-12%	26	34	36	39	45	34	40	42
Hispanic	1,142	31%	870	853	977	887	854	876	836	917
White*	1,157	5%	1,100	1,414	1,302	1,615	1,475	1,485	1,373	1,375
Other*	17	-11%	19							
Unknown*	270	-25%	360							

*Prior to 2018, these groups were combined

SEX

Female	1,469	11%	1,320	1,308	1,493	1,408	1,274	1,387	1,307	1,389
Male	1,255	10%	1,146	1,066	1,203	1,218	1,163	1,073	986	1,008
Not Coded	1		1	3	2	6	9	9	17	1

STUDENT STATUS

Full time (12 or more crs)	1,660	-0.2%	1,663	1,427	1,550	1,548	1,479	1,504	1,378	1,481
Part time (less than 12 crs)	1,065	32%	804	950	1,151	1,084	967	965	932	917
Percent full time	60.9%		67.4%	60.0%	57.4%	58.8%	60.5%	60.9%	59.6%	61.7%

BY TIME/LOCATION

On-Campus Day	2,004	4%	1,921	1,909	2,108	2,099	1,951	1,844	1,783	1,887
On-Campus Evening	271	14%	237	214	200	177	179	194	185	137
Off-Campus Day/Online	289	61%	180	117	243	199	191	264	151	192
Off-Campus Evening	161	25%	129	137	150	157	125	167	191	182

TOTAL HEADCOUNT	2,725	10%	2,467	2,377	2,701	2,632	2,446	2,469	2,310	2,398
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Running Start	445	0.7%	442	402	421	369	357	214	165	166
International	3	-25%	4	8	9	10	9	4	2	7

FALL FINAL ENROLLMENT REPORT

FTEs

	FALL <u>2019</u>		FALL <u>2018</u>	FALL <u>2017</u>	FALL <u>2016</u>	FALL <u>2015</u>	FALL <u>2014</u>	FALL <u>2013</u>	FALL <u>2012</u>	FALL <u>2011</u>
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STATE-FUNDED FTEs

ABE/ESL	138.4	-19%	170.4	173.9	190.8	194.6	130.2	169.6	170.2	174.7
Academic	782.6	-5%	827.7	886.7	991.0	918.1	931.9	952.8	858.3	949.9
Occupational	547.2	7%	513.2	474.0	495.7	527.7	529.0	558.8	584.3	564.3

TOTAL STATE FTEs	1,468.2	-3%	1,511.2	1,534.6	1,677.5	1,640.4	1,591.1	1,681.2	1,612.8	1,688.9
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OTHER FTEs

Community Service	1.2	51%	0.8	2.2	1.1	1.8	2.5	0.7	3.1	5.4
International Contract Stu	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0	0.0
Contract Funded	93.6	>100%	31.3	2.2	42.4	39.8	27.7	17.3	14.9	10.6
Running Start	418.0	2%	408.7	373.9	359.2	338.9	264.3	192.7	146.3	147.3
Other (Employ., Sr. Cit.)	5.9	5%	5.7	12.6	7.0	14.9	16.9	20.7	4.5	13.1

GRAND TOTAL FTEs	1,987.0	1.5%	1,957.6	1,925.6	2,087.2	2,035.8	1,902.5	1,912.6	1,781.6	1,865.3
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BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

i Safety & Security Report

BACKGROUND:

November-December 2019 Campus Safety Report SIGNIFICANT INCIDENTS FROM THE PUBLIC CRIME LOG

- *No significant incidents reported.*

In order to report on all tasks performed by the Director of Safety, Security and Emergency Management, this report is divided into the program areas.

CLERY COMPLIANCE OFFICER

- 1. Primary Prevention and Awareness Program**
 - a. Trained one new employee in December. (One-hour class).
 - b. Delivered an abbreviated (15-minute) version of the training to attendees at two sessions of new student orientation.
- 2. Ongoing Prevention and Awareness Program**
 - a. No tasks completed.
- 3. Monthly Clery Compliance Tasks**
 - a. Each year, a list of 59 administrative tasks are completed in order to maintain Clery Act compliance. Per the checklist, two tasks were completed in November-December. These tasks are in addition to the Annual Security and Fire Report and all other disclosures.

ENVIRONMENTAL HEALTH AND SAFETY

- 1. Bloodborne Pathogens Plan**
 - a. Draft submitted. Awaiting approval to publish.
- 2. Hazardous and Universal Waste Management Plan**
 - a. Draft submitted. Awaiting approval to publish.
- 3. Accident Prevention Plan**
 - a. Draft submitted. Awaiting approval to publish.
- 4. Chemical Hygiene Plan**
 - a. Working with new lab tech to establish Chemical Hygiene Plan.
- 5. Hazardous Waste Disposal**
 - a. Developing waste removal inventory from Building 1200 Science Labs. Removal scheduled for mid-January 2020.

EMERGENCY MANAGEMENT

- 1. Emergency Drills and Exercises**
 - a. Tabletop exercise designed for college's response to a suicide of a student. Pilot of exercise to be held with Transitional Studies on 01/02/2020. Once the exercise is verified through pilot, then deliver the exercise to Shared Governance Council.
- 2. Emergency Operations Plan**
 - a. Draft submitted. Currently being reviewed by Linda Schoonmaker.
- 3. Suicide Prevention**
 - a. Mitigation: Two Campus Safety staff members joined by around 10 other campus staff completed Question Persuade Refer (QPR) suicide prevention training.

CARE TEAM

1. INTAKES/REFERRALS

- a. Assisted CARE Team with the intake and referral of four students experiencing behavioral issues.

SITE SECURITY

1. BUILDING & OCCUPANT PROTECTION

- a. Nothing to report.

2. COVERAGE GAPS

- a. Attempting to create maximum campus coverage plan to fill gaps in weekday schedule.

Prepared by Director of Safety, Security, and Emergency Management
Kyle Foreman.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for information)

j. ASB Report

BACKGROUND:

ASB sponsored a Mental Health Awareness Fair in November and had a great response from students, with well over 130 attending the event. There were four stations set up as well as movies provided for students to watch.

ASB held a quarterly Library Campout, providing free pizza and soda for students who were studying for finals. This event was followed by our monthly Swag Day. Again, there was an increased turn out from the month before. More students are becoming aware of ASB's presence in the Student Success Center and are participating in some great events on a regular basis.

ASB's Killian Korn fundraiser was a success, and now we are moving on to our next fundraiser: the "couch potato" – selling off two sofas with sky view seating at our home basketball games, including pizza and soda with participants' donation.

ASB held a pizza party for the Aviation Department the last Monday of the quarter. The student leaders are looking forward to this upcoming Winter Quarter with great events planned for the students. ASB will be handing out free long-sleeve t-shirts honoring Martin Luther King, as well as showing his speech in the Activity Center the week before MLK Day. There will also be the quarterly Blood Drive, Swag Day and other interactive events for students to engage.

Prepared by Director of Student Activities Kim Jackson.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #3: CONSENT AGENDA (for action)

k. Classified Staff Report

BACKGROUND:

Classified staff in HR, Payroll, Financial Aid, and Admissions are working on process maps in support of the upcoming ctcLink implementation. The peer review scheduled for early December went well.

Classified staff continue to serve on screening committees and workgroups. Staff are sharing their input and experiences on the Leadership Development Group, Onboarding & Orientation Group, and the Workplace Standards Group.

Sixty-nine classified staff participated in the leadership training conducted by Nash Consulting; feedback was positive.

Classified staff continue to log hours for training, including webinars, conferences, and professional development. Several classified staff are pursuing degrees through BBCC and Central Washington University.

Prepared by Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #6: Trustee Emeritus Status (for action)

BACKGROUND:

The board will consider honoring former trustee Paul Hirai with Trustee Emeritus status.

Mr. Paul Hirai was appointed to the Big Bend Community College Board of Trustees November of 1983 and served through December 1998. He served as board chair and vice chair four years during his service (chair: 1985-86, 1990-91, 1993-94, and 1998-99). Paul was awarded an honorary associate's degree of arts and letters in April of 1999 by the board of trustees. The Fine Arts Building was named for him in September 2012, and he also served on the Foundation board 1998-2019. Mr. Hirai dedicated himself to BBCC for 36 years. He has donated generously and worked in the background educating and inspiring many other donors.

Many admire Mr. Hirai's generosity, unselfishness, and wide concern for all members of society when in need.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #7: Exceptional Faculty Awards (for information)

BACKGROUND:

Math Instructor Dr. Tyler Wallace was awarded an Exceptional Faculty Award during the June 6, 2019, board meeting. During the summer of 2019, Dr. Tyler L. Wallace traveled to Ecuador to deepen his learning of Spanish with a goal of offering tutoring to our students in Spanish. Before leaving, Dr. Wallace's Spanish was rated B2 on the DELI scale, which means conversant, but not fluent. After studying for 3 weeks in Ecuador his Spanish rose to a C1, or fluent. The Spanish study was not general language study, but focused on academic language around mathematical instruction to help BBCC students in their native language as they worked through difficult mathematical topics. In the Fall quarter, two hours per week at different times were set aside when Dr. Wallace would be available to help students in the STEM Center. Announcements were made in all math courses. Many students commented on how offering these sessions increased the BBCC value of inclusion, helping all students feel welcome and supported on our campus. Dr. Wallace will share about his experience.

Humanities Instructor Dr. Steve Close was awarded an Exceptional Faculty Award during the November 14, 2019, board meeting for tuition for courses at Eastern Washington University in education and communication. He will share his experience.

Prepared by the President's Office.

RECOMMENDATION:

None.

¿Eres uno de estos?

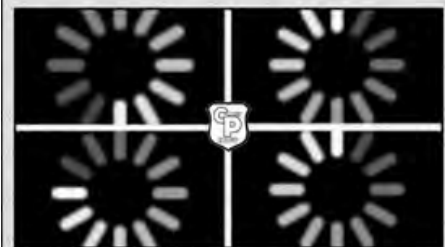
Cuando crees entender el tema de matemáticas y pasas al siguiente problema:



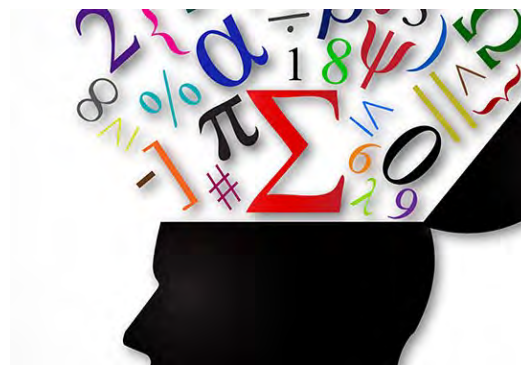
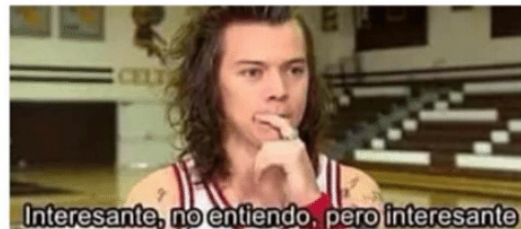
Yo en la clase de matemáticas...



Mi cerebro en clase de matemáticas.



Yo, en clases de matemáticas:



Necesitas...

Ayuda Matemática
en español con Sr. Wallace
en el STEM CENTER
Martes @ 1:00pm
Miércoles @ 10:30am



BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #8: Campus Climate Action Plan (for information)

BACKGROUND:

The college continues to make progress on assignments under the Campus Climate Action Plan. An updated plan is attached for review. Comments highlighted in orange indicate a completed task. Updates from the three work groups are included below:

Leadership Work Group:

This group contracted with Nash Consulting to bring Hana Butler to campus to conduct three eight-hour workshops for faculty and staff. Over 140 employees attended the sessions.

The first four hours of the workshop covered positive workplace culture, including Personal Growth, Why Morale Matters, Adaptive Skills, Listening Skills, Giving and Receiving Feedback, and Workplace Triangulation.

The remaining four hours of the workshop covered behavior styles. Participants discovered their own behavior style, learned about strengths, biases, and challenges, and developed personalized growth opportunities for the future.

The committee conducted a pre-survey and a post-survey and will meet during the week of January 6 to review the survey results.

Employee On-Boarding/Orientation Work Group:

The new Employee On-boarding/Orientation Work Group looked at themes from the previous new employee surveys. The group developed a checklist sorted to include the “buddy” matching and work, and the 45-day interviews. The group meets January 10 and will map out items from the checklist, who is responsible for what and in what order, and begin work on developing new survey questions.

Workplace Norms Group:

The Workplace Norms Group is working to compile a list of Workplace Norms that BBCC employees can use in their interactions with students, family members, employees, and partners and serve as the foundation for the BBCC Experience.

The group brainstormed ideas and is now sorting the ideas into the categories of Community, Communication, and Accountability with the addition of Customer Service.

Theme Communication Goal #1:

BBCC employees regularly engage in timely, intentional, informative, and relevant communication.

Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
1. Develop regular and consistent opportunities for quality communication and information flow from leadership throughout every area and level of the organization. a. Quarterly informational meetings for all faculty and staff. (Themed, temperature check survey) b. Informal, monthly get-togethers for each employee category led by the college president or vice-presidents. c. Supervisors will share information from meetings with their direct reports via regular department meetings, emails, or other avenues. d. Ongoing one-on-one meetings with the Executive Leadership	a. Melinda/Terry b. Linda, Bryce, Kim c. Terry/Matt d. Terry, Linda, Bryce, Kim	1/31/20 TBD Ongoing Ongoing	First meetings have been scheduled in Jan. 2020. Information distributed to campus after January 1. Talking points distributed 24 hours after meeting. Meet with 2 employees each month.
2. Develop standards for communication at BBCC. a. Expectations for timely communication around decisions and relevant campus topics. b. Communication guidelines for all to use, including descriptions for different modes of communication and guidelines for when to use each mode. c. Supervisors to develop a Leader User Guide/Bio to share with current and new employees for improved communication and understanding. d. Set expectations for Portal use to store and disseminate information across campus. Restructure Portal for easier access	a. Terry b. Linda/Kathleen c. Terry/Cabinet d. Linda/Patrick	2/1/20 6/30/20 10/31/19 12/31/20	Members are reminded at each meeting to share the talking points with staff. All leader user guides are complete.

<p>3. Develop and implement a template for department and committee meetings to facilitate two-way communication. The template will include:</p> <p>a. Updates from other meetings such as Shared Governance, Cabinet, Instructional Council; talking points from the current meeting to be disseminated; and expectations for what people are to do with the information.</p>	a. Matt/Terry	Ongoing	Refer to previous (1.c)
<p>4. Develop and implement a regular campus newsletter.</p> <p>a. Determine frequency (daily, weekly, bi-weekly, etc.) as well as outline and topics.</p>	a.Terry/Melinda	Ongoing	Thursday Thoughts kicked off on 9/26/19 and has been distributed weekly across campus. Response has been favorable.
<p>5. Develop effective communication strategies and skills for BBCC employees. Adoption of these strategies will improve interpersonal relationships in support of the college's mission and vision.</p> <p>a. Introduce and practice strategies for effective interpersonal communication. Training topics include:</p> <ul style="list-style-type: none"> I. Conduct difficult and respectful conversations for resolving concerns between individuals. II. Avoiding triangulation (triangulation is a manipulation tactic where one person will not communicate directly with another person, instead using a third person to relay communication to the second, thus forming a triangle). III. Personality/communication styles (e.g. Meyers Briggs Inventory, Jungian Theory). IV. Training in concise written communications. V. Training for face-to-face interactions (e.g. Crucial Conversations). VI. Giving and receiving feedback. VII. Elements of a communication guide and how to use. 	a. Kim, LeAnne, Leadership Development Group	6/30/21	<p>Nash Training was completed in December. Three training sessions were offered and 142 employees completed the session. The training was recorded so that those unable to attend could watch it at a later date. The session covered positive workplace culture and behavior styles.</p> <p>BBCC received quotes on conducting Crucial Conversations and Fierce Conversations training through DES.</p>

12/29/19

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VIII. Running effective meetings and using a meeting template. 1) Review of "Death by Meeting" to improve structure and outcomes.			HR to work with CEID on training for Bias and Microaggressions.
IX. Bias and Microaggressions.			HR to determine timeline for additional training topics.
Theme Accountability Goal #1: BBCC sets clear expectations for employees based on individual position and department membership.			
Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
1. Establish workplace norms.	Valerie/Faviola	6/30/20	Assigned to work group. Work Expectation forms and Work Plans in use.
2. Supervisors set performance expectations based on position descriptions and employment expectations.	Kim	Ongoing	
3. Job descriptions for admin/exempt and classified positions loaded to the portal for access and transparency.	Kim/HR	6/30/20	
4. Supervisors complete annual performance evaluations as scheduled.	Cabinet	Ongoing	Regular reminders sent via email. HR tracks completed evaluations for monitoring report.
5. Update AP 4200, Communications/Grievance Procedure for Admin/Exempt and Classified Staff.	Kim	6/30/20	
a. Provide training to staff in communicating concerns/grievances. b. Provide training to supervisors in responding to concerns/grievance.			
6. Re-establish the Leadership Development Team to discuss implementation of leadership competencies/principles.	LeAnne	6/30/20	First training session is complete. The group is working on providing additional training options.
a. Develop supervisor/leadership training. b. Supervisor training for all new supervisors.			
a. Include state requirements. c. Ongoing training in diversity, equity, and inclusion.	CEID	12/31/20	

Theme Accountability Goal #2:

Improve recognition of employees for their accomplishments and contributions to the college and students.

Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
1. Adopt a decision-making framework (e.g. Nash framework) and use as a guide for all decision making across campus. a. Provide training on the decision-making framework.	LeAnne	12/31/20	Nash Leadership Training complete.
2. Develop a BBCC centric template of the decision-making framework that includes BBCC examples.	LeAnne & Leadership Development Group	12/20/19	
3. Map campus processes (e.g. travel, hiring, fundraising, etc.)	Shared Governance Council	As Needed	

Theme Community Goal #1:

Improve the orientation and onboarding experiences of new employees at BBCC.

Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
1. Revise/update current new employee survey.	Kim, Tammy & Onboarding/Orientation group	12/31/20	Work group formed and currently working on new employee checklist.
2. Implement new employee interviews within the first 45 days of employment.			
3. Develop formalized orientation structure and process.	Kim	7/1/20	Classified staff buddy system available. Exempt employee process to be developed.
4. Implement a buddy system for new classified and exempt employees.			

Theme Community Goal #2:

Improve recognition of employees for their accomplishments and contributions to the college and students.

Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
1. Handwritten Thank-You notes from leaders.	Executive Team	1/15/20	Introduction of hand-written thank-you notes with Cabinet.
2. Gather information from employees on preferred modes of communication to ensure recognition meets the needs of the recipient.	Kim	9/30/20	
3. Introduce the “manage up” philosophy to share positive faculty and staff stories with Executive Leadership and the campus.	Kim	4/30/20	
4. Communicate state guidelines and limitations for using college resources to recognize employees.	Linda	5/1/20	Monthly recognition of birthdays and service anniversaries continues.
5. Recognize employee years of college service during the month the milestone was achieved.	Kim/Melinda	Ongoing	
6. Continued recognition of educational accomplishments and promotions.	Kim/Melinda/Terry	Ongoing	

Theme Community Goal #3:

Provide ongoing opportunities for faculty and staff to build connections and strengthen the campus community.

Task or Activity (What you need to do to achieve your goal)	Person/Coordinator	Expected Completion Date	Comments
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<div>1. Executive Team members regularly meet with individual employees</div> <div>2. Highlight a different college department or program each month.</div> <div>3. Host a monthly birthday and service anniversary celebration (4th Thursday of the month).</div> <div>4. Host a quarterly brown bag lunch and learn activity.</div> <div>5. Continue existing campus-wide activities (bowling, holiday potluck, celebration luncheon).</div> <div>6. Develop a welcome back activity during week 0.</div> <div>7. Provide opportunities for support and healing to the campus community based on the individual impact of the results of the Employee Focus Group Report (EFGR)</div> <div> a. EAP support.</div> <div> b. President extends offer to meet with employees individually and offers them an opportunity to meet individually with any Cabinet member.</div>	Executive Team	Ongoing	<div>Each member meets with 2 employees each month and shares information with LSS.</div> <div>Ice Cream Social & Scavenger Hunt held during week 0.</div> <div>Offer extended at fall in-service.</div>
	Matt	6/30/21	
	Kim/Melinda	Ongoing	
	Melinda Kim	12/31/20 Ongoing	
	Kim Executive Team	9/30/19 As Needed	
	a. Kim b. Terry & Cabinet	9/16/19	
<div>Ongoing Evaluation</div> <div>The college will use four indicators to measure progress on improving the campus climate.</div>			
<div>1. Core Theme Indicator 3.4b Employee Turnover</div> <div>2. Core Theme Indicator 3.4e Employee Exit Surveys</div> <div>3. Core Theme Indicator 3.4f New Employee Follow-Up Survey</div> <div>4. In addition, the college will identify a vendor and employee survey tool to administer on a regular basis to determine the effectiveness of the interventions implemented beginning fall quarter 2019.</div>	Kim/Valerie Kim/Valerie Kim/Valerie	Ongoing Ongoing Ongoing	
	Kim/Matt	6/30/20	

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #9: Board Policies for Information (information/action)

BACKGROUND:

The trustees expressed a desire to review their board policies during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the first reading for the following policies.

In preparation for the 2020 accreditation visit from the Northwest Commission on Colleges and Universities (NWCCU), we are updating and developing needed policies and procedures. VP Kim Garza drafted a board policy for the board's consideration. AAG Jason Brown has reviewed the draft policy.

BP1000 Policy Governance is attached with suggested revisions:

Per new accreditation standards, the president cannot act as Chair of the board. The trustees discussed revising the wording of *GP – 4 Chairperson's Role* and Trustee Anna Franz offered the pro tem wording in red on page 8.

The board discussed developing a more detailed trustee job description; section *GP – 3 Board Job Descriptions* on page 6 is highlighted in yellow for the trustees to discuss. A list of trustee duties gleaned from another college are attached behind BP1000 for reference.

The trustees also discussed changing the timing of the board chair election from "the first regular meeting of the board each fiscal year" to a date in October following the board self-evaluation work at the board's annual retreat. The section of BP1000 regarding the board chair election on page 11 is highlighted for the trustees' consideration.

Prepared by the President's Office.

RECOMMENDATION:

None.

BP__ COLLECTIVE BARGAINING

PURPOSE

Big Bend Community College will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. The Board of Trustees is authorized to sign agreements on behalf of the district, except where that authority has been specifically delegated. The terms of an approved collective bargaining agreement may amend Board policy.

1000.1 ENDS**E-1 Mission Statement**

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

BBCC Goals

The College provides learning opportunities that include;

- Critical thinking and problem solving
- Computation
- Communication
- Workplace skills and values
- Awareness and sensitivity to cultural diversity
- Arts enrichment and cultural activities

BBCC Characteristics

Big Bend Community College maintains a working and learning environment with the following:

- A discrimination-free environment which promotes diversity and staff and student success
- A service-oriented environment which provides access and support services to all students, including those who are physically and mentally challenged yet have the ability to benefit
- A climate which encourages safety, individual wellness, and human dignity
- Facilities and equipment to support student learning
- Continual assessment of student outcomes

E-2 Student Success

- Big Bend Community College provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

E-3 Excellence in Teaching and Learning

- Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

E-4 Community Engagement

- Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

E-5 Integrity and Stewardship

- Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

E-6 Inclusion and Climate

- Big Bend Community College 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.

(Annual reports on these Ends Statements will be presented to the board according to the schedule outlined in the current Academic Master Plan.)

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in AP3500.

EL – 2 Respect For Students

Students should be treated with respect at all times. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

The President may not:

1. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
2. Fail to provide a grievance process, including access to the Board, to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
3. Operate without written procedures which clarify the rules for students.

EL – 3 Respect For Community Members

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or

allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

The President may not operate without written procedures which describe rules for visitors.

EL – 4 Respect For Employees

Paid and volunteer staff should be treated with respect at all times, and in compliance with established policies, process, and contracts. The President may not cause or allow conditions which are unsafe, lacking in respect, unnecessarily intrusive or are knowingly in violation of college policies, process, and contracts.

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.
3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

(*) Academic employees (faculty) have a separate defined grievance process defined in the Negotiated Agreement (Article XXXV).

5. Hinder employees from becoming acquainted with their rights under this policy.

EL – 5 Ethical Conduct

The President must establish and maintain high levels of professional and institutional integrity, adhering to the ethical standards of the State of Washington and of Big Bend Community College.

The President may not:

1. Change his or her own compensation and benefits.
2. Allow a conflict of interest or the appearance of a conflict of interest to exist in the approval of any college contract.
3. Promise or imply permanent or guaranteed employment in disregard of college hiring policies, procedures, and practice.

EL – 6 Asset Protection

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked nor allow any action that is contrary to the provisions set forth in the Governance Process Policies.

The President may not:

1. Unnecessarily expose the college, its Board or staff, to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls, which are insufficient to meet the State Auditor's standards.
4. Fail to provide adequate protection against theft and casualty.
5. Fail to establish disaster/emergency management plans.

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

The President shall not fail to demonstrate concurrence between Board Ends priorities and the annual budget.

EL – 8 Financial Condition And Activity

The initial and ongoing receipt and expenditure of funds shall be maintained within the approved budgetary expectations. Extraordinary changes in receipts or expenditures shall not cause or allow the development of fiscal jeopardy.

The President may not:

1. Expend more funds than have been received in the fiscal year
2. Allow an annual budget to be submitted for approval with dedicated contingencies of less than 2.5% of the total General Operating Budget and Operating Tuition Fund.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.

EL – 9 Communication And Support To The Board

The President must keep the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board.

The President may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board Policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the President.
4. Fail to provide a mechanism for official Board communications.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

EL – 10 Emergency Executive Succession

In order to protect the Board from the sudden loss of chief executive services, the President may not have fewer than two other executives familiar with Board and President issues and processes.

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

The purpose of governance is that the Board, on behalf of the constituents of community college district # 18, ensures accountability of Big Bend Community College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions.

GP – 2 Governing Style

The board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement.
7. Seek input from staff, students, alumni, employers and other community members on Board Policies.

GP – 3 Board Job Descriptions

The job of the board is to represent the constituents of community college district #18 in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.

- D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
- 3. The assurance of the President's performance (against policies in 2A and 2B).
- 4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chairperson's Role

The Chairperson assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. The Chairperson is the only board member authorized to speak for the board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

- 1. The job result of the Chairperson is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
- 2. The authority of the Chairperson consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff Linkage, except where the board specifically delegates portions of this authority to others.
 - A. The Chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
 - B. The Chairperson has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - C. The Chairperson may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - D. The Chairperson may delegate this authority, but remains accountable for its use.

3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson. ~~In the absence of the Chair and Vice Chair, the members of the Board shall select a member to assume the responsibilities of the Chairperson during the continuance of the absences.~~

4. ~~In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.~~

GP – 5 Board Members Code Of Ethics

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.

- B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
 - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of the constituents of community college district #18.
- 2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

- 1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020.
- 2. The Board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer

capacity such that their contributions are widely recognized by the community and their peers.

GP – 8 By Laws Of Community College District #18

INTRODUCTION

The Big Bend Community College Board of Trustees, under law, is charged with the responsibility of Community College District No. 18. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, it shall employ a president of Big Bend Community College and delegate to him/her the responsibility for administering the district under policies approved by the board. (RCW 28B.50.100) [see Board Resolution 2003.1 and BP1004]

Policies of the Board of Trustees are found in the records of board action and in the Board Policy Manual of which this document is a part. The bylaws which follow contain all of the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business.

OFFICES OF THE BOARD OF TRUSTEES

The Board of Trustees shall maintain an office at Big Bend Community College, Moses Lake, Washington, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Correspondence or other business for the board shall be sent to the Secretary of the Board, who is located in this office at 7662 Chanute Street, Moses Lake, Washington 98837.

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the Chairman of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District boundaries at locations published prior to the meeting.

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business

received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.

- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to the rules contained in the current edition of Robert's Rules of Order Newly Revised, unless specified otherwise by state law or regulation of the State Board for Community and Technical Colleges.

- E. The chairman shall announce at the beginning of each meeting that interested citizens or groups may make oral or written presentations to the board regarding any item on the agenda at the time of its presentation to the board. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the scheduled meeting. The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject.

OFFICERS OF THE BOARD

At the first regular meeting of the board each fiscal year the board shall elect, from its membership, a chairman 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, 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 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.

The secretary of the board shall be the President of Big Bend Community College and shall serve as chairman, without privilege of vote, in any official meeting of the board conducted in the absence of the chairman and vice-chairman. In addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, he/she shall keep the official seal of the board, maintain all records of meetings and other official actions of the board.

The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

RESTRICTIONS OF INDIVIDUAL AUTHORITY

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the board, taken in regular and special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not publicly oppose such a decision or policy after it has been adopted by the majority.

FISCAL YEAR OF THE BOARD OF TRUSTEES

The fiscal year of the board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

SEAL AND NAME OF THE COLLEGE DISTRICT

The Board of Trustees shall maintain an official seal for the use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be:

BIG BEND COMMUNITY COLLEGE

DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

DELEGATION OF RESPONSIBILITY

It shall be the responsibility of the Big Bend Community College Board of Trustees to establish policy and to evaluate the success of the college operation. The Board of Trustees shall employ a President for Big Bend Community College and hold such president responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Board Policy Manual. [see Board Resolution 2003-1 and BP1004]

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the President through written policies, delegating to him or her interpretation and implementation of those policies, as per Board Resolution 2003-1 and BP1004. The duties and responsibilities of the President are outlined in AP3500.

BSL - 2 Delegation To The President

All board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating delegation – as far as the board is concerned – is considered to be the authority and accountability of the President.

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* policies. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses any *reasonable interpretation* of the board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.

3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.
4. Only decisions of the board acting as a body are binding upon the President.
 - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
 - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

BSL – 3 President's Job Description

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

BSL – 4 Monitoring Presidential Performance

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.

- B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual Internal Reports for policies on:
 - EL-2 Respect for Students
 - EL-3 Respect for Community Members
 - EL-4 Respect for Employees
 - EL-7 Financial Planning
 - EL-9 Communication and Support to the Board
 - EL-10 Emergency Executive Succession
 - B. Annual External Reports or direct Board inspection for policies on:
 - EL-1 General Executive Constraint
 - EL-6 Asset Protection
 - EL-8 Financial Condition and Activity
 - C. Quarterly Internal Reports on Actual Budget
 - D. Annual Internal Reports for all *Ends* policies contained in:
 - Academic Master Plan Reports
 - Mission Fulfillment
 - Excellence in Teaching & Learning
 - Community Engagement
 - Budget Presentations
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 Board, responsible to the citizens of Community College District XX and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

BOARD DUTIES AND RESPONSIBILITIES

Without limiting the powers granted to the Board by the state, and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

1. Select and appoint a president, and set salary, terms and conditions of employment;
2. Evaluate the president annually;
3. Determine the broad general policies that guide the operation of the College, and review them annually;
4. Delegate responsibility for decisions concerning appointments, retention, or dismissal of faculty, administrators, and classified personnel; provided however, the Board does not delegate its appointing authority on issues relating to the granting or denial of tenure, the dismissal of a tenured faculty member, or the dismissal of a probationer during the term of his or her contract;
5. Function as the legislative and policy making body, leaving the executive functions to the president;
6. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
7. Authorize lawsuits and recommend legal defense;
8. Approve the College Facilities Master Plan;
9. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
10. Delegate to the president the authority to approve the expenditures of all funds and let all contracts;
11. Authorize borrowing money and the issuance and sale of revenue bonds;
12. Name College facilities, landmarks, and other outdoor features, programs, institutes or centers;
13. Recognize the right of the duly elected employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
14. Consider communications and requests from citizens and organizations of the District on matters of District policy at regularly scheduled board meetings;
15. Adopt and periodically review a statement of philosophy, mission, and goals which clarifies basic educational beliefs and educational responsibilities of the District;
16. Establish a yearly planning cycle that links the Board's agenda with the College's Strategic Plan;
17. Annually review and evaluate progress towards the goals in the College's Strategic Plan through a variety of measures;
18. Appraise the efficiency and effectiveness of District operations and the educational programs and services of the College;
19. Refer all matters concerning the District directly to the president for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board;
20. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District;
21. Conduct an annual self-evaluation and determine a corrective course of action as necessary; and
22. Act in the best interest of the College pursuant to various authorizations granted in the Community and Technical College Act of 1991 or in the rules and regulations of the State Board for Community and Technical Colleges.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #10: Presidential Search (information/action)

BACKGROUND:

The trustees will discuss the president search.

Prepared by the President's Office.

RECOMMENDATION:


None.

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 20	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	Feb 1

2019-20 Board Calendar of Events

July	August	September	October	November	December
<input type="checkbox"/> Study Session	<input type="checkbox"/> 8/8 Board of Trustees Meeting (Retreat)	<input type="checkbox"/> Back to School Breakfast <input type="checkbox"/> Study Session	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year <input type="checkbox"/> ACT Conference <input type="checkbox"/> ACT Legislative Action Committee Meeting 11/21 Transforming Lives Recognition Dinner	<input type="checkbox"/> Holiday Potluck <input type="checkbox"/> Study Session
<i>President Search Activities</i> 	<input checked="" type="checkbox"/> 8/15 President's Retirement Announcement Special Mtg.	<input checked="" type="checkbox"/> 9/11 Special Mtg. Search Process <ol style="list-style-type: none"> 1. John Boesenberg Presentation on Presidential Searches 2. Action: Chair of Presidential Search 3. Action: Internal vs External Search Process 4. Review: PSAC roster make up 5. Review: 2012 Search Expenses 6. Review: Draft Search Process Timeline 7. Review: 2019 President's Salary Survey 8. Action: Set Study Session for 10/10/19 <input type="checkbox"/> 9/12 Chair's Update to Campus Community <input checked="" type="checkbox"/> 9/16 Chair speaks during Faculty Breakfast	<input type="checkbox"/> 10/10 Study Session before Board Mtg. <ol style="list-style-type: none"> 1. Discuss President's Job Description 2. Discuss: Salary Range 3. Review: Campus/Community Survey. Trustees submit questions <input type="checkbox"/> Board of Trustees Meeting Oct. 10. Action items: <ol style="list-style-type: none"> 1. Action: Set salary range 2. Action: Formation of PSAC. 3. Action: Approve Timeline 4. Action: Approve survey questions <input type="checkbox"/> 10/11 Chair's Update to Campus Community <input type="checkbox"/> Recruitment Materials and Website design commence (staff)	<input type="checkbox"/> 11/14 PSA Committee members identified and participation confirmed <input type="checkbox"/> 11/14 Board of Trustees Meeting <ol style="list-style-type: none"> 1. Review/Disc: Campus community survey results. 2. Action: Set Job description 3. Review/Action: Recruitment materials and outreach methods 4. Action: Nov. 15 launch of 21-day recruitment phase. <input type="checkbox"/> 11/15 Launch 21-day Recruitment Phase <input type="checkbox"/> 11/15 Chair's update to campus community <input type="checkbox"/> 11/18 Initial PSAC Committee Meeting for introductions, review of process for candidate screening, confidentiality agreements	<input type="checkbox"/> Initial Candidate Review by PSAC commences. 7-10 days <input type="checkbox"/> 12/16 PSAC selects Round #1 candidates (10) <input type="checkbox"/> Reference checks conducted by VP of Human Resources and Chair of Board of Trustees.

2019-20 Board Calendar of Events

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input type="checkbox"/> 1/9 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C. <input type="checkbox"/> 2/13 Board of Trustees Meeting <input type="checkbox"/> 2/17 ACT Transforming Lives Event <input type="checkbox"/> 2/18 ACT Conference	<input type="checkbox"/> 3/26 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> Study Session (E-6)	<input type="checkbox"/> ACT Conference <input type="checkbox"/> 5/7 Board of Trustees Meeting	<input type="checkbox"/> 6/4 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Updated Strategic Plan <input type="checkbox"/> Celebration <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation
<input type="checkbox"/> 1/6 PSAC second round selection of candidates (Top 5) forwarded to the Board of Trustees <input type="checkbox"/> Board of Trustees Reviews recommended candidate packages <input type="checkbox"/> Chair's update to campus community <input type="checkbox"/> New President's Onboarding: Samples of onboarding/orientation process shared with Trustees. Discussion regarding time frame, priorities, etc.	<input type="checkbox"/> Board of Trustees selects/announces final candidates <input type="checkbox"/> Board of Trustees Conducts interviews on BBCC campus <input type="checkbox"/> Candidates meet with stakeholders on BBCC campus <input type="checkbox"/> Chair's update to campus community <input type="checkbox"/> New President's Onboarding: Draft process prepared for Board of Trustees review. To include proposed timeline identification of stakeholder participants	<input type="checkbox"/> Candidate site visits conducted by Board of Trustees <input type="checkbox"/> Board of Trustees deliberations, selection of new president, contract offer to candidate <input type="checkbox"/> 3/31 New President announced to campus and community <input type="checkbox"/> Chair's update to campus community <input type="checkbox"/> Action: New President's Onboarding approved by Board of Trustees.	<input type="checkbox"/> New President's Onboarding: process initiated.		

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #11: President's Onboarding (information/action)

BACKGROUND:

The trustees may discuss the onboarding process for the successful presidential candidate.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #12: Board Self-Evaluation & Goals (action)

BACKGROUND:

2018-19 Board Goals and Objectives (adopted December 20, 2018)

1. Continued involvement at the State and Federal Level.
2. Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.
3. Development of an “on-boarding” process for new trustees and others who are in leadership positions.
4. Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.

The trustees may discuss their board self-evaluation. A version of the flow chart drawn on the white board during the December 10 study session is attached for reference.

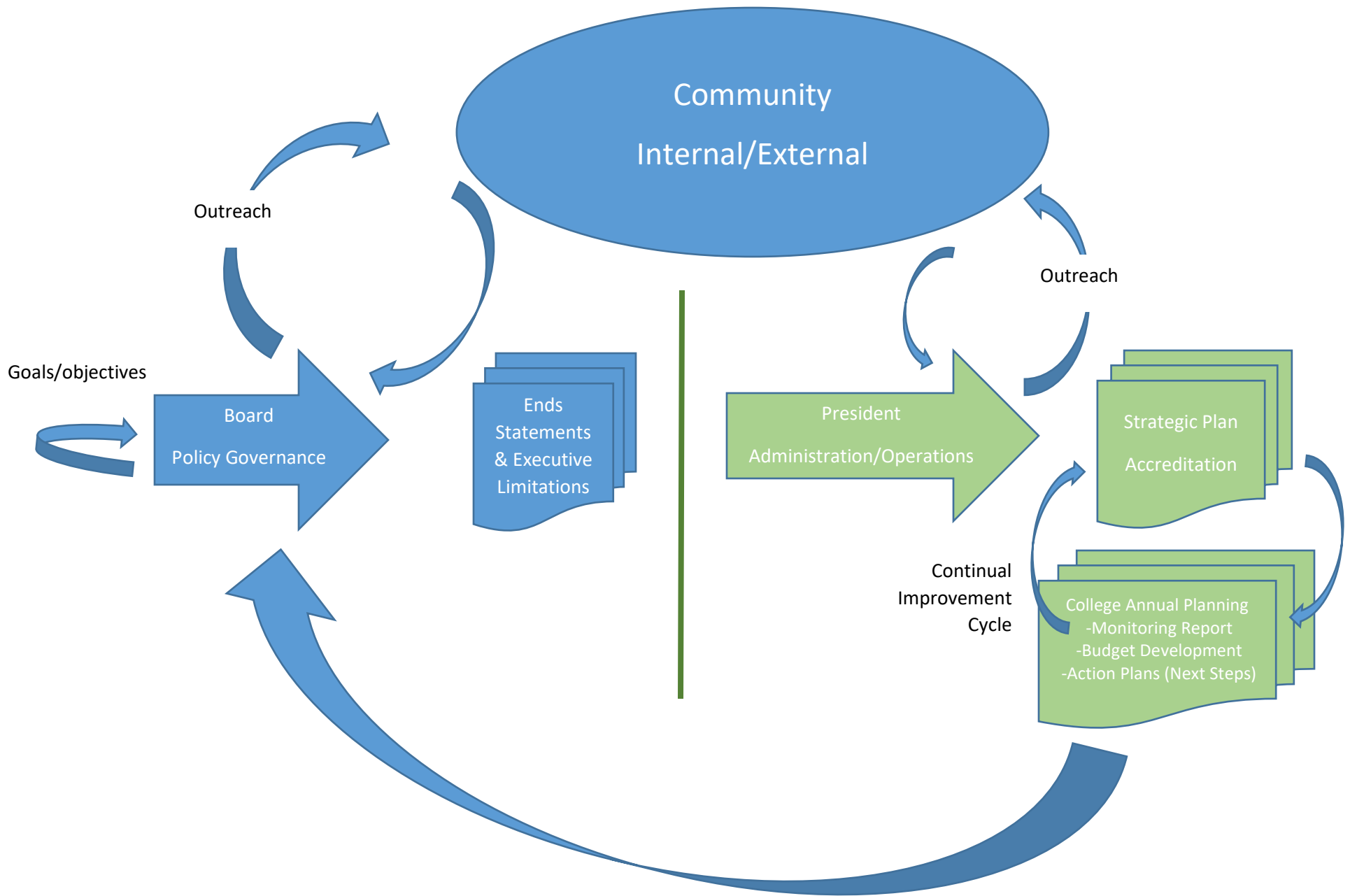
Revisions to 2019-2020 Board Goals and Objectives (adopted November 14, 2019)

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president’s first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
- ~~4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all “workforce partners” and those who support the mission of BBCC.~~
- ~~5. Participate in professional development as a Board and as individual trustees.~~
- ~~6. Continue legislative advocacy on behalf of BBCC at the state and federal level.~~
- ~~7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU’s new guidelines.~~

Prepared by the President’s Office.

RECOMMENDATION:

None.



BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

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

BACKGROUND:

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

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all "workforce partners" and those who support the mission of BBCC.
5. Participate in professional development as a Board and as individual trustees.
6. Continue legislative advocacy on behalf of BBCC at the state and federal level.
7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU's new guidelines.

(Adopted during November 14, 2019 Board Meeting.)

RECOMMENDATION:

None.

Name: _____

Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<div>Activity</div> <div>(Briefly describe and check which End(s) your activity supported)</div>	<div>E-1</div> <div>Mission</div> <div>Deliver lifelong learning</div>	<div>E-2</div> <div>Student Success</div> <div>Provide access, assist completion, develop skills</div>	<div>E-3</div> <div>Excellence in Teaching & Learning</div> <div>Support innovation, creativity, high academic standards; professional development</div>	<div>E-4</div> <div>Community Engagement</div> <div>Support economic development</div>	<div>E-5</div> <div>Integrity & Stewardship</div> <div>Responsible, prudent resource management</div>	<div>E-6</div> <div>Inclusion & Climate</div> <div>Welcoming to all</div>
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, February 13, 2020.

Prepared by the President's Office.

RECOMMENDATION:

President Leas requests that the Board confirm the date of the upcoming meeting.

BIG BEND COMMUNITY COLLEGE

Date: 1/9/20

ITEM #15: Miscellaneous (information/action)

BACKGROUND:

President Leas and the trustees may discuss miscellaneous topics.

This is also an opportunity for trustees to discuss agenda items for future meetings.

The ASB calendar is included in the packet to inform trustees about activities on campus.

Upcoming Trustee Events:

Statewide Transforming Lives Award Dinner February 17, Olympia.

Viking Booster Club Hall of Fame Dinner & Auction February 28, 5:30 p.m. Mastro Conference Center.

Prepared by the President's Office.

RECOMMENDATION:

None.