



**October 10, 2019**

**Board of Trustees**

**Study Session 9:00 a.m.  
(Presidential Search)**

**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**

### **2019 Meeting Schedule**

**January 31, 2019**

**March 14, 2019**

**April 11, 2019**

**June 6, 2019**

**August 8, 2019**

**October 10, 2019**

**November 14, 2019**

### **Board Goals**

*Continued involvement at the State and Federal Level.*

*Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.*

*Development of an “on-boarding” process for new trustees and others who are in leadership positions.*

*Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.*

# BIG BEND COMMUNITY COLLEGE

## Fall Quarter 2019 Student Activities Calendar of Events

### September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
22	23 Classes Begin	24	25	26 <b>ASB EVENT Back to School Barbeque 4:30p-7:30p ATEC Courtyard \$7/Person</b>  Last day to add a class	27 Volleyball vs Blue Mtn CC @ 6pm	28	
29	30 <b>ASB Delivers... Monday Morning Treats!</b>	<p>Introducing, ASB Swag Days! Show your Viking Spirit! Wear Swag to earn Swag! Show up on first Thursdays for swag give-aways! While supplies last, students ONLY, one swag item per student.</p> <p>* Must be present with BBCC ID &amp; be wearing BBCC swag or BBCC colors *</p>					

### October 2019

Keep an eye out for ASB Officers delivering treats on Mondays!		1	2	3 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	4	5 Volleyball vs Treasure Valley CC @ 2pm
6	7 <b>ASB Delivers... Monday Morning Treats!</b>	8 <b>ASB Event Blood Drive, 1400 Parking Lot 10am – 1pm</b>	9 <b>ASB Event Mini Pumpkin Painting, Activities Center Room 1428 Students ONLY 11am – 1pm</b>  Volleyball vs Columbia Basin College @ 6pm	10	11	12 Volleyball Vs North Idaho College @ 2pm
13	14 <b>ASB Delivers... Monday Morning Treats!</b>	15 <b>ASB Event "I'Mpossible" Motivational / Disability Speaker Jeff Griffin, Masto @ 1pm</b>	16 Volleyball vs Yakima Valley CC @ 6pm	17 <b>ASB Event Boom Boom BINGO Masto @ 7pm – 9:00pm Students ONLY</b>	18	19
20	21 <b>ASB Delivers... Monday Morning Treats!</b>	22	23 Volleyball vs CC of Spokane @ 6pm	24	25	26 Wrestling Blue & Gray Challenge @ 10am
27	28 <b>ASB Delivers... Monday Morning Treats!</b>	29	30	31 <b>ASB Event Bowling Night Lake Bowl @ 10pm – Midnight Students ONLY, Costume Contest</b>	Club & Community meetings and events calendar is online at: <a href="http://www.bigbend.edu/student-life/asb/student-clubs-and-communities/">www.bigbend.edu/student-life/asb/student-clubs-and-communities/</a>	

### November 2019

Fall Quarter grades available December 19 <sup>th</sup>					1	2
3	4 <b>ASB Delivers... Monday Morning Treats!</b>	5	6	7 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	8 Volleyball vs Walla Walla CC @ 6pm	9
10	11 Veterans' Day Campus Closed	12 Registration <i>Current Students</i>	13 Registration <i>Current Students</i>	14 <b>ASB Event Movie Night, Lee Theater, Students &amp; Staff FREE, Showings &amp; Times TBD</b>  Registration <i>Current Students</i>	15 Registration <i>Former Students</i>	16 Women's Basketball vs NW Indian College @ 2pm  Wrestling vs WSU @ 10am
17	18 <b>ASB Delivers... Monday Morning Treats!</b>  Last day to drop a class	19	20 <b>ASB Event ALIVE! Mental Health Fair, Peterson Gallery/ATEC @ 10am – 2pm</b>	21	22	23
24	25 Thanksgiving Break No Classes	26 Thanksgiving Break No Classes	27 Thanksgiving Break No Classes	28 Thanksgiving Break Campus Closed	29 Thanksgiving Break Campus Closed	30

### December 2019

1	2 <b>ASB Delivers... Monday Morning Treats!</b>	3	4 <b>ASB Event Library Campout Peterson Gallery @ 1pm</b>	5 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	6	7
8	9 Open Registration	10 Last day of classes	11 Finals	12 Finals	13 Finals	14

**Big Bend Community College**  
**BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 18**  
**Special Meeting Notice**  
**Study Session**

Date: Thursday, October 10, 2019, 9:00 a.m.

Agenda: Presidential Search

Salary/Benefits Comparison (Eastern WA CTCs)

Salary Range Discussion

Estimate of Search Expenses

Consider Job Description

Review Campus/Community Survey Questions

Discuss Proposed Timeline

Consider Presidential Search Advisory Committee Structure

Location: ATEC Building, Hardin Community Rm  
7611 Bolling St NE, Moses Lake, WA.

No formal action will be taken.

**Information:** Contact Matt Killebrew, Director of Communication  
(509.793.2003).

School	SBCTC Survey	Update Sept 2019	Additional Wage Increase	Benefits Beyond Standard Package	Annual Vacation Accrual (hours)	Vacation Cap	Max Cashout	Personal Leave (hours)	Additional Retirement Plan	Bonus	Other Benefits?
<b>CEO, System/Chancellor</b>											
Pierce District	\$260,100	\$267,903									
Seattle District	\$281,220	\$303,718									
Spokane District	\$233,671	\$240,681									
<b>CEO, Single Institution/President</b>											
Bates	\$210,465	\$217,200									
Bellevue	\$265,302										
Bellingham	\$205,259	\$211,417									
Big Bend	\$205,854	\$212,030	No	No	192	No Cap	320	24	No	No	No
Cascadia	\$232,500	\$251,449	No	No	192	240	240	8	No	No	No
Centrailia	\$206,936	\$213,144									
Clark	\$213,677	\$232,086									
Clover Park	\$202,256	\$208,324									
Columbia Basin	\$225,000	\$231,750	No	No	200	240	None	8	No	No	Cash out leave overage each year
Edmonds	\$250,736										
Everett	\$249,696										
Grays Harbor	\$201,630	\$201,630									
Green River	\$249,696										
Highline	\$250,000	\$257,500									
Lake Washington	\$222,564										
Lower Columbia	\$202,214		No	No	192	240	240	8	No	No	No
North Seattle	\$216,062	\$233,347									
Olympic	\$240,000	\$240,000		No	192	240	240	8	No	No	Additional \$5k contribued annually to SBCTC VIP
Peninsula	\$213,008	\$219,398	No	No	192	240	240	8	No	No	No
Pierce Fort Steilacoom	\$180,000	\$190,550									
Pierce Puyallup	\$185,000	\$190,550									
Renton	\$228,106	\$246,355	No	No	200	240	240	8	No	No	No
Seattle Central	\$216,062	\$233,347									
Shoreline	\$222,545	\$240,684									
Skagit Valley	\$258,404	\$266,156									
South Puget Sound	\$209,800	\$245,000		Yes	192	240	240	8	No	No	\$10,000 payment to the SBCTC VIP with TIAA along with LTD.
South Seattle	\$209,100	\$233,347									
Spokane	\$189,054	\$194,726	No								
Spokane Falls	\$189,054	\$194,726	No								
Tacoma	\$231,000										
Walla Walla	\$201,630	\$207,679	No	No	200	240	440	16	No	No	No
Wenatchee Valley	\$247,970	\$263,071	3% above GWI	No	192	240	240	8	No	No	Long Term Care Policy
Whatcom	\$211,075										
Yakima Valley	\$196,756	\$202,661	No	No	16	240	240	16	No	No	Premiums for life insurance (100k)

President Search Expenses

	<b>Actual 2012</b>	<b>Estimated 2019-2020</b>	<i>comments</i>
<b>Advertising &amp; Print</b>			
Web Advertising	\$ 1,599.00	\$ 2,500.00	
Chronicle of Higher Ed	\$ 2,593.00	\$ -	<i>incl in pkg buy for year</i>
Graphic Artist	\$ 315.00	\$ -	<i>in-house (Matt)</i>
<b>Total</b>	<b>\$ 4,507.00</b>	<b>\$ 2,500.00</b>	
			<i>2012 may have been Foundation sponsored; (meals @ per diem for 2019-20)</i>
<b>Catering</b>			
4/3/12 PSAC Mtg	\$ 399.20	\$ 350.00	<i>16 on committee; lunch &amp; light refreshments</i>
4/18/12 PSAC Mtg	\$ 219.84	\$ 350.00	<i>16 on committee; lunch &amp; light refreshments</i>
4/30/12 PSAC Mtg	\$ 228.75	\$ 350.00	<i>16 on committee; lunch &amp; light refreshments</i>
2/17/12 Board Special Mtg	\$ 12.00	\$ 35.00	<i>coffee/tea service</i>
3/5/12 Board Special Mtg	\$ 12.00	\$ 35.00	<i>coffee/tea service</i>
5/3/12 Board Special Mtg	\$ 12.00	\$ 35.00	<i>coffee/tea service</i>
5/14/12 Board Special Mtg & dinner, forums	\$ 639.81	\$ 750.00	<i>20 dinners; light refreshments public</i>
5/17/12 Board Special Mtg & dinner, forums	\$ 620.86	\$ 750.00	<i>20 dinners; light refreshments public</i>
5/21/12 Board Special Mtg & dinner, forums	\$ 639.81	\$ 750.00	<i>20 dinners; light refreshments public</i>
<b>TBD Board Special Mtg &amp; dinner, forums</b>		\$ 750.00	<i>20 dinners; light refreshments public</i>
6/11/12 Board Special Mtg	\$ 12.00	\$ 35.00	<i>coffee/tea service</i>
VP lunch with Denise Yochum	\$ 67.91	\$ 64.00	<i>4 lunches</i>
VP lunch with Dr Anne Temte	\$ 45.76	\$ 64.00	<i>4 lunches</i>
VP lunch with Dr Terrence Leas	\$ 66.06	\$ 64.00	<i>4 lunches</i>
<b>VP lunch with candiate #4</b>		\$ 64.00	<i>4 lunches</i>
Breakfast meet/greet w Cabinet (3)	\$ 1,900.48	\$ 784.00	<i>(4) breakfasts for 14</i>
<b>Total</b>	<b>\$ 4,876.48</b>	<b>\$ 5,230.00</b>	
<b>Candidates Travel</b>			
Candidate D	\$ 407.30	\$ 2,000.00	
Candidate A	\$ 1,082.54	\$ 2,000.00	
Candidate T	\$ 1,199.39	\$ 2,000.00	
<b>Candidate #4</b>		\$ 2,000.00	
<b>Total</b>	<b>\$ 2,689.23</b>	<b>\$ 8,000.00</b>	

**Trustees' Travel**

Special Mtg Per Diems (7 mtgs \$123 per Trustee)	\$ 3,936.00		\$ 6,040.00	8 mtgs \$151 per trustee
Mileage to Special Mtgs	\$ 577.58		\$ 850.00	8 mtgs varies per trustee
Mike Wren	\$ 947.55		\$ 1,500.00	
Mike Blakely	\$ 900.35		\$ 1,500.00	
Anna Franz	\$ 1,064.87		\$ 1,500.00	
Jon Lane	\$ 729.75		\$ 1,500.00	
Stephen McFadden	\$ 842.76		\$ 1,500.00	
Rental Car	\$ 153.53		\$ 200.00	
Airline Tickets (5)	\$ 6,088.20		\$ 9,000.00	5 @ \$1800
<b>Total</b>		<u>\$ 15,240.59</u>	<u>\$ 23,590.00</u>	

**HR**

Background Checks	\$ 551.50	\$ 551.50	\$ 1,000.00	\$ 1,000.00	5 @ \$200
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**Dr Leas travel 6/13-6/19**

Rental car	\$ 222.99				(relocation expense)
Hotel	\$ 507.78				Permissible per SAAM; not to exceed daily rate currently \$160.50
Airfare	\$ 779.60				100% federally taxable to employee
mileage, parking, per diem	\$ 505.65		\$ 963.00		6 days (compare with 2012) @ 160.50
<b>Total</b>		<u>\$ 2,016.02</u>	<u>\$ 963.00</u>		

*I would not categorize this section as a search expense  
This is a new employee expense, just as moving costs  
would be. 2012 move costs not included on previous document*

**GRAND TOTAL**

\$ 29,880.82                      \$ 41,283.00

# President's Job Description Comparisons

2012 BBCC From the brochure	Columbia Basin College	Spokane Falls Community College	Renton Technical College
<p><b>Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Doctorate or granting of doctorate degree from a regionally accredited institution within the initial employment contract term.</li> <li>• Significant successful educational administrative experience at the Dean level or above.</li> <li>• College teaching or student services experience.</li> </ul> <p><b>The board will consider further characteristics and qualities such as:</b></p> <ul style="list-style-type: none"> <li>• Ability to lead and communicate effectively within a participatory management structure that instills confidence and empowers people to do their best.</li> <li>• Recent administrative experience with community college accreditation process.</li> <li>• Ability to effectively advocate for the college while working with legislators, community leaders, the media, business and others.</li> <li>• Understanding of Board/President relationships including the Carver model of governance.</li> <li>• Ability to develop innovative and effective policies and procedures for serving a 4,600-square-mile service</li> </ul>	<p><b>Required/Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• An earned doctoral degree from an accredited university with 5 years relevant experience, or a master's degree with equivalent expertise as demonstrated by relevant executive-level administrative experience.</li> <li>• Competence in communicating education policies, goals, and objectives to staff, students and the community.</li> <li>• Demonstrated leadership and administrative ability.</li> <li>• Fiscal management experience.</li> <li>• Experience in or demonstrated knowledge of workforce development.</li> <li>• An educational philosophy and commitment that is consistent with the district and state system's mission.</li> <li>• Experience working in a unionized environment.</li> <li>• A commitment to the diversification of our students, faculty and staff.</li> </ul> <p><b>In addition, candidates for this position will be evaluated on the following personal and professional qualifications sought by the college for its president:</b></p> <ul style="list-style-type: none"> <li>• An ethical leader with great integrity who sets high standards and ensures balanced support for programs</li> </ul>	<p><b>Preferred Competencies:</b></p> <ul style="list-style-type: none"> <li>• A doctoral degree in education, organizational leadership, public administration or another closely related field.</li> <li>• Demonstrated experience in leading and successfully managing change.</li> </ul> <p><b>Required Competencies:</b></p> <ul style="list-style-type: none"> <li>• An earned Master's degree in an academic field of study from an accredited institution.</li> <li>• Five years' relevant experience as demonstrated by successful performance and broad administrative experience.</li> <li>• Knowledge of federal and state laws, best practices in higher education and associated guidelines and regulations.</li> <li>• Knowledge of financial reporting systems and procedures.</li> <li>• Knowledge of grants, contracts, budgets and financial management practices.</li> <li>• Ability to work cooperatively with diverse groups and individuals in a large institution, private industry and government agencies.</li> <li>• A demonstrated ability to manage a large organization</li> </ul>	<p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Renton Technical College's Board of Trustees will consider educational background, professional; experience and accomplishments, reputation and character in its selection of a new president.</li> <li>• Leading candidates will have an entrepreneurial and innovative perspective and will support and encourage creativity, initiative, and risk taking at all levels of the college.</li> <li>• Leading candidates will also demonstrate a commitment to the role of technical education in preparing learners for employment will have a strong record of achievement, including senior level administrative experience in technical colleges, comprehensive community colleges, other post-secondary institutions, and/or business, industry, government or nonprofit organizations.</li> <li>• Earned doctorate preferred, master's required.</li> </ul> <p><b>The new president of Renton Technical College will be:</b></p> <ul style="list-style-type: none"> <li>• A visionary leader with a record of successful senior-level experience in a</li> </ul>



# President's Job Description Comparisons

<p>district in a rural setting.</p> <ul style="list-style-type: none"> <li>• Leadership in grant writing and fund raising activities.</li> <li>• Ability to evaluate trends and provide strong leadership for short- and long-term planning.</li> <li>• Enthusiasm for adapting to technological changes.</li> <li>• Involvement with labor negotiations and human resource management.</li> <li>• Ability to promote the international nature and diversity of the college and the college district.</li> <li>• A commitment to the comprehensive community college concept.</li> </ul>	<p>and services across the college.</p> <ul style="list-style-type: none"> <li>• A leader committed to academic excellence, student access, and student success who possesses the ability to inspire and motivate faculty and staff.</li> <li>• A demonstrated record of visionary, collaborative, decisive and effective leadership with the ability to address issues and resolve problems in a timely and fair manner.</li> <li>• Demonstrated passion for the community college mission and programs with the ability to build consensus and work with various and diverse stakeholders both inside and outside the college.</li> <li>• Appreciation of synergy between the college and its nonprofit foundation, including fundraising experience, and supporting foundation efforts and community engagement.</li> <li>• An understanding of the proper delegation of authority and a commitment to empowering others and using the talents and skills of the faculty, staff, students and other stakeholders in the decision-making process.</li> <li>• A commitment to always working toward diversity, equity and inclusion and leading a college that does the same for all individuals in the campus community.</li> <li>• An innovative and creative leader open to new ideas and risk taking with an</li> </ul>	<p>with a high degree of integrity.</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and formal communication skills both orally and in writing.</li> <li>• Ability to work cooperatively with administrators, employees, students and members of the public.</li> <li>• Ability to use computerized information/software relevant to the position.</li> <li>• Acceptance of the responsibility to promote the welfare and best interests of students at all times.</li> <li>• A demonstrable understanding and acceptance of the mission, values, goals and objectives of the community college system.</li> <li>• The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.</li> <li>• A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students that we serve.</li> </ul> <p>SFCC also included a category entitled "Characteristic Duties and Responsibilities" :          (These items addressed the relationship between college president and chancellor. BBCC administrative</p>	<p>college or other complex organization, who is able to expand the role of the college in a highly competitive environment and who can ensure that services are distributed to best meet the needs of all district citizens;</p> <ul style="list-style-type: none"> <li>• A communicator capable of fostering and enhancing mutual respect and diversity of opinion in a climate of accessibility, trust and collegiality; a decision maker who is fair, ethical and responsive;</li> <li>• An advocate for the value of diversity, inclusivity and equity;</li> <li>• A partnership builder with business, industry, labor, government, and educational institutions; active in the community and able to assume the role of community leader; an articulate, politically sensitive and savvy spokesperson who will seize opportunities to share Renton Technical College's mission and successes with the broader communities;</li> <li>• A risk taker who inspires creativity and innovation and who recognizes the efforts and achievements of staff, administrators and faculty; a team player and team builder who is able to develop effective teams throughout the college and to</li> </ul>
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# President's Job Description Comparisons

	<p>understanding of the importance of technology as it relates to institutional effectiveness.</p> <ul style="list-style-type: none"> <li>• Ability to form partnerships with business/industry, educational, and other community agencies including international partnerships.</li> <li>• An active listener and outstanding communicator with strong interpersonal skills and the ability to relate to all elements of the college and community.</li> </ul>	<p>structure does not utilize the position of chancellor. What follows are some area that may be useful information.)</p> <ul style="list-style-type: none"> <li>• Effectively manages the college, setting the tone for professional interpersonal relationships among all employees and students; review of affirmative action policy at least annually with college administrators, the appropriate administration of collective bargaining agreements, rules issued by the State of Washington Department of Personnel-Higher Education Unit, and policies issued by the Board of Trustees.</li> <li>• Effectively leads and efficiently administers the instructional and student service programs of the college ensuring a high-performance operation that leads to increased student success, while managing institutional change in response to external demands and economic climate.</li> </ul>	<p>motivate others to achieve success;</p> <ul style="list-style-type: none"> <li>• A skillful manager with business acumen who exercises thoughtful stewardship of fiscal, capital and human resources and who has experience with collective bargaining agreements; a decision maker who is able to analyze problems, develop alternatives, make difficult choices among competing interests and set a strategic course of action;</li> <li>• An educational leader who is accessible and visible to students and staff, who is sensitive to the needs of others, who bases decisions on the needs of students, the college and the communities served, and who is sophisticated in the use of technology and innovative developments for learning and teaching, administration and management, and professional development of faculty and staff.</li> </ul>
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## 2012 Survey Questions

### **Input from Everyone** (on website—announcement to campus):

1. In looking at the President's first three years, what critical issues must be immediately engaged?
2. What key milestones must the next President need to achieve over the next 3-5 years?
3. What competencies and traits are necessary of the next President to embody?
4. What unique professional experiences must the next President possess in order to succeed as President?

### **Input from Campus on Desired Qualities of the new President:** (Monkey survey, website or ?)

1. Level & type of education
2. Experience
3. Personal characteristics
4. Management style
5. Leadership experience/ability
6. Communication skills

## **Draft Presidential Search Advisory Committee Structure**

Academic Transfer Faculty member

Administrative Exempt Staff member (2)

Board of Trustee Members (2) (One serves as Chair of committee)

Classified Staff member (2)

Community Representative

Committee on Equity, Inclusion, & Diversity (CEID) member

Foundation Board member

K-12 Educator Representative

Local Industry Representative


Student (1+alternate)

Workforce Education Faculty member

HR Representative (Ex Officio)

(15)

# 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	<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"> <li>1. John Boesenberg Presentation on Presidential Searches</li> <li>2. Action: Chair of Presidential Search</li> <li>3. Action: Internal vs External Search Process</li> <li>4. Review: PSAC roster make up</li> <li>5. Review: 2012 Search Expenses</li> <li>6. Review: Draft Search Process Timeline</li> <li>7. Review: 2019 President's Salary Survey</li> <li>8. Action: Set Study Session for 10/10/19</li> </ol> <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"> <li>1. Discuss President's Job Description</li> <li>2. Discuss: Salary Range</li> <li>3. Review: Campus/Community Survey. Trustees submit questions</li> </ol> <input type="checkbox"/> Board of Trustees Meeting Oct. 10. Action items: <ol style="list-style-type: none"> <li>1. Action: Set salary range</li> <li>2. Action: Formation of PSAC.</li> <li>3. Action: Approve Timeline</li> <li>4. Action: Approve survey questions</li> </ol> <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"> <li>1. Review/Disc: Campus community survey results.</li> <li>2. Action: Set Job description</li> <li>3. Review/Action: Recruitment materials and outreach methods</li> <li>4. Action: Nov. 15 launch of 21-day recruitment phase.</li> </ol> <input type="checkbox"/> 11/15 Launch 21-day Recruitment Phase  <input type="checkbox"/> 11/15 Chair's update to campus community	<input type="checkbox"/> Initial PSAC Committee Meeting for introductions, review of process for candidate screening, confidentiality agreements (date TBD)  <input type="checkbox"/> Initial Candidate Review by PSAC commences. 7-10 days  <input type="checkbox"/> 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"/> 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"/> Study Session <input type="checkbox"/> 2/17 ACT Transforming Lives Event <input type="checkbox"/> 2/18 ACT Conference	<input type="checkbox"/> Study Session (E-6)  <input type="checkbox"/> Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> Board of Trustees Meeting  <input type="checkbox"/> Board of Trustees Study Session	<input type="checkbox"/> ACT Conference <input type="checkbox"/> Study Session	<input type="checkbox"/> 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"/> 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 DISTRICT NO. 18 BOARD AGENDA

## Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, October 10, 2019, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran and Vet Corps Navigator Michael Garoutte
3. Introductions  
New Employees
4. Consent Agenda **(E-1)**
  - a. Meeting Minutes June 6, August 8, August 15, September 11, 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. E-6 Inclusion and Climate **(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 – Not available
  - 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. Exceptional Faculty Award Report – VP Humpherys **(E-3, Information)**
7. WAC Revisions (3) – President Leas **(E-5, Action)**
8. 2019-20 Proprietary Budget – VP Linda Schoonmaker **(E-5, Action)**
9. Board Policy 3011 for Review **(E-1 Information)**  
*Executive Session – Break*
10. President's Evaluation – Trustees **(E-1, Information/Action)**
11. Presidential Search – Trustees **(E-1, Action)**  
Adopt Search Schedule, Approve PSAC Structure, Approve Survey Questions, Set Salary
12. Study Sessions – Trustees **(E-1, Information/Action)**
13. Trustee Orientation and Onboarding – Trustees **(E-1, Action)**
14. Board Self-Evaluation – Trustees **(E-1, Action)**
15. Draft 2020 Board Meeting Schedule – Trustees **(E-1, Action/Information)**
16. Assessment of Board Activity – Trustees **(E-1, Information)**
17. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
18. Miscellaneous – Trustees, President Leas **(E-1, Information/Action)**
19. 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, November 14, 2019

*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: 10/10/19

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meetings held on June 6, August 8, August 15, and September 11, 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 June 6, 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

### 2. Introductions

Board Chair Jon Lane announced that today is D-Day. The board observed a moment of silence for all Veterans.

Dean Kathleen Duvall introduced Christy Baggett as the newly-hired STEM Center Coordinator. Dean Faviola Barbosa introduced Jennifer Castro-Velazquez as the newly hired Coordinator for the Open Doors program.

Director of Student Activities Kim Jackson introduced the 2019-20 ASB president Rachel Sherson; she served as the ASB communications officer in 2018-19.

### 3. Consent Agenda

a) Approval of Board Meeting Minutes of April 11 and April 22 (A); b) President's Update (I); c) Accreditation Update (I); d) Student Success (I); e) Assessment Update (I); f) Finance & Administration (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Classified Staff Report (I); j) Safety & Security Update (I); and k) E-6 Inclusion & Climate (I).

Motion 19-23 Trustee Anna Franz moved to approve the consent agenda. Trustee Thomas Stredwick seconded, and the motion carried.

### 4. Remarks

- a. ASB Cydney Schaapman shared ASB news. ASB has sponsored several presentations and activities on campus including a comedian, a magician, a mentalist, a financial literacy presentation, and a presentation about alcohol, parties and the law, a breakfast-fest, a letter art activity, DUI Simulators, a Viking sequin pillows activity, a students vs. faculty and staff softball tourney, a family pool party, a library campout, a car-smashing fundraiser, and the weekly Monday Morning Treats across campus. Over 2,000 students and staff have participated

in ASB events since the beginning of April. The annual attendance record for ASB sponsored events was 4,800; this year, the number of attendees is 5,500.

- b. Classified Staff Representative Robin Arriaga shared news from Classified Staff. They are developing and implementing new ideas and will share more at the next board meeting.
- d. VP Linda Schoonmaker reported that BBCC is eligible to apply to be one of five colleges with a project in the capital project pipeline this winter. The process to consider potential projects will begin in July. Wallenstien Theater has been considered for renovations, and it plays a role in the community's performing arts efforts.

The Facility Master Plan (FMP) mini-update with minor updates to the FMP will be provided to the board soon. VP Schoonmaker continues to pursue scheduling the State Auditor's Office grant review. Fire Road access repair revealed old irrigation pipes that will be capped. With Executive Director of Business Services Charlene Rios acting as the Interim Director of Facilities and Capital Projects, Assistant Director of the Business Office Angela Garza is completing additional tasks. This is a great mentoring opportunity for Charlene as she completes her master's degree and aspires to become a VP.

- e. VP Bryce Humpherys shared that the student survey results shared in the consent agenda are a good example of one piece of BBCC's planning process. In the past, we have conducted spring surveys which provided valuable data but missed some of the students experiencing their first quarter at BBCC. The fall survey results reveal the new student perspective and may help us understand better the reasons students drop out during their first quarter.
- f. VP Kim Garza reported that several vacant positions have been filled. Salary changes are being implemented for civil service employees. The Committee on Equity, Inclusion, and Diversity (CEID) and the Employee Experience Work Group (EEWG) developed definitions for diversity, equity, and inclusion, and they were approved by Shared Governance Council May 10. VP Garza will present a proposed board policy in the fall, which will include the definitions.
- g. President Terry Leas reported Foundation news. The Foundation has secured pledges to date for the Building Tomorrow's Workforce Capital Campaign of \$2,340,875, which is 62.42% of goal. The \$400,000 donation from Microsoft is not included in this total.

President Leas and Executive Director Parton have made 121 asks and received 58 pledges and 32 declines. The Foundation has submitted a few more grant applications; we are waiting to hear back from Chase Bank and US Bank. There are still some individuals, businesses, and grants with which to share the investment opportunity.

The Foundation has awarded \$173,183 of the more than \$273,000 2019-20 scholarships. Cellarbration! grossed over \$121,000. Interviews were held for the new Alumni & Development Coordinator.

## **6. 2019 Mission Fulfillment Monitoring Report**

Pres Leas invited VP Humpherys to explain how the Mission Fulfillment Monitoring Report fits into the overall planning process. The institutional self-evaluation, budget process, and planning process blend to reach a mission fulfillment score. Leadership solicited feedback from employees to gather improvement ideas along with employee feedback from winter in-service. Next steps were developed based on work and input by employees and committees.

Two years from now, after this accreditation cycle, BBCC will review the mission, core themes, and ends to simplify the process incorporating feedback from employees.

Trustee McFadden requested seeing consecutive scores on the Annual Next Steps document. Trustee Stredwick asked about making the information actionable for operational improvement. VP Humpherys said the data is valuable evidence to substantiate grant applications and allocate budget funds differently. Regarding the resource-allocation-to-date column, President Leas made funding decisions based on one-time requests only, due to the timeframe of the state budgeting process. Leadership is using data to make budget decisions.

VP Humpherys reviewed the core theme indicators dashboard. He also reported that in-service activities have changed to connect elements between next steps and actions. The data and dashboard information has multiple audiences, including the public, trustees, and employees.

Data Analyst Edgar Zamora demonstrated how to use the dashboards on the BBCC portal, which include dynamic BBCC Quick Facts. He also showed how the map dashboard works allowing comparison between student types. Trustee Stephen McFadden commented the dashboards are very effective tools.

### Motion 19-24

Trustee Anna Franz moved to approve the Mission Fulfillment Monitoring Report. Trustee Juanita Richards seconded and the motion carried.

## **7. Strategic Plan**

Dr. Leas explained that the strategic plan is a compilation of multiple plans such as the Academic Master Plan (AMP), which covers curriculum and instruction; the Communications Master Plan (CMP), which covers communications; and the Facilities Master Plan (FMP) and technology plan, which are not presented here. At the beginning of the next accreditation cycle in 2021, the plans will be integrated. VP Bryce Humpherys shared the web link to the plans. Trustee Stredwick stated the organization of the plans makes sense, and the CMP shows good progress. Weaving in internal marketing and communications into the CMP could be considered.

President Leas credited VP Humpherys, faculty members and staff for the current iteration of the plans.

### **8. 2019-20 Operating Budget**

VP Schoonmaker presented the 2019-20 operating budget. The budget is built by rolling over the last budget and including mandated salary increases and COLAs or general wage increases. The 2019-20 budget has an increase of \$1.2 million from the 2018-19 budget. Some of the funding has specific parameters and cannot be spent until more information is provided by the SBCTC. Tuition revenue remains at \$4 million. There is an increase of \$100,000 from Running Start due to the estimated new funding rate. Additional expense includes BBCC absorbing some employee expenses from three federal grants.

Trustee Franz noted that equipment funding has decreased substantially since 2016-17. VP Schoonmaker responded that the funding moves between accounts.

#### Motion 19-25

Trustee Thomas Stredwick moved to approve the 2019-20 operating budget. Trustee Stephen McFadden seconded and the motion carried.

- 4 c. Faculty Association President Salah Abed shared news from the faculty. He recognized the initiative and creativity of Science Instructor Lindsay Groce and Math Instructor Tyler Wallace for collaboratively organizing a science fair for their students. The students designed and conducted their own experiments and shared their information during a poster session. Trustee Jon Lane attended the science fair and reported the student presentations were very good.

Transitional Studies Instructor Pam Hare shared about her students' accomplishments learning about the US, Canvas, and new presentation tools. They are accessing online resources with support of Dean Barbosa and learning about US culture. The students often juggle family and work commitments with bus rides and learning a new language.

Physics Instructor Dr. Jim Hamm reported that he and his astronomy students enjoyed moon gazing with JATP students. He and Math Instructor David Mayhugh took students on a field trip to the Laser Interferometer Gravitational-Wave Observatory (LIGO). Dr. Hamm also shared that he and other math and science faculty were hosting a "STEMBecue" for their major students and guests at a local park.

Foreign Language Instructor Jennifer McCarthy shared that her students from French 1, 2, and 3 are preparing for a French Flash Mob. The students are also reading and translating a novel in French.

Faculty Association President and Math Instructor Salah Abed reported that he used data presented to Shared Governance Council regarding student feedback for his statistics class to perform inferential statistics. The students appreciated the real-life experiences. President Leas complimented Instructor Abed for his creative teaching activity.

### **9. Exceptional Faculty Award**

VP Bryce Humpherys reported that the Exceptional Faculty Award (EFA) Committee recommended the trustees approve Math Instructor Tyler Wallace's and Associate English Instructor Scott Woodham's EFAs.

#### Motion 19-26

Trustee Anna Franz moved to approve an EFA for Instructor Tyler Wallace for \$2,000 and Instructor Scott Woodham for \$615. Trustee Juanita Richards seconded, and the motion carried.

### **10. Offering Bachelor of Applied Science Degrees**

Dr. Leas stated that offering the Bachelor of Applied Science (BAS) is an enrollment management strategy. Co-located four-year universities have not sustained themselves long term at BBCC. VP Humpherys reported that he shared the draft BAS statement of need during the April 11 board meeting. Offering a BAS is a substantive change that requires approval by the board, SBCTC, and NWCCU.

The revised BAS statement of need is included in the board packet. VP Humpherys sent letters of intent to EWU, CWU and WSU. EWU responded that BBCC BAS graduates with a 3.0 GPA will be automatically eligible for the EWU Masters in Business Administration (MBA) program.

VP Humpherys reported that nearly all community and technical colleges in WA State offer BAS degrees. If the program is not sustained, it is assessed to determine if the curriculum and marketing are correct and the program is revised or shut down. If the program is shut down, enrolled students will have a teach-out plan, and BBCC will stop advertising and admitting students to the program. Multiple associate degrees offered by BBCC will feed into the BAS in Applied Management.

Dr. Leas shared that the data gathered for the BAS statement of need has also been used in the Title V Grant which, if awarded, will support the BAS. The grant activities include professional development, equity efforts, expanding evening and online offerings, and support of assessment and planning changes. The CMP, strategic plan, and AMP work has helped inform the BAS and the Title V Grant application.

#### Motion 19-27

Trustee Juanita Richards moved to approve offering a BAS degree. Trustee Thomas Stredwick seconded, and the motion carried.

## **11. Employee Recognition**

Dr. Leas shared the faculty association's nominations for Emeritus status for Industrial Systems Technology Instructor Bill Autry, Biology Instructor Barbara Jacobs, Business and Accounting Instructor Les Michie, and Math Instructor Barbara Whitney for Faculty Emeritus Status.

### Motion 19-28

Trustee Stephen McFadden moved to approve awarding Faculty Emeritus status to Instructors Bill Autry, Barbara Jacobs, Les Michie, and Barbara Whitney. Trustee Juanita Richards seconded, and the motion carried.

Trustee Anna Franz disclosed that while she attended BBCC, Instructors Barbara Jacobs and Barbara Whitney were her instructors.

Dr. Leas reported that he awarded Classified staff members Kathy Aldrich and Nancy Theis the Presidential Award for Meritorious Service.

Trustee Jon Lane said he attended the retirement celebration for all retirees, and it was very nice.

## **12. President's Evaluation**

Board Chair Jon Lane announced a 5-minute break at 3:13 p.m. to be followed by a 30-minute executive session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session was extended for ten minutes three times and then extended for five minutes twice. The meeting reconvened at 4:28 p.m. with no action taken. The president's evaluation is in process.

## **13. Study Sessions**

Trustee Anna Franz said the Spring ACT Conference included good sessions on president and board evaluations provided by Dr. Cindra Smith. Dr. Smith's PowerPoint slides may provide good background material for future study sessions. The incoming and outgoing chairs will discuss future study session topics with Dr. Leas.

## **14. Trustee Orientation & Onboarding**

Trustee Anna Franz stated she is not ready to adopt the trustee orientation and onboarding schedule. She thanked Trustee Stredwick and others for their work on the schedules. Trustee Franz stated the next workshop/study session could include the orientation and onboarding information along with a board self-evaluation and/or president's evaluation process. Dr. Leas will meet with Trustees Jon Lane and Stephen McFadden to discuss the retreat agenda for August 8.

## **15. Board Chair Elections**

The trustees reviewed the board chair matrix. Trustee McFadden will move into the chair position, and Trustee Anna Franz will move into the Vice Chair position. Trustee Juanita Richards said her appointment ends September 30, and she applied to be reappointed by the Governor.

## **16. Assessment of Board Activity**

Trustee Anna Franz reported that she attended the ACT Spring Conference (E-1, E-2, E-3, E-4, E-5, E-6), the board study session on April 22, (E-1, E-5), and Cellarbration! for Education (E-1, E-4).

Trustee Thomas Stredwick reported that he attended Cellarbration! for Education (E-2, E-3, E-4, E-5, E-6) and the board study session on April 22 (E-1, E-2, E-3, E-4, E-5, E-6). He also participated on a phone call with President Leas and Executive Director of the Foundation LeAnne Parton regarding WEC Building fundraising (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Juanita Richards reported that she attended the board study session on April 22, (E-1, E-2, E-3, E-4, E-5, E-6), Cellarbration! for Education and lunch with President Leas.

Trustee Stephen McFadden reported that he attended the board study session on April 22, (E-1, E-2, E-3, E-4, E-5), Cellarbration! for Education (E-1, E-2, E-3, E-4, E-5, E-6), and a meeting at Job Corps (E-4). He also reported that a Career Showcase similar to the event in Othello will be held for Lind/Ritzville October 3. BBCC has been an active participant in the showcases supporting workforce and STEM education.

Trustee Jon Lane reported that he attended the Mayor's Prayer Breakfast and appreciated Athletic Director Mark Poth's speech (E-4, E-5, E-6). He also met with Dr. Leas to plan the board agenda (E-1, E-2, E-3, E-4, E-5, E-6), attended BBCC retirement celebrations (E-1, E-2, E-3, E-4, E-5, E-6), the board study session on April 22 (E-1, E-2, E-3, E-4, E-5, E-6), toured the WEC Building (E-1, E-2, E-3, E-4, E-5, E-6) and attended the STEM Fair (E-1, E-2, E-3).

Dr. Leas stated it is very helpful when trustees are in a position to support the Foundation's Building Tomorrow's Workforce campaign. Trustee McFadden recently helped garner a \$100,000 donation from McCain Foods, and Trustee Stredwick was instrumental in the \$400,000 gift from Microsoft.

## **17. Next Meeting**

The next meeting was confirmed as a board study session on August 8.

## **18. Miscellaneous**

Dr. Leas and Trustee Franz agreed that the ACT Conference in Walla Walla was informative. Dr. Cindra Smith's PowerPoint presentation may be a good resource for a board study session.

Dr. Leas reported that the SBCTC board members and staff will hold their meeting at BBCC June 26-27. The trustees are invited to dinner with the SBCTC board members June 26.

The Adams County Development Council banquet is June 27 in Othello. Keynote speaker is Dr. Kirk Schultz, President of Washington State University.

The meeting adjourned at 4:53 p.m.

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Jon Lane, Chair

ATTEST:

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Terrence Leas, Secretary



## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting study session August 8, 2019, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### Call to Order

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

### 1. Employee Focus Group Report Progress

Leadership Consultant Linda Seppa Salisbury has 53 years of teaching experience in higher education at the University of WA, Whitworth University, EWU, and Spokane Falls Community College. She teaches communications, leadership, and conflict resolution. Ms. Seppa Salisbury shared that she has been working with the President and Vice Presidents (executive team) for six months as a result of their desire to make changes based on the Employee Focus Group Report (EFGR). She read the EFGR, newspaper article, exit interview information, and the mission of the college. She stated the situation is very serious, and the EFGR represented an unofficial vote of no confidence. The executive team can make positive changes, and they need to make people feel valued, heard, and understood by being vulnerable.

Ms. Seppa Salisbury explained that she began working with the executive team by conducting the Meyers-Briggs Inventory and found that all four executive team members are introverts, which is rare in a leadership group. The executive team members' introversion explained a lot of the Clark report comments. She then asked the members to engage with the BBCC community and talk about the Clark report. The four executive team members have been visiting with campus community members; they have completed 66 interviews, which included listening to feedback on themselves. Ms. Seppa Salisbury has provided resources about introverts, leadership styles, and how to restore trust and confidence. She said the executive team needs to develop a comprehensive plan with the school community via a big increase in communication. Dr. Leas and Dr. Humpherys were the focus of the report. Dr. Humpherys took on the tough role of responding to accreditation recommendations with very little time to do so. His style helped him accomplish the imperative goal; however, employees did not fully realize or appreciate the urgency of his task. Ms. Seppa Salisbury shared that communication is key when working with educators.

Trustee Anna Franz asked about communication issues and suggestions for the trustees moving forward. Ms. Seppa Salisbury encouraged the trustees to ensure funding is allocated to provide resources that support employees in the process of improving campus culture and for the trustees to be present and seen by campus

community members. She said it is important that discernible progress is seen by the campus community and for executive team members to continue listening to and sharing with campus members.

Trustee Thomas Stredwick asked about how to measure the progress. Ms. Seppa Salisbury suggested conducting employee surveys and monitoring exit interview data; she stated progress takes time.

Ms. Seppa Salisbury will continue to work with the executive team through December. Dr. Leas stated executive team is working with groups on campus including the Deans and Division Chairs to develop and implement a campus action plan. The plan will be shared at the Campus In-Service September 16 and subsequent updates with the board during its October 10 meeting. Dr. Leas stated the plan will include identified priorities and professional development opportunities for all employees.

Board Chair Stephen McFadden announced a 10-minute executive session at 9:47 a.m. including Ms. Seppa Salisbury to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session ended at 9:57 a.m. with no action taken. Board Chair McFadden announced a 10-minute break. Ms. Seppa Salisbury left the meeting. The meeting reconvened at 10:10 a.m.

## **2. Strategic Plan & Institutional Priorities**

President Leas shared a list of items the trustees monitor and asked the trustees to prioritize the items. Trustee Jon Lane stated he would like to hear updates on new programs like drones, athletics, etc. Board Chair McFadden stated trustees should be alerted to trending issues. Trustees should also monitor new programs, for example, the Bachelor of Applied Science process and new athletic programs.

President Leas stated the Unmanned Aerial Systems (UAS) program and the SIM Tech programs are struggling for enrollment. The program directors are using distance education and consortia membership as enrollment strategies. The UAS and SIM Tech program enrollment challenges have not been brought to the board as a critical issue because federal funds are supporting the grant, and BBCC is not depending on the FTEs from those programs. VP Humpherys is working with the Deans to integrate the programs and promote the classes for students outside the programs. For instance, there are very few jobs in this area for Medical SIM technicians or drone operators, but Medical SIM technology classes can provide retraining for EMTs. There is an increase in robotics in the manufacturing industry and adding mechatronics to the Industrial Electrical Technology program with a mechatronics or UAS certificate could help with career-advancement paths.

The UAS and Medical SIM grants were written before VP Humpherys arrived. There was some market demand noted in the initial grant applications. Mechatronics has good partnerships with data centers.

President Leas stated additional enrollment strategies include attracting working adults with online/hybrid offerings and adjusting evening classes to have common start times, ensuring students can take multiple classes without overlap.

Regarding the B&O-tax-funded HB 2158, the SBCTC is concerned that more than half of the oversight board for this legislation is employers who pay B & O tax. These employers want to know the return on their investment. The WA Student Achievement Council (WSAC) is focused mostly on high school graduates, while the SBCTC wants to focus on working adults.

The Workforce Education Center (WEC) building is on schedule and Automotive, Welding, Industrial Electrical, and MMT will be located on the first floor. The second floor is scheduled for completion in February. The second floor delay is due in part to a lack of full funding as the project depends on securing local funding. Dr. Leas encouraged trustees to continue to use their contacts to raise money for the WEC.

President Leas stated one of the trustees was on campus during a New Student Registration session and inquired about attending New Student Registration or New Student Orientation. Dr. Leas is talking with administrators to learn about opportunities for trustees to observe and interact with students. Trustee Anna Franz commented that increasing student and employee accessibility to the board responds to the EFGR. Board Chair McFadden stated trustees need to be involved in the campus healing process.

Topics identified for study sessions included the EFGR and action items to approach solving issues strategically. Trustee Jon Lane asked about adding marketing as an important topic as well as meeting policy goals, monitoring programs through the institutional dashboards, and allocating the budget to priority items.

President Leas shared that the state allocation enrollment reports show an increase in headcount and non-state funded FTEs, BBCC is struggling to increase state-funded FTEs, which tie directly with state budget allocations. BBCC has been protected from the impact of enrollment drops due to safe harbor and FTEs are down across the state. In 2020-21, college budgets across the state will be negatively affected by the enrollment drop, which underscores our focus on enrollment management strategies.

Board Chair McFadden stated cautionary issues similar to the enrollment challenges need to be shared with the trustees. Trustee Franz stated emails from President Leas have been helpful.

Dr. Leas reported that he attended a meeting with CWU President Gaudino, Senator Warnick, Representative Dent, and Representative Ybarra regarding transferring CWU's aviation program to BBCC. The CWU aviation program currently has 200 students, \$7 million in airplanes plus flight simulators, four tenured faculty, ten non-tenured faculty paid at different rates, and 35 support staff and mechanics. This transfer represents a huge logistical challenge, and it would be a multi-year process.

Board Chair McFadden reported that CWU's aviation program has faced challenges, and Representative Dent is invested in seeing a stable aviation program that serves students. Representative Dent is also working with private industry to support the transfer. Trustee Franz stated BBCC needs to be thoughtful about protecting the aviation program and overcommitting resources that might harm the program.

President Leas stated pilots are currently in demand; however, that demand may drop and future enrollments may not support the costs. BBCC needs to stay flexible and not overcommit with tenured faculty and equipment. The transfer from CWU could be a great opportunity. Dr. Leas talked with Richard Hanover from the Port of Moses Lake about working on a task force with Rep. Dent. The Port of Moses Lake may have access to resources to support the transfer. FAA regulations are another important piece to consider.

Dr. Leas referenced the trend chart and stated BBCC is struggling in pre-college and workforce education FTEs. Running Start is boosting academic transfer FTEs. Running Start and Open Doors FTEs are non-stated funded. Dual-enrollment students help BBCC's enrollment. Running Start students may transfer into the BAS program and be tuition-paying students.

Board Chair McFadden said EWU recruits Running Start students from Ritzville. Universities have more recruiting resources. BBCC will participate in the Lind-Ritzville Career Showcase.

The meeting adjourned for lunch at 11:45 a.m.

The meeting reconvened at 12:30 p.m.

### **3. Trustee Onboarding/Orientation**

Trustee Thomas Stredwick introduced the onboarding and orientation schedule. This is an ongoing topic of discussion intended to create clarity and consistency with onboarding a new trustee. The goal today is to edit the schedule for formal adoption at the October board meeting. The trustees discussed the schedule and suggested a few changes. Trustee Stredwick will fine tune the schedule for board action at the October meeting. A checklist and resource packet will be added to the board webpage.

### **4. Board Self Evaluation**

Board Chair McFadden said the board self-evaluation process the past couple of years has been more informal. He prefers completing the self-evaluation as an activity. The trustees agreed that a better process is needed to ensure board accountability. Next year they would like to appoint a sub-committee to establish a more rigorous self-evaluation process. Board self-evaluation will be added to the workshop topic list.

The trustees reviewed their 2018-19 board goals on page 16. President Leas said BBCC's strategic planning and accreditation process is being simplified. He asked if the

board's self-evaluation form is meeting their needs. The board members would like to adapt their process to meet updated accreditation standards. They also see issues with the executive limitations in policy governance, which have not be modified in several years. It may be time to revise policy governance to clarify and communicate expectations more effectively. In 2012, the Ends and Core Themes did not necessarily match, and we tried to force them together to meet accreditation standards. The new standards are less prescriptive than the old standards and have more flexibility around evaluating the college and conducting the board's self-evaluation. VP Humpherys will provide a training on the new standards during an upcoming study session. The next accreditation report is due summer of 2020, and we will have an accreditation visit October of 2020.

The trustees rated their 2018-19 board goal achievement (goals in *italics*).

*Continued involvement at the State and Federal level.*

The goal was met. There were increases in legislative funding for the first time in a decade.

*Development of a timeline to receive meaningful, accurate, and reliable data to determine board effectiveness.*

Trustee Franz stated the board needs to do a lot of work to establish standards of accountability, a self-evaluation process, and to ensure policy governance is functional. The EFGR called out administration, and the board is part of the leadership. She said the board's self-accountability is deficient, and they need to send a clear message to campus about their responsiveness to the EFGR.

*Development of an "on-boarding" process for new trustees and others who are in leadership positions.*

The board is implementing an on-boarding and orientation schedule.

*Enriching and expanding our relationships with our "workforce partners" to better understand and respond to their needs.*

Board Chair McFadden said Leadership Consultant Linda Seppa Salisbury's quote about the EFGR being an "unofficial vote of no confidence" was sobering. The trustees need a better process for evaluating performance and goals to ensure BBCC is moving in the right direction.

Trustee Franz stated the board was not effective based on the EFGR. All trustees agreed there needs to be a fundamental change in board goals.

At 2:08 p.m., Board Chair Stephen McFadden announced a 5-minute break to be followed by a 30-minute executive session, including President Leas, to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session ended at 2:38 p.m. with no action taken.

The board is in agreement to hold a workshop to evaluate the board this year. They would also like to learn about the new standards and during the next accreditation cycle, they want to hold a study session on goal setting.

#### **5. President's Evaluation Process**

VP Kim Garza facilitated the president's evaluation process session. She asked about the board's reference materials and if they needed additional information. The president's evaluation goes through June and the evaluation letter will be shared at the October board meeting. President Leas' existing contract goes through the end of June 2020. The 3% wage increase is added the same as other employees.

The board discussed the timing of the president's evaluation. They would like to conduct the president's evaluation during the August retreat in the future.

Board Chair McFadden thanked everyone for their efforts on behalf of BBCC. The meeting adjourned at 2:55 p.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting August 15, 2019, at 9:00 a.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 via conference phone  
Thomas Stredwick

### 3. President's Retirement

President Leas provided his notice of retirement, effective June 30, 2020, to Board Chair Stephen McFadden. Chair McFadden acknowledged receipt of the letter and thanked President Leas for accomplishing many of the goals he was tasked with when he was hired in 2012. He also said there are additional goals to meet before June.

Motion 19-29 Trustee Anna Franz moved to approve President Leas' retirement. Trustee Thomas Stredwick seconded, and the motion carried.

### 4. Set Presidential Search Workshop

Board Chair McFadden discussed presidential search options. The board had four months in which to conduct the last presidential search in 2012, and the trustees were pleased with the outcome. Board Chair McFadden thanked President Leas for providing his notice of retirement early to allow more time to conduct a presidential search. Board Chair McFadden shared that he would like to schedule a special board meeting in September focused on the presidential search process and identifying internal or external processes to discuss further at the regular board meeting on October 10. He asked that the trustees send their available dates in September to Melinda, and the special meeting date will be set.

Trustee Anna Franz asked for information about the search framework used in 2012. Trustee Jon Lane will get presidential search materials from ACT. Chair McFadden asked that staff identify other colleges who have hired a president recently and request information about updated search processes. He advised that the search for a president is intense work, and he wanted to start early to avoid a rush. President Leas stated about half of the community college presidents in WA the past five years have retired and new presidents have been hired. Trustee Jon Lane said the average tenure of a community college president is 5 to 7 years.

Board Chair McFadden said that he and Vice Chair Anna Franz prepared a letter for the campus yesterday. Chair McFadden thanked President Leas and the entire staff and faculty for their accomplishments and advised there is more to do in the next year.

Trustee Jon Lane asked for VP Kim Garza's thoughts about the presidential search. She advised that every college is different and many choose internal searches while others choose to hire a consultant. Hiring a president is one of the most important trustee roles.

Trustee Thomas Stredwick recognized Dr. Leas's approach to others, thoughtfulness with decisions, and collaborative style. Trustee Jon Lane said some of the local challenges BBCC is facing are also happening around the state and nation. He said he appreciated Dr. Leas very much. Trustee Anna Franz concurred with Trustee Lane; she said she helped hire Dr. Leas, and he was an excellent choice.

The meeting adjourned at 9:13 a.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary



## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting September 11, 2019, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### Call to Order

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

### 1. Negotiated Agreement

VP Kim Garza provided highlights of the negotiated agreement process and final product. She said the most significant change was the increase to the base salary for faculty members. BBCC has been in the fourth quartile (lowest) regarding faculty salary levels in the state. Increasing the salary base from \$48,224 to \$55,000 (14.05% increase offset by a 3.2% increase and turnover savings) makes BBCC more competitive for recruiting and retaining faculty members. Two promotional steps were also added for full-time faculty. Part-time faculty rates were not increased but another promotional step will be added for part-time faculty members. The Faculty Association ratified the agreement September 6, 2019.

President of the Faculty Association Salah Abed reported that faculty were very pleased with the agreement. Salary was the chief concern of the faculty members, and there were some discussions over the calendar.

Motion 19-30 Trustee Thomas Stredwick moved to approve the negotiated agreement. Trustee Jon Lane seconded, and the motion passed.

Stephen McFadden shared that in the past, the board meetings were being recorded on Mediasite. The equipment became antiquated and expensive to maintain; the meetings are now recorded for YouTube and available 24 hours after the meetings.

President Leas left the meeting to avoid the appearance of influencing the presidential search process.

### 2. President Search Chair

Board Chair Stephen shared that the trustees will decide about conducting an internal or external search. He also quoted policy governance regarding the board chair's responsibilities. Board Chair McFadden stated he plans to lead the presidential search process and feels he is qualified due to his experience searching for a president in 2012. He has cleared his calendar to allow dedicated time for the search and has prepared a detailed timeline for the board to review. Trustee Jon Lane said he is also

willing to serve as lead of the search process and feels he is also qualified due to his experience with the past search and work with ACT and ACCT.

Motion 19-31

Trustee Anna Franz moved to appoint Board Chair Stephen McFadden as the Chair of the Presidential Search Advisory Committee (PSAC) and Trustee Lane as the second trustee to serve on the committee. Trustee Juanita Richards seconded, Trustees Franz, McFadden, Richards, and Stredwick voted in favor of the motion, and Trustee Lane voted against the motion. The motion passed.

**3. Presidential Search Process**

Deputy Executive Director of Business Operations at the SBCTC John Boesenberg shared a presentation detailing presidential search processes including internal versus external searches, search committees, trustees' role, and timeline. He stressed the importance to assess the current climate within the college and community when determining desired candidate strengths. About 50% of the WA community colleges conduct internal searches. An external consultant may bring some objectivity, and their experience in the process is helpful. Consultant costs vary depending on the tasks assigned to the consultant. Internal search committees increase buy in and usually include two trustees to avoid a quorum, campus community members, and service district community members. Trustees usually identify and recruit external community group members. A committee of 15 members is representative and more manageable than a larger group for a participatory process. Boesenberg stated a presidential search is one of the most important roles of the board. It is important to discuss the mission and vision of the college with the committee and clearly define the committee's role as advisory. The board must be as open and transparent as possible while maintaining confidentiality for candidates and observing the Open Public Meetings Act; Assistant Attorney General advises on executive and open sessions and decision making during the process.

The Board Chair regularly updates the board as the search moves forward. Members may disagree and need to work collaboratively to select the best candidate and make a unanimous decision. The board chair conducts communications to the public. Colleges usually have a webpage devoted to the search process. It is important to remember that the candidates are deciding how they think and feel about the institution too. The community is also grading the trustees based on how they manage the search process. Onboarding the new president is important and adjusted to the incoming president's experience and knowledge.

Trustee Lane asked about the current availability of presidential candidates. Executive Director Boesenberg responded that WA State has slightly lower salaries and that can affect the candidate pool; many new presidents in WA State do not have presidential experience. Understanding the community and what you are looking for, and staying open minded with broad criteria increases the number of choices and helps avoid a failed search.

The final selection of a president needs to be in a public meeting. The board often delegates negotiations with the final candidates to the board chair. Once the president is selected, it is important to consider how they will be introduced to the community and how the community will be introduced to them.

Board Chair McFadden thanked Boesenberg for sharing his expertise. He also thanked VP Kim Garza and Executive Assistant Melinda Dourte for their assistance preparing for the presidential search. He referenced the draft calendar timeline with a hire date of March 31.

The trustees asked staff about their ideas regarding internal or external searches. There is no formal job description for the president. In 2012, Policy Governance, feedback from the campus and community, and the trustees' thoughts determined the criteria for presidential candidates. The vice presidents agreed that an internal search requires work and saves money while also providing the campus and community control over commitment to the process and timing and organization of the search. The campus community trusts the Human Resources Department.

Faculty Association Salah Abed said an external consultant is expensive, and there are existing concerns about finances. Many faculty members are interested in serving on the Presidential Search Advisory Committee. It is important to include a wide cross section of the campus and community to minimize bias and ensure transparency. Financial and logistical concerns are dwarfed by the need for an unbiased and transparent process.

Motion 19-32 Trustee Anna Franz moved to use an internal presidential search process. With no second the motion did not pass.

More discussion revolved around the Employee Focus Group Report (EFGR) and accreditation and the importance of openly sharing the campus challenges with the candidates. Faculty Association President Abed stated the EFGR addressed more symptoms than causes, and the core issues are communication and transparency.

VP Humpherys stated that many colleges have similar issues; will the external consultants bring a bigger pool to the college? With its digital connections, BBCC can advertise across the nation.

Chair McFadden stated approximately \$30,000 was spent on the search in 2012. The presidential salary survey is in the board packet. Salaries are usually raised for new presidents. BP 3011 details additional leave for the president and was implemented due to economic difficulties in the past that discouraged a raise and additional leave was provided instead. VP Garza will offer revisions to BP3011 at the next board meeting on October 10, for action November 14.

Motion 19-33 Trustee Thomas Stredwick moved to use an internal presidential search process. Trustee Juanita Richards seconded the motion, and the motion passed.

Trustee Stredwick stated his support of an internal process was based on staff recommendations, the calendar, and the inclusion of multiple voices helping to avoid bias in the process. Trustee Richards said she was leaning toward an external search and after hearing more information agrees with an internal search process. Trustee Lane stated the detail of the timeline by Chair McFadden and the lead time provided makes BBCC better prepared for an internal search focused on transparency.

The trustees requested a side-by-side comparison of salary and benefits with other WA community college presidents for the meeting on October 10.

The trustees discussed the PSAC. Internal campus groups will nominate their members. Trustees will offer community members' names but not reach out directly to community members yet. One current student plus an alternate will be included in the PSAC. The board will focus on diverse representation on the PSAC and may take action October 10.

Chair McFadden reported that he will update the campus community monthly, and Director of Communications Killebrew will use Chair McFadden's update to inform local media. Chair McFadden will share the progress made today with the campus community at the campus in-service Monday, September 16.

#### **4. Study Session**

At the next study session the trustees will discuss several parts of the presidential search process, including the president's job description, salary and benefits, campus community survey, brochure, and internal and external surveys. The board may refine survey questions, and they will want to hear input from the leadership team. Action on the items listed above may be taken during the regular board meeting October 10.

The trustees discussed holding the initial PSAC meeting in November to share expectations, define the advisory role, ensure commitment, and sign confidentiality statements. The HR software, NeoGov, will help with confidentiality and convenience as members can review candidate information from home.

During the regular meeting on November 14, the trustees plan to review survey results, act on the recruitment materials, approve revisions to BP3011, and approve the launch of the 21-day recruitment process. The PSAC will meet the beginning of December for an initial candidate review and begin reducing the candidate pool to the top ten. VP Garza and Chair McFadden will make reference calls together.

The anticipated timeline includes trimming the candidate pool to the top five in January and presenting those names to the board during their January meeting. In February and

March, the board will make final selections and conduct interviews and campus visits with a goal of naming BBCC's next president by March 31.

Motion 19-33 Trustee Juanita Richards moved to set a study session on Thursday, October 10, 9:00 a.m. - noon to review presidential search items. Trustee Anna Franz seconded, and the motion passed.

Trustees will send inquiries and information to Melinda Dourte to compile and share with Chair McFadden.

The meeting adjourned at 10:57 a.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

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

b. President's Activity Update

**BACKGROUND**

Highlights of President Leas' activities from May 28, through August 30, 2019, follow.

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Prepared by the President's Office.

**RECOMMENDATION:**

None.

5/28/19	Complete self-evaluation	X						
	Grant Phone Conference					X		
	Exit Lunch	X			X			
5/29/19	Meet with VP Humpherys	X						
	Job Corps Presentation & Lunch				X			
	Discuss Board Agenda	X						
	CARE Team						X	
	Retirement Party						X	
	Rep Ybarra Reception				X			
5/30/19	Building Tomorrow's Workforce Publicity	X						
	Dialogue with Dr. Leas				X		X	
	Strategic Plan, Communications & Marketing Plan	X						
	Executive Director of the Foundation LeAnne Parton	X				X		
	Grant Co PUD Funding Phone Call					X		
5/31/19	Review Candidate Information			X				
	AMT Marketing Discussion	X						
	Michael Nash Leadership Meeting	X						
	Interview Candidate			X				
6/3/19	Discuss Grant Co PUD Presentation	X				X		
	Long-Term Advocacy Task Force Meeting Phone Conference	X						
	Grant County EDC Brant Mayo	X			X			
6/4/19	Cabinet Meeting	X						
	Workforce Development Council Meeting	X			X			
	Candidate Interview			X				
6/5/19	Discuss Board Agenda Items	X						
	Executive Team	X						
	Leadership Consultant Linda Seppa- Salisbury	X						

6/6/19	SGL Apprenticeship Program	X			X			
	Board Meeting	X						
	Moses Lake LEAD				X			
	Welcome AMT Advisory Committee				X			
	Shared Governance Council	X						
	Tour for Quincy Supt John Boyd				X			
	Lunch with Trustee	X						
	Annual Celebration Luncheon						X	
6/10/19	Interview Candidate (2)			X				
	Discuss Grant Co PUD Presentation				X	X		
6/11/19	Grant Co PUD Commissioners Presentation	X			X	X		
	Interview Candidate			X				
6/12/19	Grant Co EDC Committee				X			
	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X	X	X	X		X	
	Moses Lake LEAD Meeting				X			
	HS21+ Graduation	X	X					
6/13/19	Samaritan Healthcare Strategy & Finance Committee Meeting				X			
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	WEC Grand Opening Planning	X					X	
6/14/19	STAR Committee Representatives							
	BBCC Graduation	X	X	X	X		X	
6/17/19	Discuss Employment Candidates		X					
	Supt Josh Meek	X			X			
	Meeting with VP	X						
6/18/19	Cabinet	X	X			X		
	WEC Grand Opening Planning	X						
	Title V Director Tammy Napiontek	X		X		X		



6/19/19	Grant County EDC Executive Committee	X			X			
	Rotary Lunch Meeting	X	X	X	X		X	
	Executive Director of the Foundation LeAnne Parton	X				X		
	Achieving the Dream Submission	X						
6/24/19	Student Issue		X					
	Website	X						
	Port of Moses Lake	X			X			
	Executive Team Meeting with Vice Presidents (Budget)	X				X		
6/25/19	Funeral				X			
	Grant Co PUD Commissioners	X				X		
6/26/19	Executive Team Meeting with Vice Presidents (Budget)	X				X		
	Personnel Issue	X						
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	BBCC President at SBCTC	X						
	SBCTC Dinner	X			X			
6/27/19	ACDC Banquet	X						
	Retirement Open House				X			
7/1/19	Leadership Consultant Linda Seppa-Salisbury	X					X	
	Discuss Student Issue		X					
	Dean of Institutional Research Valerie Parton	X	X	X				
	Board Retreat Agenda	X						
7/2/19	Cabinet Meeting	X	X			X		
	Exit Lunch	X						
	Grant County EDC Brant Mayo	X			X			
	Title V Director Tammy Napiontek	X		X		X		

	Chamber of Commerce Business After Hours							
7/3/19	Executive Team Meeting with Vice Presidents	X						
	Student Appeal		X					
7/8/19	Title V Grant Application	X						
7/9/19	Achieving the Dream Coach Discussion							
	Grant Co PUD Commissioners	X				X		
	Dean of Institutional Research Valerie Parton	X	X	X				
	Building Tomorrow's Workforce Campaign Meeting	X			X	X		
7/10/19	Grant County EDC Executive Committee	X			X			
	Executive Team Meeting with Vice Presidents	X						
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Discuss Employee Focus Group Report Activities	X					X	
7/11/19	Microsoft Visit to BBCC (Tour)	X			X			
7/15/19	Dialogue with Dr. Leas	X					X	
	Plan Meeting with Superintendents	X	X		X			
	Discuss SGC Meeting	X						
7/16/19	Title V Director Tammy Napiontek	X		X		X		
	Rotary Scholarship Board Meeting	X			X			
7/17/19	Grant County EDC Board Meeting	X			X			
	Senator Warnick	X						
	CWU Aviation	X						
	Trustee Phone Call	X						

	Rotary Lunch Meeting	X			X			
	Executive Director of the Foundation LeAnne Parton	X				X		
	Plan Meeting with Superintendents	X	X		X			
7/18/19	Executive Team Meeting with Vice Presidents (Budget)	X				X		
	Future of PTK	X	X					
	Representative Dent	X						
	Foundation Governing Board Meeting	X						
	Paul Hirai's Birthday Party				X			
7/22/19	Discuss Wayfinding	X						
	Aviation Meeting with Legislators	X				X		
7/24/19	Executive Team Meeting with Vice Presidents	X				X		
	Rotary Lunch Meeting	X			X			
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Discuss WEC Tour for Adams County Commissioners	X				X		
7/29/19	Executive Team Meeting with Leadership Consultant Linda Seppa- Salisbury	X					X	
	Discuss Board Retreat Agenda	X						
	Student Issue	X	X					
7/30/19	Dialogue with Dr. Leas	X					X	
	Viking Orientation	X	X					
	Dean of Institutional Research Valerie Parton	X	X	X				
7/31-8/2	WACTC Retreat	X						
8/5/19	Interview Candidate (2)	X		X				
	Meet with VP	X						
	NW Farm Credit Check Presentation	X			X	X		

8/6/19	Cabinet Meeting	X	X			X		
	Grant County EDC Brant Mayo	X			X			
	Title V Director Tammy Napiontek	X		X		X		
8/7/19	Executive Team Meeting with Vice Presidents	X						
	Candidate Interview (3)	X		X				
	Discuss SGC Action Plans	X						
	Aviation Meeting w/ Legislators	X						
	Discuss Mattawa Opportunity	X			X			
8/8/19	Board Retreat	X						
	Shared Governance Council	X					X	
8/12/19	Yesco Sign	X						
	Discuss Superintendent Meeting	X			X			
	Discuss Health Education	X		X				
	Candidate Interview	X		X				
8/13/19	WEC Tour for Adams County Commissioners and Trustee McFadden	X				X		
	Candidate Interview	X		X				
	Dean of Institutional Research Valerie Parton	X	X	X				
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
8/14/19	Executive Team Meeting with Vice Presidents	X						
	Interview Candidate	X						
	Cabinet Retreat Agenda	X						
8/15/19	Rotary Booth	X				X		
8/19/19	Discuss Associate Faculty	X		X				
	Interview Candidate	X		X				
	Patrick Haley Campus Tour	X			X			
8/20/19	Cabinet Presentation	X						

	Dialogue with Dr. Leas	X					X	
	Meet with Trustee	X						
	Title V Director Tammy Napiontek	X		X				
	Transforming STEM Pathways Director Rafael Villalobos	X		X		X		
	Aviation	X						
	Grant County EDC Meeting	X			X			
8/21/19	Cabinet Retreat	X					X	
8/22/19	Samaritan Healthcare Strategy & Finance Committee Meeting				X			
	Memorial for Clyde Owen				X			
8/26/19	Year End Disclosure Paperwork	X				X		
	ASB Discussion		X					
	Dialogue with Dr. Leas	X					X	
	PTK Follow-up Meeting	X	X					
	Dean of Institutional Research Valerie Parton	X	X	X				
8/27/19	Achieving the Dream Coach Discussion	X						
8/28/19	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X			X			
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Executive Director of the Foundation LeAnne Parton	X				X		
	Kris Johnson AWB	X			X			

**2018-19**

<b>End</b>	<b>This period</b>	<b>YTD</b>
<b>E-1 Mission</b>	47	429
<b>E-2 Student Success</b>	9	82
<b>E-3 Excellence Teaching/Learning</b>	11	76
<b>E-4 Community Engagement</b>	26	173
<b>E-5 Integrity &amp; Stewardship</b>	14	108
<b>E-6 Inclusion &amp; Climate</b>	10	159

**2019-20**

<b>End</b>	<b>This period</b>	<b>YTD (9/2019)</b>
<b>E-1 Mission</b>	92	92
<b>E-2 Student Success</b>	20	20
<b>E-3 Excellence Teaching/Learning</b>	21	21
<b>E-4 Community Engagement</b>	25	25
<b>E-5 Integrity &amp; Stewardship</b>	22	22
<b>E-6 Inclusion &amp; Climate</b>	13	13

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

#### c. Accreditation

Northwest Commission on Colleges and Universities (NWCCU) recently adopted new accreditation standards effective January 2020. Big Bend Community College's comprehensive self-evaluation report and visit by peer evaluators is scheduled for fall 2020. Dr. Leas has approved BBCC to respond to the updated standards, eligibility requirements, and policies. Cabinet members are reviewing the new standards, eligibility requirements, and policies to determine what is in place and what is needed to meet each one.

Newly adopted [NWCCU Standards, Policies, and Eligibility Requirements](#) are posted on the BBCC portal.

The self-evaluation is the most significant part of the accreditation process. It must be comprehensive, encompass the entire institution, address the Commission's accreditation criteria, and be viewed as an ongoing process to understand, evaluate, and improve quality and effectiveness by:

- analyzing institutional resources and effectiveness in fulfilling its mission;
- demonstrating that student achievement is commensurate with the certificates, diplomas, degrees, or other recognition awarded;
- appraising the relationship of all the institution's activities to its purposes;
- providing a sound basis for institutional planning and improvement;
- assessing educational achievements as well as structures and processes;
- assessing student achievement with respect to programs and services offered to accomplish educational purposes;
- assessing performance in achieving institutional mission and goals.

<https://www.nwccu.org/accreditation/accreditation-process/self-evaluation/>

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### RECOMMENDATION:

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

#### d. Student Success

##### **Contextualized Mathematics**

The Transforming STEM Pathways grant has been leading the redesign of applied math courses in partnership with Workforce Education and Mathematics Department faculty. The new course, Applied Math for Workforce Education Programs (MAP 117), combines the vocational expertise of Workforce Education with the delivery model of our existing Emporium Math model. The course serves as equivalent to Introduction to Algebra (MATH 094), which allows students who wish to earn a transfer degree a pathway to enrolling in traditional math courses required for transfer degrees. The new course was first piloted fall 2018, specifically for Medical Assisting students. A year later, MAP 117 boasts a total of four contextualizations for use by various academic programs including Agricultural Technology, Automotive Technology, Industrial Systems Technology, Medical Assisting, Simulation Technology, Unmanned Systems, and Welding Technology. Success rates for the course reached 81% as of Spring 2019.

##### **Starfish Implementation**

In June of 2019, the College entered a four-year licensing agreement with Hobsons to integrate our Student Management System (SMS) and Learning Management Systems (LMS/CANVAS) with Starfish Core—a comprehensive case management, early alerts, and student predictive analytics software that also includes scheduling and service kiosks. The new technology will revolutionize how faculty, staff and the campus communicates, engages, and supports students in its efforts to boost retention and completion rates.

The integration to our SMS is currently underway with two teams managing the functional end (user side) and technical end (IT side) alongside Student Services, faculty and key leadership. Integration with our LMS will begin after the SMS side is completed. Piloting of some features are expected to rollout as early as winter quarter 2020.

The licensing and support for this product is funded by our Transforming STEM Pathways grant after receiving approval by the US Department of Education on the premise that it provides the institution capacity to close retention, completion, and achievement gaps.

Prepared by VP Bryce Humpherys, Dean Valerie Parton, and Director of STEM Pathways Grant Rafael Villalobos.

##### **RECOMMENDATION:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

#### e. Assessment

Big Bend Community College surveys students to learn about students' educational experience, satisfaction with services, and how BBCC can improve to meet students' needs. The three surveys were the Spring Enrollment Survey, the Former Academic-Student Survey, and the Former Workforce-Student Survey. The three surveys are posted to the Faculty and Staff portal under Institutional Research under [College Surveys](#). In each survey folder, there is a copy of the survey, the summary, and the open-ended survey comments. The open-ended survey comments are in Excel under each survey. Individual names or specific comments about departments where there is one person in a department were replaced with XXXX to protect their confidentiality.

**Spring Enrollment Survey:** This survey covers three general areas: student satisfaction with services, educational experience, and overall student experiences.

**Former Academic-Student Survey:** The purpose of this survey is to understand students' transfer experience, how students viewed the quality of BBCC education as it prepared them to continue their education if they transferred, and the quality of BBCC services.

**Former Workforce-Student Survey:** The purpose of this survey was to learn if students' education and training prepared them for their work and their perception of BBCC's quality of education and services.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### RECOMMENDATION:

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

f. Finance & Administration Update

**ctcLink Update:** Big Bend Community College is a member of Deployment Group 5 (aka DG5). As of the last reporting period we are at 28% completion of the Initiation Schedule and are on track for our Peer Review in December (was October) to be formally accepted and given the GO for Implementation.

**Facilities Master Plan:** Reviewing the plan for the 'mini' update that will include the new WEC and AMT buildings.

**SAO Audit update:** Financial Statement audit with auditors scheduled to be onsite in November. Continuing to provide information for Attestation Audit for Federal Grant time and effort to SAO for formulation of their audit plan.

**SBCTC Infrastructure Project:** The SBCTC has hired an Infrastructure Analyst to visit each college in the system to review all documentation the college has relating to the utilities infrastructure of the campuses.

### Ongoing Capital Projects:

**Workforce Education Center (New Building):** 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.

**UAV/ UAS Remodel project:** Completed.

**Fire Road Access Repair:** Completed.

**Stucco Repair 1500:** Waiting on Notice To Proceed (NTP). Exterior stucco repairs in a few places.

**Wallenstein Review for Updating/Renovating:** 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:** Architect engaged for describing the specific work for an RFP.

**Concrete work for ADA:** RFP in draft form for additional concrete sidewalk and access ramp repair work.

### History:

**UAV/ UAS Remodel project:**

**6/6/2019:** Cement poured at outdoor-netted facility and seating installed. Punch list items only.

**4/3/2019:** Contractors are on site at the 4100 building.

**3/14/2019:** New date for substantial completion moved to June 5, 2019 due to weather related issues. (trenching and concrete).

**1/31/2019:** Continuing to work with DES on a resolution with the contractor performance for this project.

**12/20/2018:** Working with DES, as the contractor is not performing timely.

**11/15/2018:** Pre-construction meeting 11/2/18. Countertops ordered. Concrete crews expected onsite week of 19<sup>th</sup> or 26<sup>th</sup>. Expected completion date of mid-December.

**10/15/2018:** Waiting on NTP; will have 120 calendar days from NTP date to complete classroom remodel and upgraded electrical.

### **Fire Road Access Repair**

**6/6/2019:** Contractors on site next week. Parking area will be closed for several days while repaired. Campus notified.

**4/3/2019:** Area to the east of Bldg 2000 and to the East of the 1400/1200 parking lot is to be repaired due to tree roots and decay of the asphalt. Engineering survey completed, will go out for bid soon.

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

**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 11<sup>th</sup> 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. We are waiting for the Grant Co permit, but fence is up and both Lydig Construction and Apollo have construction trailers on site. Construction cost is approximately \$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 BCC 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.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

g. Human Resources and Labor

### **BACKGROUND:**

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

Rhonda Kitchens accepted a full-time, tenure-track Librarian position. This position replaces Libby Sullivan. Libby accepted a position with Skagit Valley College and left in June. Rhonda started her new position on September 16.

Michelle Reeves accepted a full-time, tenure-track Education/Early Childhood Instructor position. This is a new position in the Professional Studies Division. Michelle started her new position on September 16.

Octaviano Gutierrez accepted a one-year, interim appointment as a full-time English Instructor. This position replaces Dr. Steve Close who is currently on sabbatical leave. Octaviano started his new position on September 16.

David Frueh and Angel Uresti were both promoted to the position of Utility Worker 2 in the M & O Department. David and Angel started their new positions on July 1.

Jonie Walker accepted a transfer to the M & O Department as a Program Assistant. Jonie replaced Nancy Theis who retired in June. Jonie started her new position on July 1.

Cassandra Torres accepted the position of Program Assistant for the Bonaudi Library. This position replaces Kathy Aldrich who retired in June. Cassie started work on July 16.

Carmen Ramirez was promoted to the position of Able Bodied Adult w/out Dependents (ABAWD) Coordinator. This is new, grant-funded, full-time admin/exempt position. Carmen started her new position on August 1.

Rebecca Ozuna accepted the position of Program Assistant in Admissions/Registration. This is a full-time, classified staff position replacing Esther Valdez. Rebecca began work at BBCC on August 1.

Lora Browning accepted the position of Program Assistant in the Transitional Studies Division. This is a new, full-time, classified staff position. Lora started in her new position on August 8.

Jason Ronish accepted the position of Custodian 1. This is a full-time, classified staff position replacing David Frueh who was promoted to Utility Worker 2. Jason began work at BBCC on August 26.

Nick Pak accepted the position of Science Lab Coordinator. This is a full-time, admin/exempt position replacing Dr. David Bryce. Nick began work on August 29.

Mark Poth accepted the position of Athletic Director. Mark previously served as the interim Athletic Director for the past two years. Mark's permanent appointment took effect on September 1.

Chandra Rodriguez accepted the Alumni Development Coordinator position with the BBCC Foundation. This is a new, full-time, classified staff position. Chandra began work at BBCC on September 9.

Mattias Olshausen accepted the eLearning Coordinator position. This is a full-time, 12-month, admin/exempt position replacing Zach Welhouse who accepted a position at Oregon State University. Mattias began his new position on October 1.

Edgar Montoya accepted the Dual Enrollment Coordinator position. This is a new, full-time, 12-month, admin/exempt position. Edgar began his new position on October 1.

Patrick Steele accepted the position of Director of Information Technology. This is a full-time, admin/exempt position replacing Rick Sparks. Rick accepted a position with Community Colleges of Spokane in October 2018. Patrick began work at BBCC on October 1.

Danessa Raymond and Matty Moore both accepted Program Coordinator positions in the Open Doors Program. These positions are 6-month project positions. Danessa began work on October 1 and Matty began work on October 7.

An offer was extended to a candidate for the IST Instructor position. The individual accepted the offer, and we are waiting for the signed employment contracts to be returned. The candidate is scheduled to begin work on December 2.

Interviews for the Agriculture Program Coordinator position wrapped up in September. It is anticipated an offer will be extended by October 4.

We anticipate the following searches during the 2019-20 academic year.

- President
- Director of Health Education Programs
- Nursing Instructor, tenure-track
- Nursing Instructor, non-tenured

- Music Instructor, tenure-track
- Communications Instructor, tenure-track
- Math Instructor, tenure-track
- Business/Accounting Instructor, tenure-track

The year-to-date Time-to-Fill rate is 71.65 days. This represents the time elapsed from the date a personnel requisition is approved until the date a job offer is extended and covers 31 full-time positions. The shortest Time-to-Fill was 21 days (ABAWD Navigator) up to a high of 169 days (IST Instructor). It is also important to note the college had five failed searches during this time period. Three of those failed searches were run a second time resulting in a positive outcome.

**Retention:**

The year-to-date turnover rate is 10.264%. That rate reflects the following separations.

<b>Reason</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>
Other Job	2	0	2	0
Retirement	5	0	0	1
Layoff	0	0	0	0
Relocation	1	0	0	0
Personal Reasons	0	0	0	1
Other	2	0	0	0
Involuntary	2	0	0	0
<b>TOTAL</b>	12	0	2	2

**Civil Rights Review:**

Big Bend Community College participated in a civil rights review from April 15 to April 19, 2019. The civil rights review, required by the Department of Education’s Office of Civil Rights (OCR) was conducted through the State Board for Community and Technical Colleges (SBCTC). The college received the results of the audit on September 3, 2019. We received three commendations from the auditor.

- Without exception, the review found students are well supported and a priority for all employees. All students interviewed had positive experiences at the college and all reported feeling supported and encouraged. All employees interviewed expressed a strong commitment to serving and supporting students and reported that despite the many recent changes on campus and low morale reported at the college in past few years, the staff had been able to shield students from these internal issues. The commitment to providing a supportive and inclusive education experience at the college is highly commendable.

- The college's Accessibility Coordinator was reported by all campus members, both students and employees, to provide exceptional service to individuals with disabilities. Those interviewed reported that the Coordinator was approachable and supportive of students and provided any needed accommodations with efficiency and speed. Of note is the coordinator's ability to shield students needing accommodations from the management, negotiation and discussions required to facilitate these accommodations across campus.
- The college has assembled a "Rapid Response Team" to quickly and efficiently respond to any business closures and rapid lay-offs in the community. The team visits affected business as soon as the college becomes aware of possible upcoming changes and provides displaced workers with information on college programs, career options, and educational benefits. The group's work is an excellent tool to reach community members and increase the college's visibility in the community.

The college is working on our response to the areas noted as "non-compliant." The deadline for submitting our response to the results of the audit is November 4, 2019. A [complete copy of the audit](#) is available on the BBCC Portal for your review.

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

h. Enrollment Report

**BACKGROUND:**

The final enrollment reports for spring and summer quarters are included for review. Total final headcount for spring 2019 (2,729) was 10% higher than in spring 2018. Total FTEs increased by 2%, whereas state-funded FTEs were 3% lower than last spring. Running Start headcount was 8% higher in spring 2019 than spring 2018. Summer 2019 total headcount saw a 5% decrease from last summer. Additionally, both total FTEs and state-funded FTEs decreased during this timeframe (-7% and -6%, respectively).

As of September 27, 2019, fall enrollments are slightly down compared to last year. Current headcount is 2,225 compared to 2,226 in fall of 2018. Total FTEs (1,869.5) are only slightly lower than last fall (1,872.2; a 0.1% decrease). State-funded FTEs are down 3.7% from this time last fall (1,402.9 versus 1,457.2, respectively). Currently, Workforce Education state-funded FTEs are up 9.2% from last fall, which counterbalances a 6.7% decrease in Academic/Transfer state-funded FTEs. Running Start students still comprise nearly 20% of our student body, as they did last fall.

The tuition amount budgeted for 2019-2020 is \$4,000,000. As of Aug 31, 2019, we have collected \$879,915 or 21.9% of the budgeted amount. As of Aug 31, 2018, we had collected \$852,790 or 21.3%.

### TUITION COLLECTION REPORT

	<u>2019-20</u>	<u>2018-19</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Aug 31	\$ 879,915	\$ 852,790
As a % of annual budget	21.9%	21.3%
Left to collect to meet budget target	\$3,120,085	\$ 3,147,210

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



## SPRING FINAL ENROLLMENT REPORT

### HEADCOUNTS

	SPRING <u>2019</u>	% <u>Change</u>	SPRING <u>2018</u>	SPRING <u>2017</u>	SPRING <u>2016</u>	SPRING <u>2015</u>	SPRING <u>2014</u>	SPRING <u>2013</u>	SPRING <u>2012</u>	SPRING <u>2011</u>	SPRING <u>2010</u>
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Ntv	31	82%	17	26	33	24	28	23	26	30	36
Asian/Pacific Islander	64	-3%	66	55	49	37	46	36	28	37	33
Black	19	-24%	25	35	33	39	34	32	45	44	46
Hispanic	1,054	30%	811	914	923	861	787	866	857	1,044	953
White	1,196	6%	1,128	1,325	1,425	1,302	1,207	1,219	1,247	1,511	1,465
Other/Unknown	365	-18%	443	487	432	321	296	177	188	83	334

### SEX

Female	1,331	1%	1,312	1,530	1,511	1,325	1,226	1,291	1,360	1,600	1,620
Male	1,389	19%	1,169	1,299	1,367	1,247	1,166	1,052	1,002	1,143	1,190
Not Coded	9	0%	9	13	17	12	6	10	29	6	57

### STUDENT STATUS

Full-time (12 or more crs)	1,542	25%	1,235	1,256	1,354	1,341	1,321	1,282	1,344	1,392	1,385
Part-time (less than 12 crs)	1,187	-5%	1,255	1,586	1,541	1,243	1,077	1,071	1,047	1,357	1,482
Percent full-time	56.5		50	44.2	46.8	51.9	55.1	54.5	56.2	50.6	48.3

### BY FUNDING SOURCE

State	1,709	-1%	1,732	1,856	1,931	1,892	2,085	2,139	2,184	2,303	2,344
Shared Funding											
Grant/Contract	580	71%	340	526	554	345	252	151	149	282	349
Community Service	33	-25%	44	75	52	45	61	63	58	164	174
Non MIS reportable	407	9%	374	385	358	302					

### BY TIME/LOCATION

On-Campus Day	1,881	3%	1,820	1,912	2,150	1,998	1,812	1,827	1,891	2,026	2,110
On-Campus Evening	185	1%	184	193	179	140	147	147	155	233	183
Off-Campus Day	537	57%	341	566	384	268	289	204	198	265	262
Off-Campus Evening	126	-13%	145	171	182	178	150	175	147	225	312

<b>TOTAL HEADCOUNT</b>	<b>2,729</b>	<b>10%</b>	<b>2,490</b>	<b>2,842</b>	<b>2,895</b>	<b>2,584</b>	<b>2,398</b>	<b>2,353</b>	<b>2,391</b>	<b>2,749</b>	<b>2,867</b>
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Running Start	407	8%	378	397	355	346	271	166	166	155	139
International	3	-50%	6	9	12	8	7	4	3	5	4

**FTES**

	SPRING 2019	% Change	SPRING 2018	SPRING 2017	SPRING 2016	SPRING 2015	SPRING 2014	SPRING 2013	SPRING 2012	SPRING 2011	SPRING 2010
<b>STATE FUNDED</b>											
ABE/ESL	128.9	-20%	160.5	158.2	166.6	132.8	129.2	126.0	111.1	169.2	158.7
Academic	707.9	-2%	722.1	771.0	864.7	867.9	846.8	850.1	914.0	890.3	887.4
Occupational	469.6	1%	463.3	464.9	473.8	495.4	518.9	561.1	543.0	590.3	615.0
<b>TOTAL STATE FTES</b>	<b>1,306.4</b>	<b>-3%</b>	<b>1,345.9</b>	<b>1,394.1</b>	<b>1,505.1</b>	<b>1,496.1</b>	<b>1,494.9</b>	<b>1,537.2</b>	<b>1568.1</b>	<b>1649.8</b>	<b>1661.1</b>
<b>OTHER FTES</b>											
Community Service	1.2	13%	1.1	2.8	3.1	1.4	1.7	1.7	2.1	10.9	7.4
Contract Funded	113.4	70%	66.7	143.3	65.2	55.4	36.7	27.2	45.5	111.5	100.8
Running Start	380.3	7%	357.0	374.7	341.0	280.5	203.1	155.5	147.7	136.9	122.6
Other (Employ., Sr. Cit.)	6.3	-27%	8.7	10.6	14.0	17.7	14.7	14.6	9.1	13.7	11.4
<b>GRAND TOTAL FTES</b>	<b>1,807.6</b>	<b>2%</b>	<b>1,779.4</b>	<b>1,925.5</b>	<b>1,928.4</b>	<b>1,851.1</b>	<b>1,751.1</b>	<b>1736.2</b>	<b>1772.5</b>	<b>1922.8</b>	<b>1903.3</b>

## SUMMER FINAL ENROLLMENT REPORT

### HEADCOUNTS

	SUMMER 2019	% Change	SUMMER 2018	SUMMER 2017	SUMMER 2016	SUMMER 2015	SUMMER 2014	SUMMER 2013	SUMMER 2012	SUMMER 2011	SUMMER 2010
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Ntv	9	29%	7	5	8	8	9	12	8	10	8
Asian/Pacific Islander	22	29%	17	12	20	15	14	19	9	6	8
Black	7	-36%	11	10	10	9	8	12	16	17	19
Hispanic	253	14%	221	241	260	221	202	198	199	222	280
White	316	1%	314	343	463	374	381	407	353	426	495
Other/Unknown	57	-36%	89	84	119	48	37	7	40	23	38

### SEX

Female	333	-6%	353	401	522	374	362	393	397	445	562
Male	331	9%	305	291	356	300	289	257	228	259	286
Not Coded	0	-100%	1	3	2	1	0	5	0	0	0

### STUDENT STATUS

Full-time (12 or more crs)	82	-1%	83	85	135	147	111	151	129	174	168
Part-time (less than 12 crs)	582	1%	576	610	745	528	540	504	496	530	680
Percent full-time	12.3	-2%	12.6	12.2	15.3	21.7	17.1	23.1	20.1	24.7	19.8

### BY FUNDING SOURCE

State	574	-7%	616	645	700	655	620	622	599	620	769
Shared Funding											
Grant/Contract	66	>100%	32	30	154	0	11	30	26	45	32
Community Service	17	>100%	3	20	26	20	20	3	0	39	47
Non MIS reportable	7	n/a	not reported previously								

### BY TIME/LOCATION

On-Campus Day	267	-26%	363	414	472	483	453	444	471	506	585
On-Campus Evening	75	103%	37	19	71	9	28	59	29	32	36
Off-Campus Day/Online	297	23%	241	262	317	178	150	152	125	149	183
Off-Campus Evening	25	39%	18	0	20	5	20	0	0	17	44

<b>TOTAL HEADCOUNT</b>	<b>664</b>	<b>1%</b>	<b>659</b>	<b>695</b>	<b>880</b>	<b>675</b>	<b>651</b>	<b>655</b>	<b>625</b>	<b>704</b>	<b>848</b>
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Running Start	n/a										
International	2	0%	2	4	8	5	4	4	1	3	2

**FTES**

	SUMMER <u>2019</u>	% <u>Change</u>	SUMMER <u>2018</u>	SUMMER <u>2017</u>	SUMMER <u>2016</u>	SUMMER <u>2015</u>	SUMMER <u>2014</u>	SUMMER <u>2013</u>	SUMMER <u>2012</u>	SUMMER <u>2011</u>	SUMMER <u>2010</u>
<u>STATE FUNDED</u>											
ABE/ESL	17.9	-21%	22.6	53.7	31.5	20.7	11.8	28.1	21.4	24.9	50.5
Academic	167.0	-13%	191.2	166	215.3	232.3	195.1	192.2	172	182.9	230.8
Occupational	109.1	29%	84.5	98.8	121.6	107.8	107.1	117	121.8	124.5	125.4
<b>TOTAL STATE FTES</b>	<b>294.0</b>	<b>-1%</b>	<b>298.2</b>	<b>318.5</b>	<b>368.4</b>	<b>360.8</b>	<b>314.0</b>	<b>337.3</b>	<b>315.2</b>	<b>332.3</b>	<b>406.7</b>
<u>OTHER FTES</u>											
Community Service	0.5	n/a	0	0.6	1.1	0.3	0.3	0	0	11.9	10.2
Contract Funded	10.3	>100%	2	1.7	3.2	0	0.3	10.1	9.5	39.8	22.7
Other (Employ., Sr. Cit.)	2.1	-3%	2.2	2.7	2.9	4.5	3.5	3	3.5	1.7	3.7
<b>GRAND TOTAL FTES</b>	<b>306.9</b>	<b>1%</b>	<b>302.4</b>	<b>323.5</b>	<b>375.6</b>	<b>365.6</b>	<b>318.1</b>	<b>350.4</b>	<b>328.2</b>	<b>385.7</b>	<b>443.3</b>

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

#### i. Safety & Security Update

Director Foreman completed the 2019 Annual Security and Fire Report and disseminated it to the campus community, which is intended to provide consumers, students and potential students, employees and potential employees with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates. The report is mandated by the U.S Department of Education to be published and disclosed as a partial requirement of compliance with the Jeanne Clery Act. The 133-page report can be accessed at [www.bigbend.edu/asr](http://www.bigbend.edu/asr).

In addition, BBCC's crime statistics are uploaded to the Department of Education. The Department of Education posts the crime stats for all colleges at <https://ope.ed.gov/campusafety>, so consumers can view and compare crime statistics of U.S. colleges.

Director Foreman has been training part-time security officers who are assigned to the new Monday-Thursday weekday shift. The training includes campus patrols and using ReportExec, Campus Safety's comprehensive records and data management system. The weekday staffing is an attempt to provide a visible security presence on campus to deter crimes of opportunity. Our data show we have the most incidents/requests for service on campus Mondays-Thursdays when the student and employee population is the highest, but our security patrol staffing has been the lowest. This effort is also to address the spring enrollment survey suggestion from students who asked for a greater level of visible security presence on campus.

Prepared by Director of Safety & Security Kyle Foreman,

#### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

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

j. ASB Report

### **BACKGROUND:**

ASB started out the quarter with around 270 students, staff, and family members attending our Fiesta Back to School BBQ on September 26. There has been a great response to the Monday morning treats, and ASB gave out all of their warm muffins very quickly. For those who have visited BBCC restrooms, you may have noticed ASB's "Newsflush" hanging on the back of bathroom stall doors. ASB has received many positive comments from this. ASB is planning to implement a new event, Swag Day, the first Thursday of every month. Students who wear some type of BBCC swag or clothes with BBCC colors, will get a swag item from the Activity Center. These monthly events will help promote school spirit.

Upcoming ASB events include a Blood Drive, Pumpkin Painting in the Activity Center, and an outstanding motivational/disabilities awareness speaker, Jeff Griffin, who holds two Guinness Book of World Records, and is a competitor for the ParaOlympics, on October 15 at 1:00 p.m. in the Masto Conference Center. This free event is open to the community.

ASB currently has a Vice President position open, as well as five Programmer positions, with hopes of getting a fully staffed student program/government group on campus.

Clubs are starting back up this quarter, with the Aviation Club hosting a get together this month, as well as Phi Theta Kappa already holding a very successful Car Wash fundraiser. ASB also announces a new club, Dungeons and Dragons to their roster of student organizations.

Prepared by Director of Student Activities Kim Jackson.

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/10/19

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

k. E-6 Inclusion and Climate

**Inclusion & Climate Ends Statement: “BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.”**

The Campus Climate Action Plan developed by President Leas, Vice Presidents Garza, Humpherys, and Schoonmaker based on input by Cabinet and Shared Governance Council is following. President Leas shared highlights of the plan during the Campus In-Service September 16. Cabinet members continue to revise and refine the document and are currently identifying champions for the themes, goals, and actions.

Prepared by.

**RECOMMENDATION:**

None.

## Campus Climate Action Plan 2019-2021

### Background/Context

Our goal at Big Bend is to create a safe, dynamic culture where all employees are supported, engaged, and valued from recruitment to retirement as they serve the college and the local community. Big Bend Community College seeks to respect and encourage our diverse employees' unique personal and professional growth over time.

The employee experience covers every touchpoint, including the environment where employees work and live, the tools and technologies that enable productivity, the training they receive, transparent communications and expectations, and the ability to have a voice in decision making through a model of shared governance.

Growing evidence from employee exit interviews, surveys, and onboarding interviews suggested that many Big Bend employees were dissatisfied at work; their dissatisfaction appeared to lead to an increasing number of employees choosing to leave our college. To understand better the nature of employees' dissatisfaction and following the recommendations of the Employee Experience Work Group (EEWG) and the Committee on Equity, Inclusion, and Diversity (CEID), college leaders commissioned a study and report known as the *Employee Focus Group Report* or "Clark Report" for short. The results of the study were published in January 2019.

Over the last nine months, college leadership, led by the President, has sought to gain a deeper understanding of the thoughts, feelings, and concerns of employees that surfaced in the report as well as feedback regarding the most important areas to address first. A series of small-group employee discussions with the president ("Dialogues with Dr. Leas"), discussions and a prioritization exercise with the members of Shared Governance Council, feedback from college employees regarding priorities, and one-on-one employee discussions with the president and vice presidents resulted in the identification of three areas of immediate concern, 1) Communication, 2) Accountability, 3) Community. These areas align with the priorities communicated by the Employee Experience Work Group and outlined in the BBCC Strategic Plan.

The BBCC Trustees adopted a series of Ends Statements or goals for the college. Ends Statement (E-6) Inclusion and Climate sets the benchmark for community (students and employees) experience expectations. The 2017-20 Strategic Plan supports the End Statements and specifically E-6 by identifying the Employee Experience Strategic Priority, which mandates the effort to provide a safe, dynamic culture and tools for employees to be productive including transparent communication, clear expectations, understanding of decision-making processes to inform voice, and a feeling of belonging.

The following action plan provides a framework for improving employee experience at BBCC. The responsibility for creating a lasting change in the culture at BBCC rests not only with leadership, but with all faculty and staff. Our common goal of student success requires us to align our behaviors and actions in support of the following goals.

### Theme: Communication

Goal 1: BBCC employees regularly engage in timely, intentional, informative, and relevant communication.

Actions:

1. Develop regular and consistent opportunities for quality communication and information flow from leadership throughout every area and level of the organization.
  - Quarterly informational meetings for all faculty and staff.
  - Informal, monthly get-togethers for each employee category led by the college president or vice-presidents.



- Supervisors will share information from meetings with their direct reports via regular department meetings, emails, or other avenues.
  - Ongoing one-on-one meetings with the Executive Leadership (President and VPs)
2. Develop standards for communication at BBCC.
    - Expectations for timely communication around decisions and relevant campus topics.
    - Communication guidelines for all to use.
    - Supervisors to develop a Leader User Guide/Bio to share with current and new employees for improved communication and understanding.
    - Describe different modes of communication and provide guidelines for when to use each mode.
    - Set expectations for Portal use to store and disseminate information across campus.
      - Restructure Portal for easier access
  3. Develop and implement a template for department and committee meetings to facilitate two-way communication. The template will include:
    - Updates from other meetings such as Shared Governance, Cabinet, Instructional Council.
    - Talking points from the current meeting to be disseminated.
    - Expectations for what people are to do with the information.
  4. Develop and implement a regular campus newsletter.
    - Determine frequency (daily, weekly, bi-weekly, etc.).
    - Develop outline and topics.
  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.
    - Introduce and practice strategies for effective interpersonal communication. Training topics include:
      - Conduct difficult and respectful conversations for resolving concerns between individuals.
      - 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).
      - Personality/communication styles (Meyers Briggs Inventory, Jungian Theory).
      - Training in concise written communications.
      - Crucial Conversations training for face-to-face interactions.
      - Giving and receiving feedback.
      - Elements of a communication guide and how to use.
      - Running effective meetings and using a meeting template.
        - Review of "Death by Meeting" to improve structure and outcomes.
      - Bias and Microaggressions.

### **Theme: Accountability**

Goal 1: BBCC sets clear expectations for employees based on individual position and department membership.

Actions:

1. Identify top 5 employment expectations.
2. Supervisors set performance expectations based on position descriptions and employment expectations. Expectations are included in department annual planning reports.

3. Job descriptions for admin/exempt and classified positions loaded to the portal for access and transparency.
4. Supervisors complete annual performance evaluations as scheduled.
5. Update AP 4200, Communications/Grievance Procedure for Admin/Exempt and Classified Staff.
  - Provide training to staff in communicating concerns/grievances.
  - Provide training to supervisors in responding to concerns/grievance.
6. Re-establish the Leadership Development Team to discuss implementation of leadership competencies/principles.
  - Develop supervisor/leadership training.
  - Supervisor training for all new supervisors.
    - Include state requirements.
  - Ongoing training in diversity, equity, and inclusion.

Goal 2: Develop and implement clear decision-making processes at all levels of the college.

Actions:

1. Adopt a decision-making framework (e.g. Nash framework) and use as a guide for all decision making across campus.
  - Provide training on the decision-making framework.
2. Develop a BBCC centric template of the decision-making framework that includes BBCC examples.
3. Map campus processes (e.g. travel, hiring, fundraising, etc.)

**Theme: Community**

Goal 1: Improve the orientation and onboarding experiences of new employees at BBCC.

Actions:

1. Revise/update current new employee survey.
2. Implement new employee interviews within the first 45 days of employment.
3. Develop formalized orientation structure and process.
4. Implement a buddy system for new classified and exempt employees.

Goal 2: Improve recognition of employees for their accomplishments and contributions to the college and students.

Actions:

1. Handwritten Thank-You notes from leaders.
2. Gather information from employees on preferred modes of communication to ensure recognition meets the needs of the recipient.
3. Introduce the “manage up” philosophy to share positive faculty and staff stories with Executive Leadership and the campus.
4. Communicate state guidelines and limitations for using college resources to recognize employees.
5. Recognize employee years of college service during the month the milestone was achieved.
6. Continued recognition of educational accomplishments and promotions.

Goal 3: Provide ongoing opportunities for faculty and staff to build connections and strengthen the campus community.

Actions:

1. Executive Team members regularly meet with individual employees
2. Highlight a different college department or program each month.
3. Host a monthly birthday and service anniversary celebration (4<sup>th</sup> Thursday of the month).

4. Host a quarterly brown bag lunch and learn activity.
5. Continue existing campus-wide activities (bowling, holiday potluck, celebration luncheon).
6. Develop a welcome back activity during week 0.
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)
  - EAP support.
  - President extends offer to meet with employees individually and offers them an opportunity to meet individually with any Cabinet member (Terry & Cabinet).

### **Ongoing Evaluation**

The college will use four indicators to measure progress on improving the campus climate.

- Core Theme Indicator 3.4b Employee Turnover
- Core Theme Indicator 3.4e Employee Exit Surveys
- Core Theme Indicator 3.4f New Employee Follow-Up Survey

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.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #6:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

Associate English Instructor Scott Woodham was awarded an Exceptional Faculty Award during the June 6, 2019, board meeting. He will share his experience attending a post-graduate poetry workshop.

Instructor Woodham will share:

24 Pearl Street poetry workshop, "The Project Book"

1. What we did
2. Why it matters
  - a. To my professional development
  - b. To my students

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #7:** WAC Revisions (action)

### **BACKGROUND:**

AAG Jason Brown suggested revisions to three WACs 132R-117-020 Trespass, 132R-02-050 Brief Adjudicative Procedures, and 132R-04-063 Disciplinary Action. The revisions clarify the process for trespass orders. The revisions have been filed with the Code Revisers' Office and public hearings were held September 4, 2019, resulting in no feedback. The revised WACs are attached.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Leas recommends approval of the proposed revisions to WACs 132R-117-020 Trespass, 132R-02-050 Brief Adjudicative Procedures, and 132R-04-063 Disciplinary Action.

**WAC 132R-117-020 Trespass.** (1) ~~The president of the college, or (his/her designee is authorized in the instance of any event that is deemed to be unreasonably disruptive of order or which impedes the movement of persons or vehicles or which seems to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, then the president or his/her designee shall have the power and authority subject to the students' right of demonstration as guaranteed pursuant to WAC 132R-04-040 to:~~

~~(a) Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college; or~~

~~(b) Give notice against trespass by any manner specified in chapter 9A.52 RCW to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or~~

~~(c) Order any person, persons or group of persons to leave or vacate all or any portion of a college facility which is owned and/or operated by the college.~~

~~(2) Any student who shall disobey a lawful order given by the president or his/her designee pursuant to the requirements of this rule, may be subject to criminal prosecution and may be subject to disciplinary action)) the president's designee, has the authority to grant, deny, or withdraw permission for people to be on college property. Any individual who is on college property must comply with college rules. Access to college property may be limited to certain times, certain uses, or certain groups of people. People who are on college property or within a college building without permission may be ordered to leave by any college official.~~

~~(2) People who remain on college property without permission, who disrupt college activities, interfere with people's ability to access buildings, or whose conduct threatens the health, safety, or security of anyone on campus may be removed from college property and given a twenty-four-hour trespass notice by the president, the president's designee, or a member of campus security.~~

~~(3) In the event a person's conduct continues to threaten the health, safety, or security of anyone on campus, the president or president's designee may trespass the person from college property for up to one year, except expelled students may permanently be trespassed from campus. Any prior license or privilege to be on college property is revoked by the notice of trespass.~~

~~(4) A person who is trespassed from college property shall be given a written notice of trespass identifying:~~

~~(a) The reason why the person is being trespassed;~~

~~(b) The duration and scope of the trespass;~~

~~(c) The method for appealing the notice; and~~

~~(d) A warning that failing to comply with the notice may result in the person's arrest and criminal charges under chapter 9A.52 RCW.~~

~~(5) Appeals.~~

~~(a) If a current student is trespassed from campus, the initial trespass notice is considered a summary suspension under WAC~~

132R-04-064 and the student will receive an emergency appeal hearing under WAC 132R-04-064 with the conduct review officer as defined in WAC 132R-04-015(2). The authority to bar students from college property in this regulation is separate from and in addition to the authority of the student conduct officer as defined in WAC 132R-04-015(1). At the conclusion of the entire student conduct process, a student who is expelled may be permanently trespassed from college property in accordance with WAC 132R-04-063(11).

(b) If a current employee is trespassed from a particular portion of campus that the employee does not need to access to perform his or her job (e.g., ejected from DeVries Activity Center during a basketball game), the employee can appeal the decision under (c) of this subsection. If an employee is trespassed from all college property because his or her conduct threatens the health, safety, or security of anyone on campus, the employee will be considered to have been placed on paid administrative leave by issuance of the trespass notice and the college will follow its normal employment processes for investigating the alleged behavior and determining what level of discipline, if any, is appropriate.

(c) All other persons who have been removed or trespassed from university property may appeal the decision by submitting to the president or president's designee, by certified mail, a letter stating the reasons the person should not be barred from college property within twenty-one days of issuance of the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The president or president's designee shall review all relevant information and issue a written order affirming, modifying, or revoking the trespass within twenty days after the request for review is received. This decision is the college's final decision.

AMENDATORY SECTION (Amending WSR 90-02-016, filed 12/26/89, effective 1/26/90)

**WAC 132R-02-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132R-04 WAC apply to these proceedings;
- (4) Parking violations. The procedural rules in chapters 132R-116 and 132R-118 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132R-05 WAC;
- (7) Appeals to trespass orders. The procedural rules in chapter 132R-117 WAC apply to these proceedings;
- (8) Appeals pursuant to any other formal rule adopted by Big Bend Community College which specifically provides for a brief adjudicative procedure.



**WAC 132R-04-063 Disciplinary actions.** Disciplinary actions include, but are not limited to, the following sanctions that may be imposed alone or in conjunction upon students found to have committed the violations in WAC 132R-04-057. The college may impose additional sanctions on a student who fails to comply with any imposed sanctions including, but not limited to, preventing that student from registering for classes.

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

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

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

(4) **Not in good standing.** A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:

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

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

(5) **Education.** The college may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's behavior such as anger management or counseling.

(6) **Loss of privileges.** Denial of specified privileges for a designated period of time.

(7) **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

(8) **Restitution:** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary pro-

ceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

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

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

(11) Expulsion: ~~((The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return.))~~ Permanent separation of the student from the college with no promise (implied or otherwise) that the student may return at any future time. There will be no refund of tuition or fees for the quarter in which the action is taken. The student will also be barred from college premises. Expulsion actions will be accomplished by issuing both an order of expulsion and a notice of trespass pursuant to WAC 132R-117-020(2). The notice of trespass may be given by any manner specified in chapter 9A.52 RCW.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #8:** 2019-20 Proprietary Funds Budget & Financial Statements (for action)

### **BACKGROUND:**

The 2019-20 Proprietary Funds Budget & Financial Statements will be presented to the Board.

### **RECOMMENDATION:**

President Leas and VP Schoonmaker recommend approval of the 2019-20 Proprietary Funds Budget & Financial Statements.

**BIG BEND COMMUNITY COLLEGE  
PROPRIETARY FUNDS BUDGET  
ASB**

	Actual <u>2016-2017</u>	Actual <u>2017-2018</u>	Actual <u>2018-2019</u>	Projected <u>2019-2020</u>
Year End Balance	442,351	440,117	446,918	452,756

**REVENUE**

Advertising	1,100	1,100	-	-
Gameroom	972	113	31	-
Interest	-	3,348	3,222	2,500
Club Fundraising Match	(3,264)	(2,585)	(2,366)	(2,800)
Event Receipts	8,001	7,355	1,847	1,000
S&A Fees	234,051	232,249	235,615	234,162
Sales	110	220	150	180
<b>Total ASB Revenue</b>	<b>240,970</b>	<b>241,800</b>	<b>238,499</b>	<b>235,042</b>

**EXPENSES**

Salaries	67,262	67,298	60,505	61,304
Benefits	17,789	11,447	13,203	15,326
Contracted Entertainment	54,434	42,010	59,827	70,000
Printing	9,221	7,684	5,002	5,500
Scholarships	32,908	32,440	29,520	27,912
Supplies	68,199	49,800	29,580	30,000
Travel	41,994	33,355	34,062	25,000
<b>Total ASB Expenses</b>	<b>291,807</b>	<b>244,034</b>	<b>231,699</b>	<b>235,042</b>

**CLUBS**

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Year End Balance	27,695	31,049	27,259	27,259

**REVENUE**

PTK Dues	720	570	230	400
Fundraiser	10,299	11,862	9,184	10,400
ASB Matching	3,264	2,585	2,366	2,500
S&A Fees	18,357	14,600	11,961	12,700
<b>Total Clubs Revenue</b>	<b>32,640</b>	<b>29,617</b>	<b>23,741</b>	<b>26,000</b>

**EXPENSES**

Printing	68	729	542	500
Supplies	22,395	15,606	17,323	16,500
Travel	12,956	9,928	9,666	9,000
<b>Total Club Expenses</b>	<b>35,419</b>	<b>26,263</b>	<b>27,531</b>	<b>26,000</b>

**BIG BEND COMMUNITY COLLEGE  
PROPRIETARY FUNDS BUDGET  
ATHLETICS**

	Actual <u>2016-2017</u>	Actual <u>2017-2018</u>	Actual <u>2018-2019</u>	Projected <u>2019-2020</u>
Year End Balance	154,357	51,687	(165,797)	-
<b>REVENUE</b>				
Advertising	-	752	250	250
Camps	39,793	19,271	2,466	2,466
Facility Rental	-	-	20,500	21,800
Foundation	-	12,196	48,078	50,000
Gate Receipts	9,535	8,375	10,649	12,000
Interest	3,458	-	103	-
Internal Transfer	5,750	50,836	86,005	86,000
S&A Fees	348,453	340,887	341,890	325,000
Tuition & Fees **	674,419	688,720	843,496	860,000
Tournament Fees	5,000	3,000	720	3,000
<b>Total Athletics Revenue</b>	<b>1,086,408</b>	<b>1,124,037</b>	<b>1,354,157</b>	<b>1,360,516</b>
<b>EXPENSES</b>				
Tuition Waivers **	284,725	307,704	225,205	235,000
Salaries	109,888	141,296	183,038	195,000
Benefits	21,842	38,542	45,175	50,000
Printing	2,445	1,832	1,642	1,700
Membership Fees	5,750	5,750	8,485	9,000
Scholarships	94,991	88,234	106,448	110,000
Supplies	144,176	159,266	168,814	175,000
Travel	83,600	103,068	137,024	140,000
<b>Total Athletics Expenses</b>	<b>747,417</b>	<b>845,692</b>	<b>875,831</b>	<b>915,700</b>

Required for RCW 28B.15.120

\*\* Please note the above line item of Tuition & Fees is not retained by the athletic department and the Tuition Waivers line item represents a non cash value.

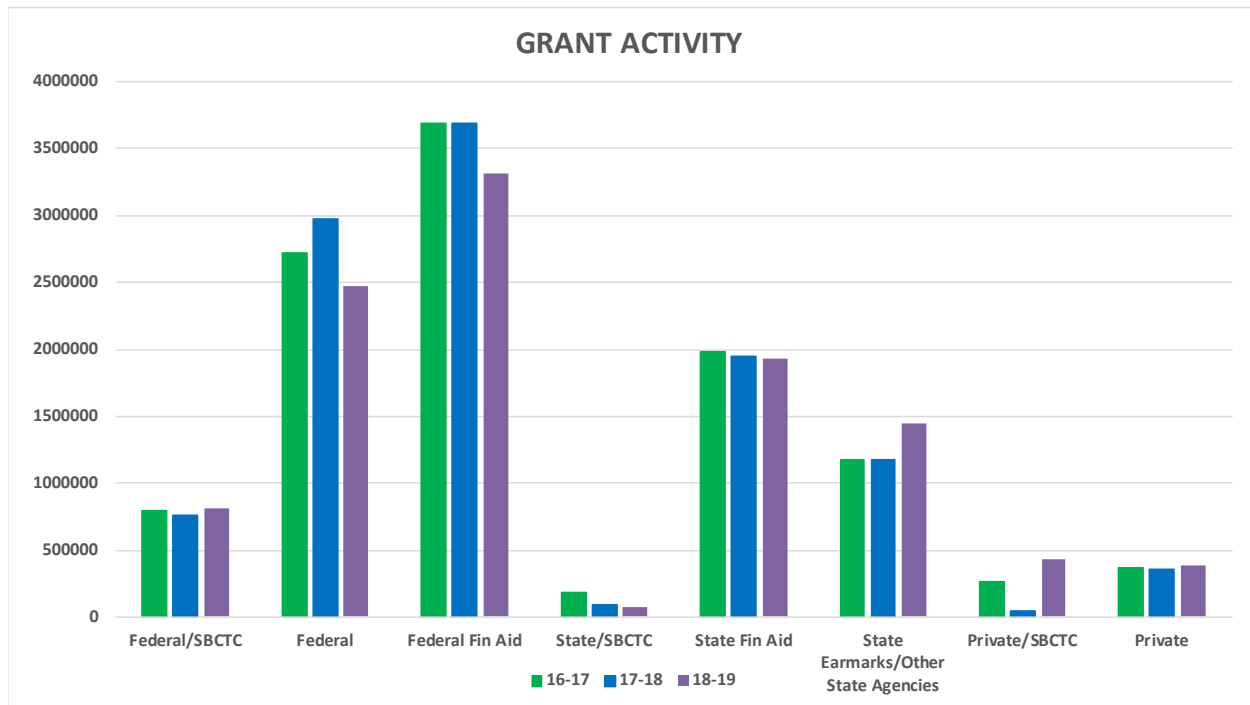
**BIG BEND COMMUNITY COLLEGE  
 PROPRIETARY FUNDS BUDGET  
 BOOKSTORE  
 2019-2020**

<b>INCOME</b>	<b>Actual 2016-2017</b>	<b>Actual 2017-2018</b>	<b>Actual 2018-2019</b>	<b>Projected 2019-2020</b>
New Books	341,941	294,532	266,833	275,000
Used Books	207,585	179,012	170,161	185,000
Trade Books	8,828	9,883	11,680	12,000
E-Books	5,987	7,123	13,060	15,000
Other Books	138,251	122,572	122,612	125,000
<b>TOTAL INCOME</b>	<b>702,592</b>	<b>613,122</b>	<b>584,346</b>	<b>612,000</b>
 <b>EXPENDITURES</b>				
<b>TOTAL COST OF GOODS SOLD</b>	<b>516,953</b>	<b>457,795</b>	<b>441,143</b>	<b>450,000</b>
<b>GROSS PROFIT</b>	<b>185,639</b>	<b>155,327</b>	<b>143,203</b>	<b>162,000</b>
 Operating Expenditures				
Salaries	119,303	122,122	119,979	100,000
Benefits	54,110	56,666	56,596	42,000
Goods and Services	42,932	42,554	49,574	43,000
Travel	396	820	0	500
Equipment	6,773	1,274	429	3,000
ATEC Fee	30,000	30,000	30,000	30,000
<b>TOTAL OPERATING EXPENSES</b>	<b>253,514</b>	<b>253,436</b>	<b>256,578</b>	<b>218,500</b>
<b>INCOME FROM OPERATIONS</b>	<b>-67,875</b>	<b>-98,109</b>	<b>-113,375</b>	<b>-56,500</b>
 Other Income:				
Interest Income	4,675	3,831	7,685	5,000
Miscellaneous Income	95	537	152	300
<b>TOTAL OTHER INCOME</b>	<b>4,770</b>	<b>4,368</b>	<b>7,837</b>	<b>5,300</b>
<b>INCREASE/DECREASE FUND BALANCE</b>	<b>-63,105</b>	<b>-93,741</b>	<b>-105,538</b>	<b>-51,200</b>
 <b>ENDING CASH BALANCE</b>	 <b>627,622</b>	 <b>514,134</b>	 <b>450,483</b>	 <b>426,485</b>

**HOUSING & FOOD  
2019-2020**

REVENUE	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected
	FOOD 2016-2017	HOUSING 2016-2017	FOOD 2017-2018	HOUSING 2017-2018	FOOD 2018-2019	HOUSING 2018-2019	FOOD 2019-2020	HOUSING 2019-2020
FROM OPERATIONS		528,085		447,833		545,543		540,000
SALES	600,243		568,688		562,980		560,000	
<b>TOTAL REVENUE</b>	<b>600,243</b>	<b>528,085</b>	<b>568,688</b>	<b>447,833</b>	<b>562,980</b>	<b>545,543</b>	<b>560,000</b>	<b>540,000</b>
<b>EXPENDITURES</b>								
SALARIES	215,410	184,935	214,728	182,405	225,510	203,948	225,000	208,000
BENEFITS	55,016	44,633	53,818	58,131	55,361	70,557	57,000	72,000
GOODS AND SERVICES		488,265 *		142,711		101,686		125,000
TRAVEL		1,005		2,460		2,122		2,500
EQUIPMENT		11,460		11,957		22,616		18,000
PRODUCT	252,089		235,717		242,244		245,000	
CONTROLLABLES	101,546		69,946		72,831		72,000	
NON CONTROLLABLES	53,935		49,571		50,819		50,000	
<b>TOTAL EXPENDITURES</b>	<b>677,996</b>	<b>730,298</b>	<b>623,780</b>	<b>397,664</b>	<b>646,765</b>	<b>400,929</b>	<b>649,000</b>	<b>425,500</b>
<b>INCREASE/DECREASE FUND BALANCE</b>	<b>(77,753)</b>	<b>(202,213)</b>	<b>(55,092)</b>	<b>50,169</b>	<b>(83,785)</b>	<b>144,614</b>	<b>(89,000)</b>	<b>114,500</b>
ENDING CASH BALANCE	797,491	1,825,105	707,410	2,011,246	640,658	2,110,781		
DRONE LOAN BALANCE		215,027		71,502		121,396		

\* 2016-2017 expenses included  
 140 new mattresses  
 273 bed and Desk Sets  
 275 new chairs



FY 2019 - Cash Balances - Big Bend Community College

<b>ASSETS</b>		<b>Cash Balance</b>	
<b>CASH</b>		<b>(ASSETS less LIABILITIES) \$ 22,068,726</b>	
1110 In Bank	\$ 5,588,360	<b>Dedicated Balances</b>	
1120 Undeposited	\$ 108,700	1110 <a href="#">WEC Building</a>	\$ 2,402,813
1130 Petty	\$ 2,510	1110 <a href="#">Advance for Foundation/WEC</a>	\$ 5,500,000
<b>Total</b>	<b>\$ 5,699,571</b>	1110 <a href="#">3.5% - Needy Student Aid</a>	\$ 408,566
<b>INVESTMENTS</b>		1110 <a href="#">Students S&amp;A</a>	\$ 274,430
1210 Investments (CDs)	\$ 18,972,876	1110 <a href="#">Central Stores</a>	\$ 157,182
<b>Total</b>	<b>\$ 18,972,876</b>	1110 <a href="#">Motor Pool</a>	\$ 131,311
<b>ACCTS RECEIVABLE</b>		1110 <a href="#">Bookstore</a>	\$ 270,483
1312 Current	\$ 1,390,961	1110 <a href="#">Parking</a>	\$ 73,267
1318 Unbilled	\$ 73,647	1110 <a href="#">Childcare Center</a>	\$ 428,131
1319 Other	\$ 30	1110 <a href="#">Instructional Lab Accounts</a>	\$ 1,530,721
1349 allowance for DA	\$ (299)	1110 <a href="#">Funds held for other entities</a>	\$ 419,472
<b>Total</b>	<b>\$ 1,464,339</b>	1110 <a href="#">Financial Aid in Process</a>	\$ 130,699
<b>INTER/INTRA GOV RECEIVABLES</b>		1110 <a href="#">BFET Carryover</a>	\$ 341,644
1351 Due from Fed	\$ 195,109	1110 <a href="#">College in the HS</a>	\$ 73,147
1352 Due from other Gov	\$ -	1110 <a href="#">ATEC Certificate of Participation</a>	\$ 1,395,000
1354 Due from other Agency	\$ 256,587	1110 <a href="#">VA Admin</a>	\$ 1,499
<b>Total</b>	<b>\$ 451,695</b>	<b>Total</b>	<b>\$ 13,538,365</b>
<b>TOTAL ASSETS \$ 26,588,481</b>		<b>Emergency Reserves Policy - (BOT Reserve Policy)</b>	
		Values	
		<a href="#">FY 2019 Operating Budget</a>	\$ 18,675,288
			x 25.0%
		<b>Total</b>	<b>\$ 4,668,822</b>
<b>LIABILITIES</b>		Unplanned Capital & Replacement Reserve	\$ 1,000,000
<b>CURRENT</b>		Planned Future Operations	\$ 1,000,000
5111 Accts Payable	\$ 3,306,409	<b>Grand Total Reserves</b>	<b>\$ 6,668,822</b>
5124 Accrued Salaries Pay	\$ 489,412		
5150 Due to State Treasurer	\$ -	<b>Operating Reserves Balance</b>	
5154 Due other Agency	\$ 36,400	<i>Existing Reserve</i> balance less <i>Dedicated Reserves</i> , and <i>Emergency Reserves</i>	
5158 Sales/Use Tax	\$ 4,249	<b>\$ 1,861,539</b>	
5173 Cert of Participation	\$ 315,000		
5199 Accrued Liabilities	\$ 368,285		
<b>Total</b>	<b>\$ 4,519,755</b>		
<b>TOTAL LIABILITIES \$ 4,519,755</b>			

Template designed by BAC for WACTC. Used by all CTCs.



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #9:** Board Policy for Information (information)

### **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 policy.

BP 3011 Administrative and Exempt Staff Employment and Benefits Schedule was discussed during the September 11 board meeting. BP 3011 details the president's leave benefits. The board may discuss revisions to BP 3011.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BP3011      Administrative and Exempt Staff Employment and Benefits Schedule      BP3011**

3011.1      Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2      Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation.

3011.3      The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2. The President is entitled to the same types and amounts of leave other exempt employees are entitled to with the following exceptions:

A.      Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of ~~320 hours~~ 40 days of accrued ~~vacation~~ annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state. If the President separates to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed out; it must be transferred as authorized by RCW 43.01.040. The only exception is where the President has a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow to transfer. In those cases, Big Bend Community College will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the calendar year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 320 hours.

~~B.~~      Presidential vacation leave shall be earned according to the following years of experience:  
0-5 years- 16 hours for each full month of service  
6-10 years- 20 hours for each full month of service  
11 or more years- 20 hours for each full month of service. In the Board of Trustee's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board of Trustees, in its discretion, may frontload vacation leave in the President's contract.

~~C.~~      ~~Sick Leave: The Big Bend Community College President is entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per calendar year.~~

~~D.~~      ~~Bereavement Leave: The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of~~

~~the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.~~

**B.E.** Personal Leave: The Big Bend Community College President shall be granted personal leave per calendar year **based on years in present position:**

- 0-10 years- 3 days or 24 hours**
- 11-15 years- 6 days or 48 hours**
- 16+ years- 9 days or 72 hours**

The President is expected to utilize the personal leave during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.

~~F. Pursuant to the Family and Medical Leave Act of 1993, if eligible the Big Bend Community College President shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following~~

- ~~1. To care for the President's child after birth, or placement for adoption or foster care;~~
- ~~2. To care for the President's spouse, son or daughter, or parent, who has a serious health condition;~~  
~~or,~~
- ~~3. For a serious health condition that makes the President unable to perform the President's job. A combination of paid and unpaid leave may be used for the President to exercise his/her right under this act.~~

RCW 43.01.040 - 044

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**BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #10:** President's Evaluation (action)

**BACKGROUND:**

The board of trustees discussed the president's evaluation during an executive session in the June 6, regular board meeting. Board Chair Stephen McFadden will submit a draft evaluation statement for the board's consideration.

Prepared by the President's Office.

**RECOMMENDATION:**

President Leas recommends the Board of Trustees approves an evaluation statement for the college president.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #11:** Presidential Search (action)

### **BACKGROUND:**

The board of trustees will discuss the presidential search process during their study session October 10, at 9:00 a.m. The board may take action to approve pieces of the presidential search process including, but not limited to:

- Approval of the presidential search timeline
- Approval of the president's salary range
- Approval of the campus/community survey questions
- Approval of the Presidential Search Advisory Committee structure

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #12:** Study Sessions (action)

### **BACKGROUND:**

The board of trustees will discuss potential study session topics and dates. During the August 8 board meeting, suggested potential study sessions included Employee Focus Group Report information, marketing, meeting policy goals, monitoring programs through institutional dashboards, budget allocations, new accreditation standards, and goal setting. There are also special meetings to consider for the president search.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #13:** Trustee Orientation and Onboarding (information/action)

**BACKGROUND:**

The board discussed the trustee orientation and onboarding during their June 6 regular meeting and their August 8 study session. The board may discuss or take action on the schedule.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

Area of Focus	Supporting documents, tools, resources	Who will lead	How to deliver	When to train						Recurring training Yes= For all trustees annually, No: Only include in onboarding		
				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No	
1. Introductions (meet and greet)		President	In-person site visits	X								X
2. Job-specific BBCC, ACCT, ACT, WA webpages	<a href="https://www.acct.org/">https://www.acct.org/</a> <a href="https://www.sbctc.edu/">https://www.sbctc.edu/</a> <a href="https://www.bigbend.edu/">https://www.bigbend.edu</a>	Board Chair	Self-Guided	X								X
3. Policy Governance		ACT/ACCT/SBCTC	Conferences (Scheduling support provided by Executive Assistant)	X								X
4. Board Policies	See BP 1000 series	President & Board Chair	In-person discussion, Board Meetings & Self-Guided	X							X	
5. Service District Demographics		President	Self-guided via BBCC website & review of data provided by Institutional Research		X						X	
6. BBCC Finances	Annual operating budget	President & Cabinet, ACT	In-person discussion & self-guided review of annual operating budget. ACT new trustee orientation		X						X	
7. OPMA	RCW 42.30, <a href="https://www.youtube.com/watch?v=9yTtVGTOW1A">https://www.youtube.com/watch?v=9yTtVGTOW1A</a>	Attorney General's Office	Online training modules, self-guided review	X							X	
8. Campus Tour		President & Board Chair	In person discussion along with SMEs, visit campus locations and get program-specific introductions: UAS, Medical Simulation, Aviation, Welding, Ag, Arts, etc.				X					X
9. BBCC Foundation		President, Board Chair	In-person discussion				X					X
10. Labor management		President & HR	In-person discussion regarding labor at the college & roles/responsibilities of board members			X						X
11. Board Goals/Presidential Evaluation	Annual board goals, presidential goals	Board Chair	Review/Discuss at Annual Board Retreat		X						X	
12. Tenure		President & Board Chair	Discuss what tenure is, how it is conducted, and nature of the trustee's role.			X						X
13. Robert's Rules of Order 101		AG/Legal Counsel	Self-guided	X							X	



Area of Focus	Supporting documents, tools, resources	Who will lead	How to deliver	When to train						Recurring training Yes= For all trustees annually, No: Only include in onboarding		
				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No	
14. Elements of your board Packet	Board Packet	President & Board Chair	How to prepare for meetings and follow flow of the meeting. Review standing consent agenda items.	X								X
15. Humble Inquiry	Book provided by Executive Assistant.	Board Chair	Self-guided					X				X
16. College Success Indicator Dashboard		President & Institutional Research	Self-guided and at annual board retreat			X					X	
17. Trustee Calendar	Annual planning calendar	Board Chair	Self-guided		X						X	
18. Review of relevant Org Plans	Facilities Master Plan, IR annual reports, Strategic Plan, Workforce Ed. Plan	President & Cabinet	Self-guided & review at annual board retreat			X					X	
19. Fiduciary responsibilities of Trustees	Materials provided via mail by Attorney General's Office	AG Office/ACT	Self-guided, SBCTC/ACT New Trustee Orientation	X								X

**Abbreviations Legend**

ACCT: Association of Community College Trustees (national)

ACT: Association of College Trustees (state)

AG: Attorney General

Cabinet: Cabinet is composed of the senior leadership of the college, including the president, vice presidents, deans, and directors with campus-wide responsibilities.

SBCTC: State Board of Community and Technical Colleges

SME: Subject Matter Expert

NOTE: Board Chair may delegate mentorship activities as needed to ensure new trustee has access to ongoing support resources.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #14:** Board Self-Evaluation (information/action)

**BACKGROUND:**

The board discussed their self-evaluation during their study session August 8. Board Chair Stephen McFadden may provide a draft board self-evaluation statement for the trustees' consideration.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #15:** 2020 Board Meeting Schedule (information/action)

### **BACKGROUND:**

The following suggested 2019 Board meeting dates are provided for the trustees' consideration and action.

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

Thursday, February 13, 2020, at 1:30 p.m.

Thursday, March 26, 2020, at 1:30 p.m.

Thursday, May 7, 2020, at 1:30 p.m.

Thursday, June 4, 2020, at 1:30 p.m.

Thursday, August 27, 2020, (Retreat)

Thursday, October 1, 2020, at 1:30 p.m.

Thursday, November 12, 2020, at 1:30 p.m.

### **RECOMMENDATION:**

President Leas recommends the trustees adopt the schedule as presented.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #16:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

### **Board Goals**

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.

(Adopted during December 20, 2018 Board Meeting.)

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/10/19

**ITEM #17:** Next Regular Meeting (information)

### **BACKGROUND:**

The next scheduled board meeting is scheduled November 14, 2019.

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: 10/10/19

**ITEM #18:** 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.

Trustee Jon Lane will attend the ACCT Leadership Congress in San Francisco, October 16-18.

### **Upcoming Trustee Events:**

Star Night Tuesday, October 22, 5:00 p.m., Masto Conference Center.

ACT Legislative Action Committee Retreat Thursday, November 7, Hilton Seattle Airport.

ACT Fall Conference Friday, November 8, Hilton Seattle Airport.

Local Transforming Lives Award Dinner Thursday, November 21, 5:30 p.m.

Statewide Transforming Lives Award Dinner February 17, Olympia.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## PLEASE SAVE THE DATE

### Washington State Association of College Trustees

#### 2019 ACCT Leadership Congress

- **October 16-19, 2019**, Hilton San Francisco Union Square; San Francisco, CA

#### 2019 Legislative Action Committee Retreat

- **November 7, 2019**, DoubleTree by Hilton Seattle Airport; SeaTac, WA

#### 2019 ACT Fall Conference

- **November 8, 2019**, DoubleTree by Hilton Seattle Airport; SeaTac, WA

#### 2020 New Trustee Orientation

- **February 17, 2020**, RL Hotel; Olympia, WA

#### 2020 Transforming Lives Award Dinner

- **February 17, 2020**, RL Hotel; Olympia, WA

#### 2019 ACT Winter Legislative Conference

- **February 18, 2020**, RL Hotel; Olympia, WA

#### 2020 ACCT National Legislative Summit

- **February 9-12, 2020**, Marriott Marquis; Washington D.C.

#### 2020 ACT Spring Conference

- TBD