

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Study Session October 10, 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

### 1. Presidential Search

#### Salary and Benefits

VP Kim Garza discussed the salary and benefits comparison of the Eastern WA community and technical colleges. The current salary of the BBCC president will rise to \$218,391 with the 3% increase July 2020. Per Deputy Executive Director of Business Operations at the SBCTC John Boesenberg, WA State is a little below the national curve for president's salaries, which is confirmed by College and University Professional Association (CUPA) data. The trustees discussed establishing a salary range. The successful candidate will want the highest salary due to current climate and unlikeliness of increases other than the regular increases.

AAG Jason Brown stated the legislature provides for colleges to provide benefits beyond the college percentage to retain an employee with evidence like a bona fide job offer. He recommended setting a range with a collective agreement on how to move along the range. Given salaries of the community and being a good steward of resources, VP Garza recommended a range of \$218,500-\$223,500 and a package of benefits that may include an additional investment plan or healthcare premium. Work environment that provides autonomy and support will be important to presidential candidates. While the salary may motivate candidates to apply, the campus visit will drive their decision. VP Linda Schoonmaker stated funding for the salary could go to \$230,000. VP Garza encouraged the trustees to be as transparent as possible providing a range and then consider increasing an offer within the range depending on experience.

Other benefits could include personal leave hours. The regular vacation-leave accrual rate is 16 hours per month plus 8 hours for a personal holiday. Dr. Leas currently earns 24 hours of additional personal leave. Dr. Bonaudi received the same amount of personal leave, and neither president used their personal leave. There is no maximum number of leave hours for the president. Other employees can only accumulate up to 240 hours by their anniversary date. The maximum number of leave hours for which the president may be compensated is 320 hours. Additional benefits could include a voluntary investment plan, premiums for life insurance policies, and premiums for long-term care insurance. VP Garza recommended considering adding long-term care and additional life insurance premiums. Trustee Anna Franz asked VP Garza to compile

information for additional compensation package pieces for presentation at the November board meeting.

#### Estimate of Search Expenses

VP Linda Schoonmaker prepared an estimate of expenses related to the presidential search; 2012 expenses totaled almost \$30,000 and estimated 2019-20 expenses total \$41,283. She stated it is permissible to pay relocation expenses up to the daily per diem rate, and it is taxable. The meeting, travel, and relocation expenses would be spent even if an external consultant were hired.

#### President's Job Description

The trustees discussed the president's job description comparisons among community college presidents in Eastern Washington. Campus and community surveys regarding the next president will be conducted to gather input. The job description will be drafted based on information from the survey results.

Board Chair Stephen McFadden stated that Trustee Jon Lane will participate in presidential search planning conversations. The trustees gathered feedback from the stakeholders at the meeting about educational qualifications for the next president. Educational qualifications may limit the applicant pool. A doctorate degree may provide credentials important to working with staff and faculty. Experience and ability will provide important strengths to guide the operations and organization of the college, which may be enhanced by a doctorate degree. Board Chair Stephen McFadden asked that the trustees provide their individual feedback to Melinda. The draft job description based on survey results and trustees' input will be presented for discussion and action at the November 14 board meeting.

#### Campus/Community Survey Questions

VP Kim Garza recommended using the 2012 survey questions. Employee engagement with this process is important, and the campus community will want to see how the trustees use their input.

A draft of the job description based on the survey results will be shared with the trustees and the campus for feedback. The trustees will take action on the job description during the board meeting on November 14.

VP Garza will launch the survey October 14, and the survey will close October 23. Board Chair McFadden, Trustee Lane, and VP Garza will meet October 24 to review the survey results.

Faculty Association representative Dawnne Ernette stated the survey information seemed appropriate. Board Chair McFadden asked Instructor Ernette to encourage faculty members to complete the survey.

#### Proposed Timeline

Board Chair McFadden stated that Trustee Stredwick suggested adding presidential onboarding tasks to the timeline. Dr. Leas reported to Chair McFadden that intentional onboarding such as connecting with community leaders would be helpful to a new president. A community welcoming celebration and additional onboarding experiences

will be added to the trustees' calendar. Trustee Jon Lane stated he has learned about onboarding plans from other trustees. VP Kim Garza will gather information from her counterparts around the state.

#### Presidential Search Advisory Committee (PSAC)

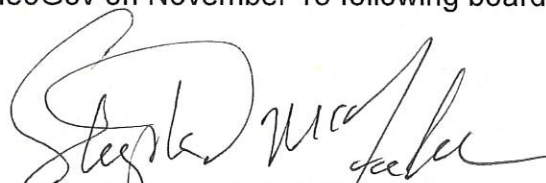
The trustees discussed potential PSAC members. Chair McFadden recommended Jacob Barth to represent the Foundation Board and Amy Parris, Director of School and Technical Education of the Othello School District to represent K-12. Trustee Lane recommended Lisa Karstetter as a community representative. Trustee Juanita Richards suggested Ephrata City Administrator Wes Crago. Local legislators were considered for the committee; however, their busy schedules may make meeting attendance difficult.

Instructor Ernette reported that the academic faculty selection has been made and a Workforce Education faculty member is being identified. VP Kim Garza said that Administrative Exempt staff are being identified, and two Classified Staff members have agreed to serve. The trustees will appoint PSAC members during the meeting November 14. All PSAC members will be required to sign confidentiality agreements. VP Kim Garza will share the confidentiality agreement with AAG Jason Brown for review.

Chair McFadden stated that Director of Communications Matt Killebrew will create a digital display ad. He will communicate information to Chair McFadden and Trustee Lane through Melinda. Director Killebrew is also working on a save-the-date card. VP Kim Garza stated once the job description is finalized, she will distribute online postings and share with diversity websites. Trustee Anna Franz asked for a list of how other community colleges have advertised presidential positions in the next consent agenda.

The presidential search webpage will include the timeline, recruitment materials, updates, press releases, links to Chambers, links to school districts, relocation packet scenario, links to monitoring reports, BBCC demographics, the Employee Focus Group Report, link to the strategic plan, and a link to the board resource page. The presidential search will go live through NeoGov on November 15 following board action on November 14.

The meeting adjourned at 10:50 a.m.



Stephen McFadden, Chair

ATTEST:



Terrence Leas, Secretary