



**Board of Trustees  
Strategic Planning Summit  
Special Meeting**

**Friday, October 27, 2017  
9:00 a.m.**

Samaritan Hospital  
Rm 407  
Moses Lake, WA

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

Excerpt from October 27, 2016, Board Meeting Minutes  
Board Self-Evaluation Statement

***The Board resolved to continue work in the coming year on reviewing and strengthening the evaluation processes established for the President, College, and Board to ensure that the duties of the Board are being fulfilled and that communication between the offices of the Board and the President is open and effective. The Board also determined to continue to strengthen communication with and support of the Foundation's efforts to support the College.***

**Ends Statements**

**E-1 Mission**

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

**E-2 Student Success**

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

**E-3 Excellence in Teaching and Learning**

BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

**E-4 Community Engagement**

BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population

**E-5 Integrity and Stewardship**

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

**E-6 Inclusion and Climate**

BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

**Vision**

Big Bend Community College inspires every student to be successful.

**Values**

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

(Mission, Vision, and Values approved by the Board of Trustees 5/23/13)

**Core Themes**

Student Success, Excellence in Teaching and Learning, Community Engagement

**Board of Trustees/Administrative  
Strategic Planning Summit  
Samaritan Hospital Rm 407  
Friday, October 27, 2017**

<b>9:00 am</b>	Arrive	
	<p><b>Item #1:</b> Strategic Planning Overview Facility Master Plan Update <b>Moderator/Presenter:</b> Dr. Bryce Humpherys VP Linda Schoonmaker <b>Outcome:</b> Understand the 2017-18 strategic planning process.</p>	<p style="text-align: right;"><b>Reference</b> (Page) Mission, Vision, Values, Core Themes ( 1 ) Priority Document ( 3 ) Timeline Checklist ( 4 ) Core Theme Indicators ( 6 )</p>
<b>11:30</b>	<b>Lunch (catered by Sodexo)</b>	
<b>12:30</b>	<b>Afternoon Session (President, VPs, Dean Parton Attend)</b>	
	<p><b>Item #2:</b> Board Self-Evaluation <b>Moderator/Presenter:</b> Dr. Bryce Humpherys &amp; Dean Valerie Parton <b>Outcome:</b> 2016-17 Board Self-Evaluation Statement at November 14, 2017, board meeting.</p>	<p style="text-align: right;"><b>Reference</b> (Page) Mission, Vision, Values, Core Themes ( 1 ) Ends Statements ( 1 ) Monitoring Report Summaries (10) 2016-17 Board Activities (18) 2016-17 Board Motions Log (24) Sept. 30, 2016, Retreat Meeting Minutes (83) Oct 27, 2016, Meeting Minutes Excerpt (90)</p>
<b>2:00</b>	<p><b>The Board will adjourn to an 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.</b> <b>Item #3:</b> 2016-17 President's Evaluation <b>Outcome:</b> Evaluation statement for November 14, 2017, board meeting.</p>	<p style="text-align: right;"><b>Reference</b> (Page) Mission, Vision, Values, Core Themes ( 1 ) Ends Statements ( 1 ) Monitoring Report Summaries (10) Policy Governance BP 1000 (67) President's Activity Log (28) October 27, 2016, Mtg Minutes Excerpt (91) President's Evaluation Form (93) Leadership Competencies (82)</p>
<b>3:00</b>	Break	
<b>3:15</b>	<p><b>Item #4:</b> 2017-18 President's Evaluation Process <b>Moderator/Presenter:</b> VP Kim Garza <b>Outcome:</b> Clarify the 2017-18 President's Evaluation Process.</p>	<p style="text-align: right;"><b>Reference</b> (Page) Mission, Vision, Values, Core Themes ( 1 ) Ends Statements ( 1 ) Policy Governance BP 1000 (67) October 27, 2016, Meeting Minutes (91) June 8, 2017, Meeting Minutes (92) Presidential Evaluation Form (93) Leadership Competencies (82)</p>

**BIG BEND COMMUNITY COLLEGE**

Date: 10/27/17

**ITEM #1:** Strategic Planning Overview (information)

<p><b>Topic:</b> Strategic Planning Overview</p> <p><b>Outcome:</b> Discussion</p>	<p><b>Reference Material:</b> Mission, Vision, Values, Core Themes ( 1) Priority Document ( 3) Timeline Checklist ( 4) Core Theme Indicators( 6)</p>
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**BACKGROUND:**

Dr. Bryce Humpherys will share the strategic plan overview.  
VP Linda Schoonmaker will share information about the Facilities Master Plan.

## 2017-2020 BBCC Strategic Priorities

BBCC has adopted three strategic priorities to guide the work of the institution through our next comprehensive accreditation visit in 2020. They are:

### 1. Comprehensive Advising & Student Support

Advising is a teaching and learning experience that provides students with resources and timely and accurate information to develop and attain their educational goals. BBCC seeks to help students successfully navigate the college system, engage in campus resources by seeking support to overcome obstacles and develop the skills to effectively advocate for themselves, create an educational plan, and make effective decisions concerning their program of study and career goals.

### 2. Student-ready Instructional & Operational Practices

BBCC seeks to meet the educational needs of our increasingly diverse student population which includes first-generation college students, parents, adults with work and life experience, employed adults, immigrants, academically under-prepared students, place-bound students, veterans, students with disabilities, formerly incarcerated individuals, students with diverse ethnicities, and students with differing gender identities. BBCC is committed to using academic programming, instructional strategies, support services, technology, physical facilities, and co-curricular activities in appropriate, targeted, and innovative ways to meet the needs of our diverse student population.

### 3. Employee Experience

Just as we seek to meet the needs of our diverse student population, BBCC also recognizes that our employee population has changed dramatically over the last five years. The culture that fostered institutional success in the past is not necessarily the culture needed to realize success in the future. In order to create a compelling “employee experience” we must see the world through the eyes of our employees. The employee experience covers every touchpoint from recruitment to retirement, including the physical environment where employees work, the tools and technologies that enable productivity, transparent communications and expectations, and the ability to have a voice in decision-making through a model of shared governance. Our goal is to create a culture where all employees are engaged in serving students.

BBCC has also adopted the following lenses or values to inform its work and decisions on each priority:

- DEI (Diversity, Equity, Inclusion)
- Sustainability
- Transparency (how we are making decisions/ adhering to the process)
- Quality
- Accountability
- Continuous Improvement

## Administration Role in BBCC Annual Planning Process

August	September	October	November	December	January
<p><input checked="" type="checkbox"/> 8/16 Cabinet articulates foundational pieces of strategic plan.</p> <p><input checked="" type="checkbox"/> 8/16 Cabinet adopts Annual Planning Process for the 2017-18 year</p> <p><input checked="" type="checkbox"/> 8/29 IR &amp; Vice Presidents develop updated Program Audit form (Renamed Annual Planning &amp; Budgeting Worksheet)</p> <p><input checked="" type="checkbox"/> 8/25-9/8 Vice President of Learning &amp; Student Success, Institutional Research and at 2-3 Cabinet members develop final draft of Core Theme Indicators</p>	<p><input checked="" type="checkbox"/> 9/7 Departments submit finalized Department Indicator sheets</p> <p><input checked="" type="checkbox"/> 9/11 Executive Team updates the college community on assessment, planning and budgeting processes &amp; corresponding responsibilities of all employees</p> <p>9/11-15 Faculty</p> <p><input checked="" type="checkbox"/> a) Update Master Course Outlines</p> <p><input checked="" type="checkbox"/> c) Map Program Outcomes and Gen Ed Outcomes to their courses</p> <p><input checked="" type="checkbox"/> d) Determine their assessment schedule for the year</p> <p><input checked="" type="checkbox"/> e) Report any assessment work completed in 2016-17</p> <p><input checked="" type="checkbox"/> 9/15 Cabinet Work plans submitted</p> <p><input checked="" type="checkbox"/> 9/26 Cabinet adopts Core Theme Indicators to be used for the 2017-18 year</p>			<p><input type="checkbox"/> Cabinet adopts targets for Core Theme Indicators</p>	<p><input type="checkbox"/> Institutional Research releases 2018 Monitoring Report Workbook</p>



## Administration Role in BBCC Annual Planning Process

February	March	April	May	June	July/August
<ul style="list-style-type: none"> <li><input type="checkbox"/> Departments complete and submit Annual Planning &amp; Budgeting Worksheets</li> <li><input type="checkbox"/> Winter In-service – Faculty complete &amp; submit assessment reports and budget request</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member</li> <li><input type="checkbox"/> Assessment Committee reviews program &amp; General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning &amp; Student Success</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cabinet members submit budget requests</li> <li><input type="checkbox"/> Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year</li> <li><input type="checkbox"/> Budget Taskforce/Committee provides feedback on budget requests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Spring In-service – Faculty submit assessment reports &amp; annual accomplishments</li> <li><input type="checkbox"/> Assessment Committee reviews program &amp; General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning &amp; Student Success</li> <li><input type="checkbox"/> Departments submit annual accomplishments &amp; goals for next year</li> <li><input type="checkbox"/> Strategic Priority Groups summarize work from the year and identify next steps for following year</li> <li><input type="checkbox"/> Vice President of Learning &amp; Student Success prepares final draft of 2018-2020 Strategic Plan</li> <li><input type="checkbox"/> Cabinet makes mission fulfillment evaluation decision</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Team makes final decisions on budget requests (if State allocation is known)</li> <li><input type="checkbox"/> IR disseminates final Monitoring Report</li> </ul> <p>Cabinet recommends for approval by the BOT,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> - Final monitoring report</li> <li><input type="checkbox"/> - Updated Strategic Plan</li> </ul> <p style="color: red;">Board of Trustees adopts</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> - Budget for next year</li> <li><input type="checkbox"/> - Final Monitoring Report</li> <li><input type="checkbox"/> - Updated Strategic Plan</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Departments determine changes to department indicators for following year</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cabinet members complete 2018-19 work plans</li> </ul>

## Core Theme Indicators

<b>Student Success: BBCC provides access to programs and services that meet the needs of our service district.</b>			
<b>Objectives</b>	<b>Indicators</b>	<b>Targets</b>	<b>Actions or Decisions</b>
1.1 BBCC provides access to programs and services that meet the educational needs of our students and prospective students	1.1a SAI points: <ul style="list-style-type: none"> <li>• ABE transition to college</li> <li>• 1<sup>st</sup> 15 credits</li> <li>• 1<sup>st</sup> 30 credits</li> <li>• 1<sup>st</sup> 45 credits</li> <li>• Retention</li> <li>• Dev Math to college level</li> <li>• Dev English to college level</li> </ul> 1.1b Spring Enrollment Survey satisfaction of those who used the service 1.1c Admissions survey of students who recently applied 1.1d Outreach survey (AmeriCorps, Outreach Coordinator, etc.)	TBD fall quarter	Is BBCC offering the programs and services needed by its current and future students or does it need to make changes to them?
1.2 Use of services correlates with success, retention, and completion	1.2a Course success rates based on students' use of the Writing Center, SI, tutoring 1.2b SAI retention & completion points based on students' use of or participation in: STEM Center, Student Success Center, Disability Support Services, Viking Orientation, Workforce Education Services 1.2c Spring Enrollment Survey use of services	TBD fall quarter	Does BBCC need to make adjustments to its services to improve student success, retention or completion?
1.3 Students are prepared to graduate and to transfer or to seek employment	1.3a IPEDS graduation rates 1.3b IPEDS transfer rates 1.3c Former Workforce Education and Transfer Student Survey responses about quality of education 1.3d Employment data 1.3e SAI completion points	TBD fall quarter	Does BBCC need to make changes to better help students graduate, transfer or secure employment?



## CCore Theme Indicators

<b>Excellence in Teaching and Learning Outcome: BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.</b>			
<b>Objectives</b>	<b>Indicators</b>	<b>Targets</b>	<b>Actions or Decisions</b>
2.1 BBCC implements innovation and creativity in programs and services	2.1a Spring Enrollment Survey responses related to advising and student engagement 2.1b Assessment of Student Learning Outcomes – innovative course-level items 2.1c Percent of departments completing department indicator worksheets	TBD fall quarter	Is BBCC engaging students enough? Are the changing advising efforts meeting student needs? How can instruction at the course level be improved to better facilitate learning? Are departments engaged in continuous improvement efforts?
2.2 BBCC helps students attain high academic standards	2.2a External certification rates 2.2b Course success rates by modality and time of day 2.2c Gen Ed Assessment 2.2d Program Assessment	TBD fall quarter	How can academic programs improve to better facilitate learning?
2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes	2.3a Employee generated professional development topics 2.3b BBCC professional development offerings 2.3c Evaluation of professional development	TBD fall quarter	How can BBCC improve its professional development offerings related to its three strategic priorities?

## Core Theme Indicators

<b>Community Engagement Outcome: BBCC supports economic development nurtures community and industry partnerships, and acts as a responsible steward of resources.</b>			
Objectives	Indicators	Targets	Actions or Decisions
3.1 BBCC works with community and industry partners to support economic development	3.1a Employer Survey responses related to needed training and how/when to offer the training 3.1b Align economic sectors with BBCC programs, CBIS offerings, and testing services	TBD fall quarter	Does BBCC need to change its noncredit and for credit offerings to meet the needs of the local economy?
3.2 BBCC works with K-12 & university partners to provide educational opportunities	3.2a National Student Clearinghouse transfer data 3.2b Percent of local high school graduates attending BBCC 3.2c Running Start and College in the High School enrollments 3.2d Outreach survey (area schools)	TBD fall quarter	Does BBCC need to better facilitate the transition of students from K-12 to BBCC to key university partners? Does BBCC need to make changes to increase the percentage of local high school graduates that enroll in BBCC?
3.3 BBCC practices responsible use of resources, including fiscal and natural resources	3.3a Hazardous waste tracking 3.3b Energy Use Index (EUI) tied to current and future projects 3.3c Paper and plastic use 3.3d Clean audits	TBD fall quarter	Is BBCC appropriately managing hazardous waste, physical and fiscal resources? Is BBCC reducing its use of nonrenewable resources?
3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community	3.4a ICAT responses related to equity 3.4b Spring Enrollment Survey responses related to inclusion 3.4c Degree to which employee demographics reflect student body demographics	TBD fall quarter	Does BBCC need to make changes to better serve all groups within its diverse student body and to support its employees?

**BIG BEND COMMUNITY COLLEGE**










Date: 10/27/17




**ITEM #2:** 2016-17 Board Self Evaluation (information)

<b>Topic:</b>	<b>Reference Material:</b>
<p>2016-17 Board Self-Evaluation</p> <p><b>Facilitator:</b> Dr. Bryce Humpherys Dean Valerie Parton</p> <p><b>Outcome:</b> Board Self-Evaluation Statement Begin to Draft 2017-18 Board Goals</p>	<p>Mission, Vision, Values, Core Themes (1 ) Ends Statements (1 ) Monitoring Report Summaries (10) 2016-17 Board Activities Log (18) 2016-17 Board Motions Log (24) Sept. 30, 2016, Retreat Meeting Minutes (83) October 27, 2016, Meeting Minutes Excerpt (90)</p>

# STUDENT SUCCESS

Presented at October 27, 2016, Board Meeting

<b>Student Success: BBCC provides access to programs and services that meet the needs of our service district.</b>						
<b>Objectives</b>	<b>2014</b>		<b>2015</b>		<b>2016</b>	
	<b>KPI</b>	<b>Average Rating</b>	<b>KPI</b>	<b>Average Rating</b>	<b>KPI</b>	<b>Average Rating</b>
1.1 BBCC provides access to programs and services that meet the educational needs of our students and prospective students		3.5		3.7		3.6
1.2 Use of services correlates with success, retention, and completion		3.8		3.7		3.4
1.3 Students are prepared to graduate and to transfer or to seek employment		4.1		4.0		3.5






Rating	Summary of Feedback	
<b>Student Success Outcome: BBCC provides access to programs and services that meet the needs of our service district.</b>		
<b>Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students</b>		
	3.6	<p>Advising</p> <ul style="list-style-type: none"> <li>• Develop an advising framework so all advising is comprehensive and consistent</li> <li>• Break options down into understandable blocks</li> <li>• Provide on-going advising; students, especially first generation students, don't know what they don't know</li> </ul> <p>Resource Awareness</p> <ul style="list-style-type: none"> <li>• Cross-train so students aren't sent from place to place to get what they need</li> <li>• Actively promote BBCC across the district</li> </ul>
<b>Objective 1.2 Use of services correlates with success, retention, and completion</b>		
	3.4	<p>Advising</p> <ul style="list-style-type: none"> <li>• Embrace pathway advising and dedicate resources to this; the fact that students are retained but don't reach graduation, speaks to their lack of direction</li> <li>• Require students to develop an educational plan at orientation and make advising mandatory for freshmen</li> <li>• Help students select classes based on university and major prerequisites</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Create an awareness of services and resources for students and staff</li> <li>• Be advocates for students, create a holistic approach to student services, find ways to catch students when they need help</li> <li>• Increase use of the Student Success Center and the Writing Lab</li> </ul>
<b>Objective 1.3 Students are prepared to graduate and to transfer or to seek employment</b>		
	3.5	<p>Workforce Programs</p> <ul style="list-style-type: none"> <li>• Connect programs to industry with internships, fellowships, etc.</li> <li>• Maintain program relevancy with district employer needs</li> </ul> <p>Soft Skills</p> <p><u>Transfer students</u></p> <ul style="list-style-type: none"> <li>• Provide opportunities to learn about careers, final course selections, graduation, scholarship and university applications</li> </ul> <p><u>Workforce students</u></p> <ul style="list-style-type: none"> <li>• Develop a College Success Skills class that focuses on how to look for a job, resumé building, and interviewing skills</li> </ul>

# COMMUNITY ENGAGEMENT

Presented at March 13, 2017, Board Meeting

- **5 – Significant success:** Made substantial progress, completed or exceeded expectations; indicates systematic implementation; required resources have been allocated; results are sustainable.
- **4 – Considerable success:** Current efforts have improved over the last assessment; continue current practices with on-going monitoring and efforts to continuously improve.
- **3 – Approaching success:** Achievement/implementation in progress; improvement efforts are on-going; there are concerted efforts to use available resources effectively.
- **2 – Limited progress toward success:** While efforts were made, progress is delayed or limited. Assessments indicate progress, but there is limited movement toward success. Resource allocation and implementation are a priority at this time; the need for improvement is recognized.
- **1 – Not addressed or minimal progress:** The College has not focused on this objective. No significant planning or action has yet occurred; resources have not yet been allocated.

**Key:**

KPI	Progress Toward Target	Average Rating	Action
	Outstanding	4.1 - 5.0	Use as a model, best practice
	Good	3.1 – 4.0	Continue to support this practice
	Satisfactory	2.1 – 3.0	Meets the benchmark, but keep improving so we don't slip
	Needs Improvement	1.1 – 2.0	Develop an action plan
	Not Acceptable	0.0 – 1.0	Take immediate action and commit additional resources


## BBCC Faculty, Staff, and Trustee Feedback and Next Steps 2017

### KEY

- ❖ Indicates progress from previous year
- Ideas from previous year
- Emerging ideas in 2017
- Next Steps

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


### Objective 3.1 BBCC works with community and industry partners to support economic development

	3.89	<p>How can BBCC nurture current and future partnerships to expand and enhance economic development?</p> <ul style="list-style-type: none"> <li>• Continue ongoing outreach and marketing efforts directed at innovative partnerships</li> <li>• Connect workforce programs and students with business and industry to ensure students have required workforce skills for local jobs</li> <li>❖ Maintain excellent training to local businesses through CBIS</li> <li>❖ Maintain enhanced connections that have been made in Adams County and in Ephrata and Quincy</li> </ul>
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#### Next Steps

- Increase and strengthen partnerships with WorkSource, SkillSource, Veterans Services, Grant Integrated Services, Department of Vocational Rehabilitation, Job Corps, Opportunity Industrialization Center, Adams and Grant counties' economic development groups, and Othello school district to offset reduced Jobs Skills Program grant funding that would otherwise result in few training opportunities
- Offer or facilitate professional development in the following areas: EMT Testing, Electrician's continuing education units, Flagging, Aircraft Rescue and Fire Fighting, Pesticide Applicator certification, and state mandated Suicide Training for clinicians
- Develop a transitional pre-employment summer program for students aged 14-21
- Analyze advisory committee recommendations to determine how workforce educational programs can better prepare students for the job market
- Pursue partnerships with Laerdal and Swedish Hospital for Medical Simulation Technology training and possible trainers

### Objective 3.2 BBCC works with K-12 and university partners to provide educational opportunities

	3.63	<p>Identify areas where BBCC could develop K-12 and university pathways to create seamless educational opportunities or transitions.</p> <ul style="list-style-type: none"> <li>• University Partners: <ul style="list-style-type: none"> <li>○ Form partnerships to bring needed baccalaureate options to Moses Lake</li> <li>○ Create new major-specific transfer agreements to help students transfer</li> </ul> </li> <li>• K-12 Partners: <ul style="list-style-type: none"> <li>○ Develop consistent contact and collaboration with districts on schedules and on BBCC course offerings</li> <li>○ Provide faculty, staff, and Running Start students opportunities to better understand Running Start regulations, rules, and college expectations</li> <li>○ Expand College in the High School and maintain college standards</li> <li>○ Market and expand Workforce education opportunities for high school students</li> </ul> </li> <li>➤ Pathways Advising: <ul style="list-style-type: none"> <li>○ Align curriculum from K-12 to BBCC to prepare students for college-level work</li> <li>○ Adopt intrusive advising to help students select a pathway with a clear end goal so unnecessary classes are not taken and students seamlessly transfer into 4-year majors</li> </ul> </li> </ul>
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#### Next Steps

- Expand Ephrata's College in the High School Program to include medical terminology, biology, and college math
- Pursue College in the High School with Columbia Basin Technical Skills Center for Medical Simulation Technology classes



- Continue to hold conversations and visitations with CWU staff to expand area baccalaureate opportunities
- Increase WSU’s visibility in the University Center to expand area baccalaureate opportunities
- Create a Computer Science Direct Transfer Agreement with CWU
- Work with CWU, EWU, and WSU to develop and validate advising maps
- Develop consistent contact and collaboration with service district schools on Running Start to further understand any issues and share information; make updates to Running Start Information Nights
- Partner with UW, YVCC, CBC and others in a Healthcare Career Fair on March 4, 2017, targeted at high school students
- Pilot the Open Door Program with Ephrata High School, which targets high school age students who have dropped out; possibly expand to other schools in the future
- Increase academic IBEST opportunities


**Objective 3.3 BBCC practices responsible use of resources, including fiscal and natural resources**

	3.38	<p>How could BBCC improve its use of resources?</p> <ul style="list-style-type: none"> <li>• Tie the budget planning process to strategic initiatives</li> <li>• Expand recycling across campus, green energy use, and sustainability</li> <li>➤ Pursue ongoing efforts to discover innovative processes to reduce redundancy and increase efficiencies</li> </ul>
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**Next Steps**

- Strengthen current recycling efforts to include additional stations and new signage
- Expand recycling efforts on campus to include yard waste composting
- Begin establishing benchmarks with other colleges’ sustainability programs
- Revise the existing work order process for M&O employees and incorporate electronic devices to reduce paper and improve efficiencies
- Determine feasibility of expanding the capability of Neogov, the new online application software, to further reduce the use of paper in the recruitment process
- Reactivate the Budget Review Task Force and solicit participation from all employee groups to inform the annual budget building process

**Objective 3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community**

	3.52	<p>How can faculty and staff work to create an inclusive environment for students, employees, and partners?</p> <ul style="list-style-type: none"> <li>• Continue diversification efforts in ASB and athletics to include students of color, religious backgrounds, and sexual orientation</li> <li>• Continue diverse hiring practices to diversify our staff</li> <li>• Continue trainings that reach all staff; encourage attendance</li> <li>➤ Assess whether the trainings increased multi-cultural awareness and ability</li> <li>➤ Create diverse committees so knowledge and ideas from many are considered</li> <li>➤ Work together as a united campus to address needs and gather ideas from all staff</li> </ul>
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**Next Steps**






- Conduct an environmental scan during fall quarter 2017; the Multicultural Development Team will recommend to the Executive Team a vendor/tool
- Share the photos and stories of transforming lives nominees in a variety of methods across the campus and in our service district to show greater success among students with diverse backgrounds
- Use Neogov analytics to determine if different steps in the recruitment and selection process have a disparate impact on applicants of protected classes

# EXCELLENCE IN TEACHING & LEARNING

Presented at June 8, 2017, Board Meeting

- **5 – Significant success:** Made substantial progress, completed or exceeded expectations; indicates systematic implementation; required resources have been allocated; results are sustainable.
- **4 – Considerable success:** Current efforts have improved over the last assessment; continue current practices with on-going monitoring and efforts to continuously improve.
- **3 – Approaching success:** Achievement/implementation in progress; improvement efforts are on-going; there are concerted efforts to use available resources effectively.
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Key:


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	Not Acceptable	0.0 – 1.0	Take immediate action and commit additional resources

**KEY**


- Emerging ideas in 2017
- Ideas from previous year
- ❖ Indicates progress from previous year

**Excellence in Teaching and Learning Outcome: BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.**

**Objective 2.1 BBCC implements innovation and creativity in programs and services**

	3.27	<p><b>Are there existing processes in place that impact student learning and success that the college would benefit from improving?</b></p> <ul style="list-style-type: none"> <li>➤ <u>Resource Awareness</u>: resources are good; a resource guide would help staff direct students to needed resources; develop a method to help students locate instructors or advisors</li> <li>• <u>Broad Engagement and Communication</u>: is essential to have a campus-wide focus and buy-in to build initiative momentum (faculty and staff) and student engagement is crucial in every department</li> <li>❖ <u>Advising</u>: on the right track but needs continued development; this work will help the campus move toward increased student engagement and will inform the intake process</li> </ul>
		<p><b>Are there existing processes in place that impact efficiency and productivity in college processes and operations?</b></p> <ul style="list-style-type: none"> <li>➤ <u>Processes</u>: communicate efficiencies and improvements in processes; eliminate redundant administrative processes; continue diversity and equity efforts in our hiring processes</li> <li>• <u>Communication and Engagement</u>: faculty must be part of student success campus conversations; improved employee evaluation indicates engaged investment in employees; improve interdepartmental communication, which will decrease redundant processes</li> <li>❖ <u>Advising</u>: an important step in student success; improve process to move students through the educational pathway; implement advising group recommendations; classes and services must be available to working students; maintain and update a multi-year schedule allowing students to map out their courses to graduation</li> </ul>

**Objective 2.2 BBCC helps students attain high academic and industry standards**

	3.40	<p><b>What are some of the things BBCC can do to help students attain high academic and industry standards?</b></p> <ul style="list-style-type: none"> <li>➤ <u>Developmental Education</u>: investigate the placement process to determine if it is accurately placing students; provide support to students in developmental education which is essential to subsequent educational success; increase full-time faculty in this area; IBEST may improve success here</li> <li>➤ <u>Industry and Community Engagement</u>: industry presentations and tours will lead students to making strong commitments to their education and future careers; industry support through internships or course presentations</li> <li>➤ <u>Promotion and Outreach</u>: this can educate potential students on how to prepare for college; general program promotion</li> <li>❖ <u>Advising</u>: mandatory improved advising is a great start; include other advising best practices – 15 credits a term, determine educational and life goals, develop program maps and pathways to transfer colleges</li> </ul>
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Objective 2.3 BBCC supports professional development for faculty and staff	
3.57	<p><b>What professional development activities could BBCC undertake to improve student learning outcomes?</b></p> <ul style="list-style-type: none"> <li>➤ <u>Program Awareness, Services Simplification, and Pathway Training</u>: this will help students from their initial BBCC contact through to completion</li> <li>➤ <u>Equity, Inclusion, and Diversity</u>: a cultural climate assessment would determine if BBCC has related barriers to student learning; cultural awareness in specific fields and how to embed cultural awareness into curriculum</li> <li>• <u>Faculty</u>: focus on inspirational and challenging classes, new pedagogy that can be applied in the class; support for adjunct faculty in teaching strategies, Canvas training, etc.</li> </ul>
	<p><b>What professional development activities could BBCC undertake to improve efficiency and productivity in college processes and operations?</b></p> <ul style="list-style-type: none"> <li>➤ <u>Efficiencies and Process Mapping</u>: more lean training; improving efficiency in processes and operations does not seem to be a priority; when new initiatives are developed, there should be interaction among groups to share ideas; every process should be mapped out and scrutinized for duplication and potential opportunity for errors; involve stakeholders to gather ideas and buy-in to the new process</li> <li>➤ <u>Training</u>: gather staff input on needed training</li> <li>• <u>Training Reports</u>: following training, faculty and staff should report how they intend to use the training in their classroom or area</li> </ul>
<b>Next Steps</b>	
<ul style="list-style-type: none"> <li>○ Continue to expand and implement advising efforts.</li> <li>○ Review and improve communication processes and how the college engages faculty and staff.</li> <li>○ Develop and implement a process to refine or update Core Theme Indicators to make them more meaningful. This will provide the foundation for the college to develop goals and targets that will be used to determine if the college is fulfilling its mission and reaching its goals.</li> </ul>	

<b>2016-17 Chair Ms. Anna Franz</b>		Attended 8 of 8 board meetings. Activities self-reported at board meetings detailed below.
	8/11/16	Trustee Anna Franz attended graduation. She also attended the presidential evaluation sub-committee and drafted an evaluation tool. She also consulted with Dr. Leas regarding the board agenda.
	9/30/16	Retreat
	10/27/16	Board Chair Anna Franz reported that she drafted the president's evaluation and the board self-evaluation. She also reviewed the agenda with President Leas.
	12/12/16	Board Chair Anna Franz reported that she attended the local Transforming Lives dinner and the public PTEC meeting.
	1/26/17	Trustee Anna Franz reported that she attended the ACT Conference and legislative visits. She commented it was great to have BBCC's nominee Phillip Christian at the Transforming Live event. Trustee Franz also attended the state audit exit conference just prior to this meeting. She complimented staff on earning a clean audit.
	3/13/17	Trustee Anna Franz reviewed the probationary tenure files. She stated BBCC has a good probationary tenure-review process and great people coming on board. She also attended the luncheon at BBCC with the Achieving the Dream Coaches and reviewed the board agenda with President Leas.
	4/28/17	Trustee Anna Franz reported that she attended the JATP welcoming ceremony and talked with ACT Director Kim Tanaka.
	6/08/17	Board Chair Anna Franz attended Cellarbration and the ACT Conference. She thanked Trustee Lane and President Leas for hosting and coordinating the ACT event.

<b>Mr. Jon Lane</b>		Attended 8 of 8 board meetings. Activities self-reported at board meetings detailed below.
	8/11/16	<p>Trustee Jon Lane reported that he will attend the Moses Lake Rodeo Cowboy breakfast tomorrow. He attended the SBCTC meeting in Wenatchee and the WACTC Retreat. He also attended the Advocacy Steering Committee with presidents, trustees, SBCTC staff, and PIOs to determine messages for legislators to address funding inadequacies. Trustee Lane said he will apply for reappointment to the BBCC Board of Trustees. He requested a letter of support from Dr. Leas and Board Chair Franz.</p> <p>Trustee Lane shared that many trustees are concerned about ctcLink and he asked about BBCC's ctcLink transition plan. BBCC is in the third wave of ctcLink. Director of BBT, Rick Sparks is the project manager for BBCC's ctcLink effort. He is learning about how to prepare to transition to ctcLink. Spokane Community Colleges and Tacoma Community College have experienced several issues from ctcLink that negatively impacted students and employees. Based on their issues, the date for Wave 1 is pushed out further and Director Sparks is not sure how that will affect Waves 2 and 3. VP Schoonmaker shared that during the ctcLink Steering Committee yesterday bringing in an outside vendor to review the process and determine how to schedule the remaining colleges.</p> <p>Trustee Lane also reported that the president at Green River Community College recently resigned. He emphasized the importance of trustees walking the fine line of knowing what is going on at the college and not getting involved in the day-to-day details.</p>
	9/30/16	Retreat
	10/27/16	<p>Trustee Jon Lane reported that he attended the ACCT Conference in New Orleans, and Washington State was recognized with three awards. He also attended Star Night, a WACTC Meeting, and planning meetings for the Spring ACT Conference, which will be held at BBCC, May 25-26, 2017. Trustee Lane reported that he is serving on the Law &amp; Justice Advisory Board at CBTech, which feeds the BBCC Criminal Justice program.</p>
	12/12/16	<p>Trustee Jon Lane reported that he attended the Legislative Action Committee meeting at SeaTac. He also attended the public PTEC building meeting. Trustee Lane attended the local Transforming Lives dinner and said it was great. He also attended the WACTC meeting at Olympic College and the President's Cup Award event on the BBCC campus. Lastly, Trustee Lane is on the hiring committee to replace retiring SBCTC Executive Director Marty Brown. He invited trustees and staff to share their thoughts on this important leadership position with him.</p>

<b>Mr. Jon Lane (continued)</b>	1/26/17	Trustee Jon Lane reported that he is on the SBCTC Executive Director hiring committee, and they hope to hire someone for the position in the spring. He attended the ACT Conference and the Transforming Lives dinner. He will attend the ACCT National Legislative Summit in WA D.C.
	3/13/17	<p>Trustee Jon Lane reported that he reviewed probationary tenure files. He asked if anyone had improvement ideas for the process. The faculty probationary tenure process is defined in the Faculty Negotiated Agreement. Faculty Association President Kathleen Duvall stated faculty members are open to improvement ideas. Trustee Anna Franz recommended the process be left to administration and faculty.</p> <p>Trustee Lane has been involved in planning the ACT Conference that will be held at BBCC May 25-26. He also attended the ACCT conference and encountered a lot of uncertainty with national leaders. Trustee Lane attended the BBCC Business After Hours and the luncheon at BBCC with the Achieving the Dream Coaches. Trustee Jon Lane recently escorted his sister's grandson around BBCC. He is interested in Industrial Systems Technology and Industrial Electrical Technology. Instructor Ayers did an outstanding job describing the programs. Lastly, he attended a cold baseball game yesterday.</p>
	4/28/17	Trustee Jon Lane attended legislative conference calls on Friday mornings with the SBCTC. He also attended the BBCC Foundation board meeting. He complimented Director Parton and the Foundation for being a valuable asset to BBCC. Trustee Lane has participated on Spring ACT conference planning phone conference calls. He also expressed appreciation for his nomination and award for the AACC Outstanding Alumni Award at the AACC Conference in New Orleans.
	6/08/17	Trustee Jon Lane reported he attended Cellarbration! and he complimented Executive Director Parton for delivering a great event. He also attended the ACT Conference and complimented President Leas, Executive Assistant Melinda Dourte, and ATEC Coordinator Deena Westerman for coordinating the event. Trustee Lane reported that AD Mark Poth contacted him about the BBCC Athletic Hall of Fame.



<b>Mr. Stephen McFadden</b>		Attended 8 of 8 board meetings. Activities self-reported at board meetings detailed below.
	8/11/16	Trustee Stephen McFadden reported that the Adams County Development Council hosted their annual banquet June 18 at Evergreen Implement. He appreciated Dr. & Mrs. Leas' attendance. Trustee McFadden attended an International Economic Development Council's Entrepreneurship and Small Business Development meeting and he would like to begin developing a small business program for Adams County. He thanked BBCC staff for attending the third Othello Industry Council meeting held on July 26; new Othello School District Superintendent Dr. Chris Hurst was introduced at the meeting. The Adams County Development Council Board will meet tonight. Trustee McFadden also attended the BBCC Nurses' Pinning Ceremony for the first time and was very impressed.
	9/30/16	Retreat
	10/27/16	Trustee Stephen McFadden reported that he spoke at the Othello Rotary Club October 27.
	12/12/16	Trustee Stephen McFadden reported that he served on the BBCC Transforming Lives committee to plan the recognition event. He is also planning the next Othello Industry Council (OIC) meeting for Othello employers to showcase STEM jobs. He reported that BBCC staff have been very supportive of the OIC.
	1/26/17	Trustee Stephen McFadden reported that he attended the ACT conference and the legislative visits. He said Senator Schoesler was excited to see more agriculture courses offered at BBCC and less expensive CDL classes. Trustee McFadden hosted the Othello Industry Council meeting. The Council is planning the Othello Career Showcase, he would like to have a BBCC person serving on the planning committee. It's a great opportunity for Director Summers to showcase the Transforming STEM Pathways Grant.
	3/13/17	Trustee Stephen McFadden reviewed probationary tenure files. He complimented staff and administration for the width and breadth of the information. Trustee McFadden also attended the luncheon at BBCC with the Achieving the Dream Coaches. He reported he continues to participate in sector partnership meetings and North Central Workforce Development Council meetings.
	4/28/17	Trustee Stephen McFadden attended the event on campus with Governor Inslee. He is also actively involved in Central WA Sector Partnership Meetings.

<b>Mr. Stephen McFadden (continued)</b>	6/08/17	Trustee Stephen McFadden reported that he has been involved in planning the Career Showcase in Othello, which is scheduled on October 12. BBCC staff have been involved the planning, and key BBCC programs will participate in the showroom. Trustee McFadden attended day two of the ACT Conference. He also attended the WorkForce Development Council board meeting at which the participants reviewed sector partnerships for healthcare in two counties. Trustee McFadden informed Board Chair Franz and President Leas about Representative Tom Dent's invitation to meet about fleet replacement issues.
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<b>2016-17 Vice Chair Juanita Richards</b>		Attended 7 of 8 board meetings. Activities self-reported at board meetings detailed below.
	8/11/16	Trustee Juanita Richards shared that she attended graduation and it continues to be a highlight of the year. She is serving on the (Association of College Trustees) ACT Awards Committee.
	9/30/16	Retreat
	10/27/16	
	12/12/16	Trustees Juanita Richards reported that she attended the Transforming Lives Recognition dinner. She also served on the statewide trustees Transforming Lives Committee choosing the five awardees from the nominations.
	3/13/17	Trustee Juanita Richards stated she reviewed probationary tenure files. She commented the data collection was easy to review. Trustee Richards compliment BBCC for hosting Business After Hours. She also attended the luncheon at BBCC with the Achieving the Dream Coaches.
	4/28/17	Trustee Juanita Richards attended the event on campus with Governor Inslee. She also attended the Refresh Leadership Simulcast at BBCC and served on the ACT Awards Committee.
	6/08/17	Trustee Juanita Richards reported she attended the ACT Conference. The speakers were excellent, and she heard positive feedback from attendees. She also attended Cellarbration.

16-38	8/11/16	a) Approval of Regular Board Meeting Minutes (A); b) President's Update (I); c) Student Success Update (I); d) Assessment Update (I); e) Capital Project Report (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i.) Enrollment Report (I).	C	2878
16-39	8/11/16	Approved board chair rotation schedule.	C	2880
16-40	8/11/16	Ratification of 2016-18 Negotiated Agreement.	C	2881
16-41	8/11/16	Canceled the September 8, 2016 board meeting.	C	2883
16-42	10/27/16	a) Approval of Regular Board Meeting Minutes August 11, 2016 and Board/Admin Strategic Summit September 30, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Safety & Security Report (I); h) Human Resources Report (I); i) Classified Staff Report (I); j.) Enrollment Report (I); k) Quarterly Budget Report (I); l) Public Correspondence.	C	2891
16-43	10/27/16	Approved the AMP Student Success Monitoring Report.	C	2896
16-44	10/27/16	Nominate Phillip Christian as BBCC's Transforming Lives nominee and Erica Martell as the alternate nominee.	C	2897
16-45	10/27/16	Approved Board Resolution 2016-1 (delegation of authority)	C	2897
16-46	10/27/16	Approve President Leas' 2017-18 contract including a 1.8% salary increase.		2899
16-47	10/27/16	Approved board's self-evaluation statement.	C	2899
16-48	10/27/16	Reschedule December 1, 2016 meeting to December 12, 2016.	C	2900
16-49	12/12/16	a) Approval of Regular Board Meeting Minutes October 27, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).	C	2901
16-50	12/21/16	Approve Proprietary Funds budget and Financial Statements.	C	2904
16-51	12/21/16	EFA Award for Guillermo Garza for \$2,000.	C	2904
16-52	12/21/16	Approve 2017 board meeting schedule as presented.	C	2904
16-53	12/21/16	Next regular meeting scheduled January 26, 2017.	C	2905
17-01	1/26/17	a) Approval of Regular Board Meeting Minutes December 12, 2016 (A); b) President's Update (I); c) Accreditation & Assessment (I); d) Student Success (I); e) Finance & Administration Report (I); f) Safety & Security Report (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Quarterly Budget Report (I).	C	2906

17-02	1/26/17	Approved revisions to student code of conduct.	C	2908
17-03	1/26/17	Rescheduled March 9 board meeting to March 13, 2017.	C	2912
17-04	3/13/17	a) Approval of Regular January 26, 2017, Board Meeting Minutes (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e) Student Success Update (I); f) Finance & Administration Update (I); g) Safety & Security Update. (I); h) Human Resources Update (I); i) Classified Staff Report (I); j) Enrollment Report.	C	2915
17-05	3/13/17	Approve Community Engagement monitoring report	C	2918
17-06	3/13/17	Renew probationary contract of Kent Dannenberg	C	2918
17-07	3/13/17	Renew probationary contract of Ryan Duvall	C	2919
17-08	3/13/17	Renew probationary contract of Allison Palumbo	C	2919
17-09	3/13/17	Renew probationary contract of Jody Quitadamo	C	2919
17-10	3/13/17	Renew probationary contract of Sean Twohy	C	2919
17-11	3/13/17	Renew probationary contract of Michael Dzbenski	C	2919
17-12	3/13/17	Renew probationary contract of Dawnne Ernette	C	2920
17-13	3/13/17	Renew probationary contract of Jaime Garza	C	2920
17-14	3/13/17	Grant tenure to Benjamin Altrogge	C	2920
17-15	3/13/17	Grant tenure to Heidi Gephart	C	2920
17-16	3/13/17	Grant tenure to John Martin	C	2920
17-17	3/13/17	Grant tenure to John Mark Swedburg II	C	2920
17-18	3/13/17	Grant tenure to Arthur Wanner	C	2921
17-19	3/13/17	Approve EFA to Jennifer Brooks (\$2,000), Heidi Gephart (\$2,000), and Pam Hare (\$2,000).	C	2921
17-20	3/13/17	Reschedule next board meeting from April 20 to April 28, 2017	C	2922
17-21	3/13/17	Delegate nomination authority for the ACT Awards to Board Chair Anna Franz	C	2923
17-22	3/13/17	Appoint trustees Stephen McFadden and Juanita Richards to work with Dr. Leas and Dr. Humpherys to update the annual board evaluation this summer.	C	2923
17-23	4/28/17	a) Approval of Regular Board Meeting Minutes March 13, 2017 (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e) Student Success Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (A); j) Enrollment Report (I); i) Quarterly Budget Report.	C	2925
17-24	6/8/17	a) Approval of Regular Board Meeting Minutes April 28, 2017 (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e) Student Success Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).	C	

17-25	6/8/17	Approve Spending Authority	C	2934
17-26	6/8/17	Approve filing Student Code of Conduct Revisions with the Code Reviser's Office	C	2934
17-27	6/8/17	Moved to approve the Excellence in Teaching & Learning Monitoring Report	C	2935
17-28	6/8/17	Award Emeritus status to David Hammond	C	2936
17-29	6/8/17	Award Emeritus status to Stephen Lane	C	2936
17-30	6/8/17	Award Emeritus status to John Peterson	C	2936
17-31	6/8/17	Award Emeritus status to Terry Kinzel	C	2936
17-32	6/8/17	Award Emeritus status to Kara Garrett	C	2936
17-33	6/8/17	Approve board chair matrix appointing Trustee Juanita Richards 2017-18 chair	C	2936
17-34	6/8/17	Approve president's evaluation form as drafted by trustee Anna Franz	C	2936
17-35	6/8/17	Cancelled 6/16/17 board meeting	C	2937

**BIG BEND COMMUNITY COLLEGE**

Date: 10/27/17

**ITEM #3:** 2016-17 President's Evaluation (information)

<b>Topic:</b>	<b>Reference Material:</b>
<p>2016-17 President's Evaluation</p> <p><b>Outcome:</b> Begin President's 2016-17 Evaluation Statement</p>	<p>Mission, Vision, Values, Core Themes (1 ) Ends Statements (1 ) Monitoring Report Summaries (10) Policy Governance BP 1000 (67) President's Activity Log (28) Oct 27, 2016, Mtg Minutes Excerpt (91) President's Evaluation Form (93) Leadership Competencies (82)</p>

**BACKGROUND:**

RCW 28B.50.140 gives Trustees authority to employ the college president, determine the president's duties, and set the compensation for the president.

The responsibility to evaluate the degree to which the president is successful in achieving the goals and objectives outlined in the college's strategic plan also rests with the Trustees.

The policy governance model provides that a board's chief evaluative interest is whether the organization achieves the board's ends and operates within the board's executive limitations. Further, the board holds the President/CEO personally accountable for that organizational performance. Under this model, organization performance, and by extension, presidential performance is disclosed by a monitoring system that provides the board with ongoing, applicable data.

The evaluation should be completed annually, preferably at the board retreat. At a minimum, the evaluation should review and document presidential performance in the following broad areas of presidential responsibility:

1. Assessment of how well the institution is fulfilling its mission.
2. Attainment of or progress toward achieving institutional goals and objectives.
3. Participation and leadership in system-level goals and activities.



During the 2016 Board Retreat, the Trustees discussed using a new evaluation form for the President's annual performance evaluation. A new evaluation tool was developed by a sub-committee of the Board of Trustees and subsequently approved at the June 8, 2017 regular Board meeting. The new evaluation form includes the Ends Statements and evaluative information.

Trustees may also use the following documents in their evaluation of the president:

1. Annual internal reports including: Mission Fulfillment, Excellence in Teaching & Learning, Community Engagement, and Budget Presentations.
2. Feedback from college stakeholder groups (faculty, staff, students, foundation), community members, system-level stakeholders, and trustees.
3. The president's annual work plan summary.
4. The president's self-assessment.
5. BBCC Leadership Competencies

The process for evaluating presidential performance is documented in BP 1000, Policy Governance By-Laws, section 1000.4, Board Staff Linkage, subsection BSL-4, Monitoring Presidential Performance. A copy of the policy is included in the board packet.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Sarah Adams	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Rotary Foundation Meeting	Community Engagement	BBCC	
6/22/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	SBCTC Meeting	Budget Presentation	Wenatchee Valley College	
	Grant County EDC Board Retreat	Community Engagement	BBCC	
	Foundation Meeting	Guidance	BBCC	
6/24/16	Standing Committee Meeting	Guidance	BBCC	
6/27/16	Sonico Groundbreaking	Community Engagement	Moses Lake	
6/28/16	Columbia Basin Editorial Board	Community Engagement	Moses Lake	
	Exit Lunch with Retiree	Feedback		
	NOA Director Pat Ford	Program Support	BBCC	
	Director of TRiO Upward Bound Anita DeLeon	Program Support	BBCC	
6/29/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
6/30/16	Foundation Meeting	Guidance	BBCC	
	Rep Tom Dent & Sen Judy Warnick	BBCC Support	Moses Lake	
7/1/16	New Employee Orientation	Guidance	BBCC	
	Port of Moses Lake 50 <sup>th</sup> Anniversary (Speaker)	Community Engagement	Moses Lake International Airport	
7/05/16	Director of Title V Terry Kinzel	Program Support	BBCC	
	WACTC Critical Issues Committee Conference Call			
	STEM Director Sarah Adams	Program Support	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/06/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	New Employee Orientation	Guidance	BBCC	
7/07/16	Welcome Statewide Working Success Network	Climate	BBCC	
	Internal Meeting	Discuss Advisory Board Meetings	BBCC	
	StrengthsFinder Workshop	Professional Development	BBCC	
	Internal Meeting	Title IX Athletics	BBCC	
7/08/16	Internal Meeting	Social Media	BBCC	
	Internal Meeting	Athletics	BBCC	
7/11/16	Capital Committee	Guidance	Conference Call	
	VP Candidate Interview	Feedback	BBCC	
7/12/16	Dean of IR Valerie Parton	Program Support	BBCC	
	VP Candidate Interview	Feedback	BBCC	
7/13/16	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Internal Monitoring Team Meeting	Pathway Access to Healthcare Professionals	BBCC	
	VP Candidate Interview	Feedback	BBCC	
7/14/16	Foundation Meeting	Donor Appointments	BBCC	
	Internal Meeting	Discuss Sen Patty Murray's Staff's Visit	BBCC	
7/15-19/16	Vacation			
7/20-22/16	WACTC Retreat	System Support	SeaTac, WA	
7/25/16	Internal Meeting	Athletics	BBCC	
	Internal Meeting	Student Services Commission	BBCC	
	Internal Meeting	Board Retreat	BBCC	
	Internal Meeting	Athletics	BBCC	
	Director of Title V	Program Support	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Terry Kinzel			
7/26/16	Continuity of Operations Planning and Risk Management	Safety & Security	BBCC	
	Othello Industry Council	Community Engagement	Othello	
	VP Orientation	Guidance	Phone Call	
	Internal Meeting	Residence Halls	BBCC	
	Internal Meeting	Communication	BBCC	
	Regional Governance Education: Managing Complexities of Compliance in Healthcare	Community Engagement Professional Development	CBTech	
7/27/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
7/28/16	Excellence in Management Training	Professional Development	BBCC	
7/29/16	Internal Meeting	Personnel	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/01/16	HR Meeting	Performance Evaluation	BBCC	
	AtD Conference	Excellence in Teaching & Learning	BBCC	
	Phi Theta Kappa Advisors and Officers	Excellence in Teaching & Learning	BBCC	
8/02/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Grant County Economic Development Council Executive Director Linda Martin	Training Opportunities	EDC Office	
	Board Agenda Review with Chair Anna Franz	College Guidance	BBCC	
	Columbia Basin Herald Editorial Board	Community Engagement	BBCC	
	Diversity Issues	Climate	BBCC	
8/03/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/04/16	Director of Communications Candidate Interview	Feedback	BBCC	
	Community Health Needs Assessment Meeting	Community Engagement	Samaritan Hospital	
	STEM Director Sarah Adams	Program Support	BBCC	
8/05/16	Director of Communications Candidate Interview	Feedback	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/08/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Director of Communications Candidate Interview (x2)	Feedback	BBCC	
8/09/16	HR Meeting (x2)	Performance Evaluation	BBCC	
	Big Bend Technology	Excellence in Teaching &	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
		Learning		
	Faculty Association President Kathleen Duvall	Excellence in Teaching & Learning	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
8/10/16	Credentials Evaluator Candidate	Feedback	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	HR Meeting	Performance Evaluation	BBCC	
8/11/16	Board of Trustees Study Session and Regular Meeting	College Guidance	BBCC	
	Adams County Development Council Meeting	Community Engagement	Othello	
8/12/16	Shared Governance Council	Information Sharing, Strategic Planning	BBCC	
	Sodexo General Manager	Partnerships	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
8/15/16	Connecting Simulation to Outcomes Summer Institute	Welcome	BBCC	
	Board/Admin Strategic Summit Planning	Guidance	BBCC	
	Lunch with Potential Foundation Member	Foundation Support	Ephrata	
	HR Meeting	Performance Evaluation	BBCC	
	Rep Newhouse	Legislative Contact	BBCC	
8/16/16	Rotary Board Meeting	Community Engagement	BBCC	
	Cabinet Meeting	College Leadership Strategic Direction	BBCC	
	Senator Patti Murray's Staff SIM Tech Tour	Legislative Support	BBCC	
	HR Meeting	Performance Evaluation	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/17/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	Cabinet Agenda Prep	Guidance	BBCC	
	Rainier Project Prep	Community Engagement	Conference Call	
8/18/16	BBCC Website	Excellence in Teaching & Learning	BBCC	
8/19/16	Financial Documents Review	Authority	BBCC	
8/22/16	Donor Luncheon	Foundation Support	Moses Lake	
	Aerospace Equipment Survey	Program Support	BBCC	
	VP Orientation	Welcome	BBCC	
8/23/16	HR Meeting	Performance Evaluation	BBCC	
	Donor Luncheon	Foundation Support	Moses Lake	
	Initiative Discussion with Faculty Association President Kathleen Duvall	Excellence in Teaching & Learning	BBCC	
	STEM Internal Monitoring Team Meeting	Program Support	BBCC	
8/24/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	ASB Advisor Kim Jackson	Program Support	BBCC	
8/25/16	6th Annual National Commencement & Open House	Community Engagement	Columbia Basin Job Corps	
8/26/16	Director of Communications Candidate Interview	Feedback	BBCC	
8/29/16	Foundation Donor Lunch	Foundation Support	Moses Lake	
	Director of Title V Terry Kinzel	Program Support	BBCC	



### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Agriculture Program	Program Support	BBCC	
8/30/16	Dean of IR Valerie Parton	Program Support	BBCC	
8/31/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Athletics	Program Support	BBCC	
	STEM News	Program Support	BBCC	
	Web Pages	Guidance	BBCC	
	Marketing	Guidance	BBCC	
9/01/16	WA Campus Compact Executive Director Jennifer Hine	College Support	BBCC	
	Computer Issues	Technical Assistance		
9/06/16	Rotary Presentation Preview	College Support	BBCC	
	K-12 Relations	Guidance	BBCC	
	North Central Workforce Development	Community Engagement	BBCC	
	New Opportunities for Aviation (NOA) Internal Monitoring Team	Program Support	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
9/07/16	New Faculty Orientation Welcome	Employee Support	BBCC	
	PTEC Programming	Facilities Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Director Sarah Adams	Program Support	BBCC	
	Health Facilities Planning & Development	Planning	Conference Call	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/08/16	Welcome Nursing Students	Program Support	BBCC	
	Discuss Social Justice Conference	Employee Support	BBCC	
	Faculty Negotiated Agreement Review	Employee Support	BBCC	
	Rotary Presentation Prep	Community Engagement	BBCC	
9/09/16	Shared Governance Council Meeting	Information Sharing, Strategic Planning	BBCC	
	Presentation Prep	Program Support	BBCC	
9/12/16	College In-Service	Excellence in Teaching & Learning	BBCC	
9/13/16	Columbia Basin Herald Editorial Board	Community Engagement	BBCC	
	Good bye Lunch	Employee Support, Information Gathering	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	NOA Project Logistics	Program Support	BBCC	
	Adjunct In-Service Welcome	Excellence in Teaching & Learning	BBCC	
9/14/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	StrengthsFinder 202	Professional Development	BBCC	
9/15/16	Rotary Board Meeting	Community Engagement	BBCC	
	New Student Orientation Welcome (x2)	Excellence in Teaching & Learning	BBCC	
	Dr. Chris Hurst, Othello School District Superintendent	Partnerships	BBCC	
	Foundation Meeting	Foundation Support	BBCC	
9/16/16	Breakfast with ASB Officers	Information Sharing	BBCC	
	StrengthsFinder Team Mapping Session	Professional Development	BBCC	
	Viking Food Pantry Grand	Program Support	BBCC	

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Opening			
	Ice Cream Social/Advising Feedback	Program Support	BBCC	
9/19/16	Nancy Warner Initiative for Rural Innovation & Stewardship	Marketing	BBCC	
	Phi Theta Kappa Officers	College Project	BBCC	
9/20/16	Cabinet Meeting	Information Sharing, Strategic Planning	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
9/21/16	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Board/Admin Strategic Planning Summit Prep	Guidance	BBCC	
9/22/16	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	BBCC	
	Board/Admin Strategic Planning Summit Prep	Guidance	BBCC	
	WSSN Formative Evaluation Prep	Program Support	BBCC	
9/23/16	AstaReal President Arun Nair	Community Engagement	BBCC	
	Update with VP Humpherys	Guidance	BBCC	
9/26/16	College Affordability & Opportunity Call	College Support	Conference Call	
9/27/16	Community Survey	Information Gathering	BBCC	
	Athletics	Program Support	BBCC	
	Good bye Lunch	Information Gathering, Employee Support	BBCC	
	WSSN Formative Evaluators	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Samaritan Healthcare	Community Engagement	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Strategy & Finance Meeting			
	Welcome Back Dinner for Athletes	Program Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
9/29/16	Director of Title V Terry Kinzel	Program Support	BBCC	
	ICS 100	Professional Development	BBCC	
9/30/16	Board/Admin Strategic Planning Summit	College Guidance	BBCC	

10/03/16	Donor Meetings	Support Foundation	Spokane	
10/04/16	JATP Closing Ceremony	Program Support	Seattle	
10/05/16	New Employee Orientation	Employee Support	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	HR Meeting	Performance Evaluation	BBCC	
	Project Rainier Conference Call	Economic Development		
	Project Falcon	Economic Development	Moses Lake	
10/06/16	Grants Meeting	Program Support	BBCC	
	Veterans' Club Fundraiser	Student Support	BBCC	
	Othello Rotary	Community Engagement	Othello	
	Othello SD Superintendent Dr. Chris Hurst	K-12 Partnerships	Othello	
	Soap Lake SD Superintendent	K-12 Partnerships	Soap Lake	
10/07/16	Shared Governance Council	Information Sharing, Strategic Planning	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
	M&O Safety Meeting	Department Support	BBCC	
10/10/16	Foundation Donor	Foundation Support	BBCC	
	HSI STEM Grant Meeting	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	HR Meeting	Performance Evaluation	BBCC	
	Quincy Leadership Roundtable Legislative Contacts	BBCC Support Community Engagement	BBCC	
10/11/16	Rainier Meeting	Community Engagement	Othello	
	Dean of IR Valerie Parton	Program Support	BBCC	
	CBIS Workforce Education Opportunity	Program Support	BBCC	

	STEM Grant Evaluator Meeting	Program Support	BBCC	
	IST Advisory Committee Meeting	Program Support	BBCC	
10/12/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
	Multi-cultural Development Team	Inclusion & Diversity	BBCC	
	Title V NOA UAS Grant Evaluators	Exit Conference	BBCC	
10/13/16	Star Night	Student Success	BBCC	
10/14/16	Blue Mtn CC President Cam Preus	Campus Tour	BBCC	
10/17/16	Title V NOA Director Pat Ford	Program Support	BBCC	
	Transforming Lives Event Planning Meeting	Student Success	BBCC	
	Board Agenda Review	College Guidance	BBCC	Board Chair Anna Franz
	Phi Theta Kappa Induction	Student Success	BBCC	
	Title V Program Evaluation	Exit Conference	BBCC	
10/18/16	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Visit Ephrata Superintendent Dr. Jerry Simon	K-12 Partnership	Ephrata	
	Ephrata Rotary Luncheon Presentation	Community Engagement	BBCC	
	Regional Governance Education – Raising the Bar: Effective Governance for Turbulent Times	Community Engagement Professional Development	BBCC	
10/19/16	Grant County EDC Meeting	Community Engagement	BBCC	

	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Pathway Access to Healthcare Professional Internal Monitoring Team Meeting	Program Support	BBCC	
10/20-21/16	WACTC Meetings	System Support	SBCTC Olympia	
10/24/16	Education Advisory Board Community College Exec Forum	Exploration	Conference Call	
	Blindspot From Me to We	Professional Development	BBCC	
10/25/16	Dean of IR Valerie Parton	Program Support	BBCC	
10/26/16	Title III/V HIS STEM Grant	Program Support	Conference Call	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Meeting	Guidance	BBCC	
10/27/16	Director of Communication Matt Killebrew	Program Support	BBCC	
	PTEC Planning	Capital Project Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
10/28/16	PTEC Planning	Capital Project Support	BBCC	
11/2-4/16	Education Law Association	Professional Development	BBCC	
11/07/16	Meet Sodexo Regional VP Pam Smith	Partnership	BBCC	
	UAS Internal Monitoring Team Meeting	Program Support	BBCC	
	PTEC Planning Meeting	Capital Project Support	BBCC	
11/08/16	Port of Moses Lake Executive Director Jeff Bishop	Port Discussion	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	

	Faculty Member Discussion	College Support	BBCC	
	STAR Committee Planning	Presentation Preparation	BBCC	
	Community Member	VA Funding for Aviation	BBCC	
11/09/16	Capital Project	Support	Conference Call	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Community Member Running Start Program	Discussion	BBCC	
11/10/16	State Auditors Entrance Conference	College Support	BBCC	
	Veteran Corps Navigator George Turner	Program Support	BBCC	
	Library Staff	Program Support	BBCC	
	Foundation Staff	Discussion	BBCC	
	CWU Tabatha DeLong	Partnership	BBCC	
	Faculty Members	Lunch	BBCC	
	BBCC Alum	Discussion	BBCC	



	PTEC Meeting	Program Support/Community Engagement	BBCC	
	BBCC Musical Theater Ensemble	Program Support	BBCC	
11/30/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	ICS 700	Professional Development	BBCC	
	Gay Straight Alliance Meeting	Student Support	BBCC	
	Board Meeting Agenda Review	Conference Call	BBCC	
12/1-2	WACTC Meetings	System Support	Olympic College	
12/5/16	ICS 800	Professional Development	BBCC	
	Grant County Health District Staff	Tobacco-Free Campus	BBCC	
12/6/16	Quincy Ag Skilled Labor Support	Conference Call	BBCC	
12/7/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
	Transforming Lives Recognition Dinner	Student Success	BBCC	
12/8/16	Grant County EDC Executive Committee Meeting	Community Engagement	BBCC	
	Representative Tom Dent	Aviation Discussion	BBCC	
	Citizens' Academy	Program Support	BBCC	

	Campus Closure Procedure	Preparation	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
12/12/16	Business After Hours Meeting	Planning	BBCC	
	AWB VP Gary Chandler	Community Engagement	BBCC	
	Board of Trustees Meeting	Guidance & Information	BBCC	
12/13/16	Screening Committee Review	Decision Making	BBCC	
	SBCTC Meeting Planning	Preparation	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Rotary Scholarship Foundation Board Meeting	Community Engagement	BBCC	
12/14/16	Grant Co EDC Meeting/ Nominating Committee	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Meet with Rep Manweller	Legislative Support	Ellensburg	
12/15/16	WA Campus Compact Presidential Dialogue	Diversity/System Support	Kirkland	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	CWU Provost Dr. Katherine Frank	Partnership	BBCC	
	Holiday Potluck	Celebration	BBCC	
12/19/16	Title V NOA Director Pat Ford	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	

12/20/16	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Pathway Access to Healthcare Professionals Internal Monitoring Team Meeting	Program Support	BBCC	
	Citizens' Academy	Program Support	BBCC	
	Rotary Foundation Scholarship Meeting	Community Engagement	BBCC	
12/21/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
12/22/16	Dean of IR Valerie Parton	Program Support	BBCC	
	Quarterly Work Plan Review (x2)	Supervision	BBCC	
12/26-30	Vacation			
1/4/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
1/5/17	Branding & Captioning Discussion	Guidance	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	

	Port of Moses Lake Meeting	Planning	BBCC	
	Business After Hours Meeting	Planning	BBCC	
1/6/17	Shared Governance Meeting	Collaboration	BBCC	
	Review AACCC Award Information	Planning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	

1/09/17	Director of Title V Terry Kinzel	Program Support	BBCC	
	Quincy Valley Leadership Roundtable	Community Engagement	BBCC	
1/10/17	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
1/11/17	Local/Global Presentation Meeting	Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Transforming Lives Meeting	Debrief	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
1/12/17	Grant County EDC Executive Meeting	Community Engagement	BBCC	
	Mitsubishi Meeting	Campus Tour	BBCC	
1/13/17	Aerospace Presidents' Meeting	Program Support	Conference Cal	
	WACTC Legislative Conference Call	System Support	BBCC	
1/17/17	Samaritan Healthcare Strategy & Finance Committee Meeting	Community Engagement	Moses Lake	
	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Meet Sodexo District Manager Lew DeFierro	Campus Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Review Board Agenda	Board Meeting Prep	BBCC	Board Chair Anna Franz
	Rotary Scholarship Foundation Meeting	Community Engagement	Moses Lake	

1/18/17	Campus closed for ice/snow			
1/19/17	Quincy Rotary	Community Engagement	Quincy	
	Quincy Supt John Boyd, WVC President Jim Richardson, and Commission for Hispanic Affairs staff Ricardo Sanchez and Alex Ybarra	K-12 Partnerships, Dual Language Program	Quincy	
1/20/17	Meet Employment Applicant	Feedback	BBCC	
	Joe Rogers Bike Trail Committee Meeting	Planning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
1/23/17	Meet Employment Applicant	Feedback	BBCC	
	Inclement Weather Meeting	Develop Process	BBCC	
	Transforming Lives Dinner	Excellence Teaching & Learning	Olympia	
1/24/17	ACT Meeting	Trustee Support	Olympia	Board of Trustees
1/25/17	WACTC Meetings	System Support	Olympia	
1/26/17	Rotary Board Meeting	Community Engagement	Moses Lake	
	Program Discussion	Planning	BBCC	
	State Audit Exit Conference	Results	BBCC	Board Chair Anna Franz
	Board Meeting	College Guidance	BBCC	
1/27/17	Business After Hours Meeting	Preparation	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Inclement Weather Meeting	Develop Process	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
	Retiree Celebration	Employee Support	BBCC	
1/30/17	Review Probationary	Excellence in Teaching &	BBCC	

	Tenure Review Binders	Learning		
	Viking Mascot Competition Discussion	Student Support	BBCC	
	Meet Employment Applicant	Feedback	BBCC	
	Othello School District Facilities Planning Meeting	K-12 Partnerships	BBCC	
1/31/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	Mumps Discussion	Planning	BBCC	
	HR Discussion	Employee Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
2/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Allison Palumbo Salon Series Presentation	Community Engagement	Moses Lake	
2/02/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Review Probationary Tenure Review Binders	Excellence in Teaching & Learning	BBCC	
	Personnel Discussion	Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
2/03/17	Faculty In-Service	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/06/17	Review Probationary Tenure Review Binders	Excellence in Teaching & Learning	BBCC	
2/07/17	Achieving the Dream Panel	Preparation	Conference Call	

	Meeting			
	Title V NOA Director Pat Ford	Program Support	BBCC	
	Rotary Scholarship Board Meeting	Community Engagement	Moses Lake	
2/08/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Director of Communication Matt Killebrew	Program Support	BBCC	
2/09/17	Grant County EDC Executive Committee	Community Engagement	BBCC	
	Business After Hours Meeting	Planning	BBCC	
	WA Campus Compact Executive Director Jennifer Hine	Discussion	Conference Call	
	Global/Local Issues Presentation	Preparation	BBCC	
	Multicultural Development Team	Diversity & Inclusion	BBCC	
2/10/17	Shared Governance Meeting	Collaboration	BBCC	
	Inclement Weather Forecasts	Planning	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/13/17	Health Assessment	Nursing Program Support	BBCC	
	Global/Local Issues Presentation	Preparation	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	



2/14/17	Rebranding Outdoor Signs			
	Trustee Emeritus Mike Blakely	Discussion	BBCC	
	STAR Global/Local Issues Training Presentation	Employee Support	BBCC	
2/15/17	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Mitsubishi STEM Meeting	Planning	Conference Call	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
2/16/17	Rotary Board Meeting	Community Engagement	Moses Lake	
	Foundation Meeting	Foundation Support	BBCC	
	Advisory Board Dinner	Workforce Education Support	BBCC	
2/17/17	STAR Global/Local Issues Training Presentation	Employee Support	BBCC	
	WACTC Legislative Conference Call	System Support	BBCC	
2/21-22/17	ATD DREAM 2017 Conference	BBCC Recognition, Support	San Francisco, CA	
2/23-24/17	WACTC Meetings	System Support	Olympia	

2/27/17	Lunch with Executive Team and ASB Officers	Feedback, Student Support	BBCC	
	Phi Theta Kappa Induction	Student Success	BBCC	
	Quincy Valley Leadership Roundtable	Community Engagement	Quincy	
2/28/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	SBCTC Legislative Open House	Flying Drones! System Support	Olympia	
3/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Review Board Agenda	College Guidance	Phone	Board Chair Anna Franz
3/02/17	Conference Call	Review Data Gathering Software	Phone	
	Exit Lunch	Employee Feedback	Moses Lake	
	Business After Hours Meeting	Planning	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Inclement Weather Debrief	College Support	BBCC	
3/03/17	Shared Governance Meeting	Collaboration	BBCC	
	Baseball Team Meeting	Speaker-Student Success	BBCC	
	ACT Conference Meeting	Planning	Phone	
	WACTC Legislative Update	System Support	Phone	
3/06/17	Employee Discussion	Support/Feedback	BBCC	
	DACA Resources	Student Support	BBCC	
	Employee Discussion	Support/Feedback	BBCC	
	Multicultural Development Team Discussion	Support/Feedback	BBCC	
3/07/17	NC Workforce Development Board	Community Engagement	Moses Lake	
	UAS Internal Monitoring	Program Support,	BBCC	

	Team Meeting	Information Sharing		
	Business After Hours	Community Engagement	BBCC	
3/08/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	AAG Discussion	Advice	Phone	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	Rotary Auction Dinner	Community Engagement	Moses Lake	
3/09/17	ATD Coaches	College Support	BBCC	
	Safety Meeting	College Support	BBCC	
3/10/17	ATD Coaches	Debrief	BBCC	
	WACTC Legislative Update	System Support	Phone	
3/13/17	Rebranding Discussion	College Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
	Legislative Town Hall	System Support	BBCC	
3/14/17	Joe Rogers Commemorative Plaque	Community Engagement	BBCC	
	Athletics	Program Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
3/15/17	German Flash Mob	Excellence in Teaching & Learning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
3/16/17	STEM Day Planning	Community Engagement	BBCC	
3/17/17	STEM Day Planning	Community Engagement	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	ACT Conference Meeting	Planning	Phone	
	WACTC Legislative Update	System Support	Phone	
3/20/17	Samaritan Hospital	Community Engagement	Moses Lake	

	Strategy & Finance Committee			
	STEM Day Event	Planning	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	Governor/Ambassador Visit Meeting	Planning	BBCC	
	Port of Moses Lake Executive Director Jeff Bishop	Planning	BBCC	
	Employee Discussion	Support	BBCC	
3/21/17	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Boeing Academic & Policy Engagement Rep Ruby Schick	Community Engagement	BBCC	
	Governor Visit Meeting	Planning	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Wenatchee	
3/22/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Day Meeting	Planning	Phone	
	Director of Communication Matt Killebrew	Program Support	BBCC	
3/23/17	Aerospace Presidents' Meeting	Collaboration	Olympia	
3/23-24	WACTC Meetings	System Support	Olympia	
3/27/17	JATP Welcoming Ceremony	Student Success	BBCC	
3/29/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	ACT Conference Meeting	Planning	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
3/30/17	NWCCU Ad Hoc Visit Meeting	Planning	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Governor Inslee Ambassador Sasae Visit	Community Engagement	BBCC	
3/31/17	STEM Day Event	Planning	BBCC	
	Exit Lunch	Employee Feedback	Moses Lake	
	ACT Nomination Meeting	Planning	BBCC	
	WACTC Legislative Update	System Support	Phone	
4/3/17	Central Basin Sector Partnership Training	Community Engagement	Moses Lake	
	Advertising Discussion	College Support	BBCC	
	Conference Call	Review Data Gathering Software	Phone	
	Heroes for Life Inland NW Blood Center Recognition Banquet	Community Engagement	BBCC	
4/4/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	Multicultural Development Team	Planning Discussion	BBCC	
4/5-4/10	Phi Theta Kappa International Conference	Student Success Professional Development	Nashville TN	
4/11/17	Lauzier Request Discussion	Planning	BBCC	
	STEM Internal Monitoring Team Meeting	Program Support, Information Sharing	BBCC	
	Celebration Luncheon	Planning	BBCC	

	Discussion			
	Congressman Dan Newhouse Legislative Asst Sean O'Brien	Campus Tour/Discussion	BBCC	
4/12/17	Refresh Leadership Simulcast	Professional Development	BBCC	
	Employee Discussion	Support	BBCC	
	Rotary Club Foundation Scholarship Banquet1	Community Engagement	BBCC	
4/13/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Rebranding Discussion	College Support	BBCC	
	Joe Rogers Trail Meeting	Community Engagement, College Climate	BBCC	
	Employee Work Plan Discussions	Development	BBCC	
4/14/17	Blindspot Session 1	Professional Development, Diversity	BBCC	
	WACTC Legislative Update	System Support	Phone	

4/17/17	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Pre-visit Discussion	BBCC	
	Employee Evaluation Review	Support	BBCC	
	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Post-visit Discussion	BBCC	
	Mitsubishi STEM Event Meeting	Planning	BBCC	
4/18/17	NWCCU Ad Hoc Accreditation Evaluator Dr. Chad Hickox	Post-visit Discussion	BBCC	
	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Penn Summit on Fostering Racially Responsive Campus Climates	Professional Development	BBCC	
	Aviation Program	Discussion	BBCC	
	Samaritan Hospital Regional Governance Education	Community Engagement	Moses Lake	
4/19/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Review Board Agenda	Guidance	Phone	Chair Anna Franz
4/20/17	Samaritan Hospital Strategy & Finance Committee	Community Engagement	Moses Lake	
	Employee Evaluation Review (2)	Support	BBCC	
	Meet Ag/Econ Candidate	Feedback	BBCC	

	Director of Title V Terry Kinzel	Program Support	BBCC	
	PAHP Internal Monitoring Team Meeting	Program Support, Information Sharing	BBCC	
	Foundation Board Meeting & Dinner	Support	BBCC	
4/21/17	Meet Ag/Econ Candidate (2)	Feedback	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Exit Lunch	Feedback	Moses Lake	
4/22-25/17	AACC Conference	Trustee Recognition Professional Development	New Orleans, LA	
4/26/17	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	ACT Spring Conference	Planning	Phone	
4/27/17	Warden High School Senior Portfolio Reviews	Community Engagement	Warden	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Employee Evaluation Review	Support	BBCC	
4/28/17	Discuss Scholarship Opportunity	Employee Support	BBCC	
	CDL Wrap Discussion	Program Support	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
5/1/17	Safety & Security Training	Professional Development	BBCC	
	Lunch with Donor	Foundation Support	BBCC	
	Personnel Recommendation	Employee Support	BBCC	
	STEM Grant Director Heidi Summers	Program Support	BBCC	
	Biology Instructor Candidate	Feedback	BBCC	



5/2/17	AV/Screen Set Up	Discussion	BBCC	
	PAHP Grant Review	Discussion	BBCC	
	WSSN Evaluators	Discussion	BBCC	
	Blindspot Session II	Professional Development	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Ramona Munsell Grant Writer	Grant Support	Conference Call	
	Biology Instructor Candidate	Feedback	BBCC	
5/4-5/17	WACTC Meetings	System Support	Olympia	
5/7-10/17	ATD ASU GSV Summit	Professional Development Networking	Salt Lake City, UT	Funded by ATD
5/11/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	English Instructor Candidate (2)	Feedback	BBCC	
	Growing Local People	Community Engagement	Port of Moses Lake	
	Michelle Price Farewell	Celebration, Networking	Moses Lake	
5/12/17	HR Discussion	Employee Support	BBCC	
	Chemistry Instructor Candidate (2)	Feedback	BBCC	
	Lunch with Potential Trustee	BBCC		
5/15/17	STEM Event Rehearsal	Partnership	BBCC	
	Nursing Donation	Discussion	BBCC	
	ABE/ESL Instructor Candidate	Feedback	BBCC	
5/16/17	Mediation	Resource Management	Spokane	
	Phi Theta Kappa Induction	Student Success	BBCC	
5/17/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	TRiO SSS Discussion	Hiring Discussion	BBCC	

	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	BBCC	
	WA State Auditors Entrance Meeting	Information Sharing	BBCC	
5/18/17	Samaritan Hospital Strategy & Finance Committee	Community Engagement	BBCC	
	ARFF Training Welcome	Climate	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Goodbye Potluck	Employee Support	BBCC	
	Aerospace Presidents' Conference Call	Information Sharing	BBCC	
5/19/17	Shared Governance Council	Information Sharing	BBCC	
	Employee Meeting	Personnel	BBCC	
5/20/17	Cellarbration! for Education	Fund raising	BBCC	

5/22/17	Quarterly ASB Leadership Luncheon	Student Success	BBCC	
	Title V Meeting	Discuss Program	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	Cabinet Meeting	Guidance & Collaboration	BBCC	
	TRIO SSS Director	Position	BBCC	
5/23/17	WA Campus Compact Executive Director	Feedback & Collaboration	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	STEM Event Debrief Meeting	Future Planning		
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
5/24/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	JATP Closing Picnic	Program Support	Moses Lake	
	Growing Local People Meeting	Community Engagement	Port of Moses Lake	
	Blindspot Session III	Professional Development	BBCC	
	Meet Dean of Arts & Sciences Candidate	Feedback	BBCC	
	ACT Executive Leadership Meeting & Dinner	System Support	Moses Lake	
5/25-26	ACT Conference	System Support	BBCC	
5/30/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Exit Lunch	Feedback	Moses Lake	
	Executive Director of the	Collaboration	BBCC	

	Foundation LeAnne Parton			
	Dean of IR Valerie Parton	Program Support	BBCC	
	WES/CEID Celebration	Program Support	BBCC	
5/31/17	Governor's Summit on Connected Learning	Collaboration	CBTech	
	Meet Math Instructor Candidate	Feedback	BBCC	
	Graduation Meeting	Planning	BBCC	
6/1-2	WACTC Meetings	System Support	Spokane CC	
6/4/17	Donor Celebration	Support	Moses Lake	
6/5/17	Meet Potential Trustee	College Governance	Quincy	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
6/6/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Moses Lake	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
	Meet with BBCC Students	CWU Program Delivery at BBCC	BBCC	
6/7/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Executive Director of the Foundation LeAnne Parton	Executive Director of the Foundation LeAnne Parton	
	Meet with ASB Officer	Student Success	BBCC	
	TRIO SSS	Professional Development Opportunities	BBCC	
6/8/17	French Flash Mob	Excellence in Teaching & Learning	BBCC	
	UAS Grant Director Dr. Pat	Grant Support	BBCC	

	Ford			
	Certificate Presentation	Student Success	BBCC	
	Aviation Meeting	Program Support	BBCC	
	Board of Trustees Meeting	College Governance	BBCC	
6/9/17	Community Partners RFP	Planning	BBCC	
	Celebration Luncheon	Celebration/Recognition	BBCC	
6/12/17	Meet with Potential Trustee	College Governance	BBCC	
	Prepare Graduation Speech	Celebration	BBCC	
6/13/17	Personnel Issue	Support	BBCC	
	Meet Dean of Transitional Studies Candidate	Feedback	BBCC	
	Meet & Tour for Interim Samaritan Healthcare CFO Jim Heilsberg	Community Engagement	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
	Faculty Matt Sullivan Book Reading	Employee Support	MAC	
	BBCC Symphony	Program Support	BBCC	
6/14/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
	ASB Issue	Collaboration	BBCC	
	HS21/GED Graduation	Student Success	BBCC	
6/15/17	Strategy & Finance Committee Meeting Samaritan Hospital			
	Thinkabit Lab	Collaboration	Othello School District	
	Graduation Planning	Discuss Weather	BBCC	

	Automotive BBQ	Celebration	BBCC	
6/16/17	Pre-Commencement Dinner	Celebration	BBCC	
	Commencement	Student Success	Moses Lake	
6/17/17	Nurses' Pinning Ceremony	Student Success	BBCC	
	Adams County Development Council Event & Annual Banquet	Community Engagement	Ritzville	
6/19/17	Family Day at MFC MRJ	Community Engagement	Port of Moses Lake	
	Birthday Lunch	Celebration	Moses Lake	
	Confluence Health Foundation Abel Noah	Meeting & Tour	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	BBCC	
	ASB Pre-Retreat Leadership Dinner	Collaboration	BBCC	
6/20/17	Cabinet Meeting	Guidance & Collaboration	BBCC	
	Reina Endo Mitsubishi Representative	Transition	BBCC	
	NC Workforce Development Board Meeting	Community Engagement	Moses Lake	
6/21/17	Grant Co EDC Meeting	Community Engagement	BBCC	
	Personnel Discussion	Feedback	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
6/22/17	UAS Team Discussion	Collaboration	BBCC	
6/23/17	Exit Lunch	Feedback	BBCC	
	Building the Structure of Belonging	Professional Development	BBCC	
6/24/17	Retirement Party	Celebration	Moses Lake	
6/26/17	Meet with Potential Trustee	College Guidance	Quincy	
	Welcome AG Program Tour	Program Support	BBCC	
6/27/17	Interim Title V Grant Director Tim Fuhrman	Collaboration	BBCC	

	Dean of IR Valerie Parton	Program Support	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	BBCC	
6/28/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Student Complaint	Student Success	BBCC	
	Director of Communications Matt Killebrew	Collaboration	BBCC	
6/29/17	Personnel Discussion	Collaboration	BBCC	
	Board Self-Evaluation Prep	Collaboration	BBCC	
	Shared Governance Council	Collaboration		
	Trustee Mike Villarreal Goodbye BBQ	Celebration	BBCC	
6/30/17	Columbia Basin Sector Partnership	Community Engagement	BBCC	

# BIG BEND COMMUNITY COLLEGE

Date: 10/27/17

**ITEM #4:** 2017-18 President's Evaluation Process (information/action)

<b>Topic:</b>	<b>Reference Material:</b>
<p>2017-18 President's Evaluation Process</p> <p><b>Outcome:</b> Determine President's 2017-18 Evaluation Process</p>	<p>Mission, Vision, Values, Core Themes (1) Ends Statements (1) Policy Governance BP 1000 (67) Oct 27, 2016, Meeting Minutes (91) June 8, 2017, Meeting Minutes (92) Presidential Evaluation Form (93) Leadership Competencies (82)</p>

## **BACKGROUND:**

RCW 28B.50.140 gives Trustees authority to employ the college president, determine the president's duties, and set the compensation for the president.

The responsibility to evaluate the degree to which the president is successful in achieving the goals and objectives outlined in the college's strategic plan also rests with the Trustees.

The policy governance model provides that a board's chief evaluative interest is whether the organization achieves the board's ends and operates within the board's executive limitations. Further, the board holds the President/CEO personally accountable for that organizational performance. Under this model, organization performance, and by extension, presidential performance is disclosed by a monitoring system that provides the board with ongoing, applicable data.

The evaluation should be completed annually, preferably at the board retreat. At a minimum, the evaluation should review and document presidential performance in the following broad areas of presidential responsibility:

1. Assessment of how well the institution is fulfilling its mission.
2. Attainment of or progress toward achieving institutional goals and objectives.
3. Participation and leadership in system-level goals and activities.



During the 2016 Board Retreat, the Trustees discussed using a new evaluation form for the President's annual performance evaluation. A new evaluation tool was developed by a sub-committee of the Board of Trustees and subsequently approved at the June 8, 2017 regular Board meeting. The new evaluation form includes the Ends Statements and evaluative information.

Trustees may also use the following documents in their evaluation of the president:

1. Annual internal reports including: Mission Fulfillment, Excellence in Teaching & Learning, Community Engagement, and Budget Presentations.
2. Feedback from college stakeholder groups (faculty, staff, students, foundation), community members, system-level stakeholders, and trustees.
3. The president's annual work plan summary.
4. The president's self-assessment.
5. BBCC Leadership Competencies

The process for evaluating presidential performance is documented in BP 1000, Policy Governance By-Laws, section 1000.4, Board Staff Linkage, subsection BSL-4, Monitoring Presidential Performance. A copy of the policy is included in the board packet.

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**1000.1      ENDS****E-1      Mission Statement**

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

**BBCC Goals**

The College provides learning opportunities that include;

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

**BBCC Characteristics**

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

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

**E-2      Student Success**

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

**E-3 Excellence in Teaching and Learning**

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

**E-4 Community Engagement**

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

## **E-5 Integrity and Stewardship**

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

## **E-6 Inclusion and Climate**

- Big Bend Community College provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

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

## **1000.2 EXECUTIVE LIMITATIONS**

### **EL – 1 General Executive Constraint**

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

### **EL – 2 Respect For Students**

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

The President may not:

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

### **EL – 3 Respect For Community Members**

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

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

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

#### **EL – 4 Respect For Employees**

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

The President may not:

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

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

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

#### **EL – 5 Ethical Conduct**

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

The President may not:

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

## **EL – 6 Asset Protection**

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

The President may not:

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

## **EL – 7 Financial Planning**

Financial planning shall not deviate materially from Board Ends priorities.

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

## **EL – 8 Financial Condition And Activity**

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

The President may not:

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

## **EL – 9 Communication And Support To The Board**

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

The President may not:

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

## **EL – 10 Emergency Executive Succession**

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

### **1000.3 GOVERNANCE PROCESS**

#### **GP – 1 Governance Commitment**

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

#### **GP – 2 Governing Style**

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

The board will:

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

### **GP – 3 Board Job Descriptions**

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

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



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

#### **GP – 4 Chairperson's Role**

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

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

3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson.
4. In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.

### **GP – 5 Board Members Code Of Ethics**

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

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

- C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

## **GP – 6 Cost Of Governance**

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

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

## **GP – 7 Naming Of Facilities**

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

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

## GP – 8 By Laws Of Community College District #18

### INTRODUCTION

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

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

### OFFICES OF THE BOARD OF TRUSTEES

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

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

### MEETINGS OF THE BOARD OF TRUSTEES

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

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

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

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

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

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

## OFFICERS OF THE BOARD

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

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

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

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

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

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

#### RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

#### FISCAL YEAR OF THE BOARD OF TRUSTEES

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

#### SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE  
DISTRICT NO. 18  
STATE OF WASHINGTON

## CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

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

## DELEGATION OF RESPONSIBILITY

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

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

### **1000.4 BOARD-STAFF LINKAGE**

#### **BSL - 1 Chief Executive Role**

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

#### **BSL - 2 Delegation To The President**

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

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

But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.

4. Only decisions of the board acting as a body are binding upon the President.
  - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
  - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

### **BSL – 3 President's Job Description**

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

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

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

### **BSL – 4 Evaluating Presidential Performance**

Evaluation of the President will be performed on an annual basis. Components of the evaluation include the President's Self-Evaluation form, annual work plan, feedback from stakeholder groups, monitoring reports, and financial reports.

At the beginning of each academic year, the President will outline yearly individual performance goals and suggested specific performance indicators reflective of the long-term strategic goals for the college. These goals will be reviewed with the Board of Trustees at their annual retreat.

At the end of the academic year, the President will document to what extent the goals and indicators were met in the previous year.

Upon completion of the annual evaluation, the Board of Trustees will prepare a written summary of the President's performance. The summary will be read in an open board meeting with any subsequent action to be taken at that open meeting.



A copy of the written summary will be filed and maintained in the President's personnel file.

## **BBCB LEADERSHIP COMPETENCIES**

**ADMINISTRATIVE** - Works efficiently, establishes short and long-term plans, manages execution of responsibility (including structure, staff, and budgets), provides direction, and develops systems and processes.

**COMMUNICATION** - Speaks clearly and delivers effective presentations, fosters open communication, actively listens to others, and prepares professional written communications.

**INTERPERSONAL** – Builds collaborative relationships, values diversity, displays respect for differences, addresses and manages conflict, fosters teamwork, puts people at ease, and displays compassion and sensitivity.

**CONTINUOUS IMPROVEMENT** - Champions change by inspiring a shared vision, challenges the way things have always been done, open-minded, strives to implement best practice, creative and innovative, leads courageously, and takes risks.

**MOTIVATION** – Displays initiative, drives for results, shows work commitment, conveys a sense of urgency, and aspires to excellence.

**ORGANIZATION KNOWLEDGE** - Knows the business and organizational issues, uses financial/quantitative data, and increases efficiency and effectiveness through the incorporation of technology.

**ORGANIZATION STRATEGY** - Recognizes “big picture” implications, influences others, promotes corporate citizenship, manages resources to ensure continued growth, displays organizational and financial savvy, focused on customer service, and demonstrates a commitment to quality.

**SELF-MANAGEMENT** - Acts with integrity, is self-aware, composed, develops oneself, demonstrates adaptability to a changing work environment, is trustworthy, and balances personal life and work.

**DECISION MAKING** - Innovates, analyzes multiple perspectives of an issue, uses sound and objective judgment to make timely, appropriate and balanced decisions, thinks strategically, and includes others in the decision-making process.

**OWNERSHIP/ACCOUNTABILITY** – Understands policies, regulations and performance expectations, follows ethical practices, inspires commitment, holds self and others accountable, follows through on commitments, and confronts issues directly.

**DEVELOPMENT** – Invests in employees, committed to personal and professional development for all, coaches and develops others, and recognizes and celebrates the achievements of others.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Board/Administrative Strategic Summit Friday, September 30, 2016, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Attendees: Research Analyst 3 Starr Bernhardt, Dean Daneen Berry-Guerin, STAR Co-Chair Barbara Collins, Executive Assistant Melinda Dourte, Faculty Association President Kathleen Duvall, Trustee Anna Franz, Dean Tim Fuhrman, VP Kim Garza, Dean Dawna Haynes, VP Bryce Humpherys, Trustee Jon Lane, President Terry Leas, Trustee Stephen McFadden, Dean Valerie Parton, Trustee Juanita Richards, Executive Director of Business Services Char Rios, Director of Facilities James Saucedo, VP Linda Schoonmaker, Director of BBT Rick Sparks, Trustee Mike Villarreal.

Board Chair Anna Franz started the meeting with introductions of all participants.

### 1. Academic Master Plan Report #3 Student Success Review

Dean Valerie Parton introduced the Academic Master Plan Report #3 Student Success feedback summary for review. The student success review survey rates increased from last year. All of the trustees responded, and the response rates for employee groups were as follows: Admin/Exempt 35%, Classified Staff 10%, Full-time Faculty 30%, and Part-time Faculty 2%. Completing the survey is a new process for many participants. A lot of written and verbal feedback has been shared, including improvement ideas. Institutional Research (IR) will consider how to inform staff why these particular indicators were used for this report.

The group discussed the challenge of reviewing, interpreting, and drawing conclusions from the large amount of raw data that was shared in the student success survey. Institutional Research is planning to distill the information even more next year. The timing of the data review and the end of the first week of classes was problematic for staff who directly serve students. To encourage more survey participation, the trustees agreed that the board summit could be moved later in the calendar year to accommodate the data gathering and survey response timeline. Faculty Association President Kathleen Duvall stated a short video tutorial presentation at the full-time and part-time faculty in-service meetings would be helpful for completing the surveys. Trustees commented that having the survey and the data in the same document would be less cumbersome than juggling two documents. Another improvement idea included linking to the website for background information and additional data.

STAR Co-Chair Barbara Collins suggested data survey completion would be a good topic for a Classified Staff workshop to share about the process and the importance of providing input.

Trustee Jon Lane reported that he would like to know which employee groups generated which comments to understand the perspective of each group while maintaining confidentiality for individuals.

**Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students.**

The average rating for this objective dipped slightly from 3.7 to 3.61. This dip may be due in part to a larger group of employees participating.

The group discussed how to identify students' needs. Student surveys and focus group responses as well as employer surveys provide insightful information. Employer surveys have indicated that students need to learn soft skills, i.e., coming to work on time, call in if not coming to work, communication, and computational skills. Some of these soft skills are included in the general education outcomes that are the cross-curricular skills and embedded in multiple classes across the campus.

The survey feedback had common themes about helping student success. Similar feedback was shared at the college in-service such as enhancing resource awareness, simplifying financial aid processes, and guiding students to the right academic/career pathways. Another common theme from the survey feedback was communication. All BBCC employees interact with students. We need to understand our resources, share event details, and break down the silos of information.

There was more discussion about how student service delivery is scattered around campus. TRiO has good success with offering their services all in one place.

It is important to self-reflect and be open and transparent about what is and is not working. Beginning to talk about the areas for improvement is a good start. There are many good things happening as well as areas in which we can improve.

Suggestions were shared about helping students who are on class wait lists and cannot get into the classes they want. Reportedly, students are told the class is full and that they should sign up for any class that is available. The messaging needs to be focused on what the students need.

There was a 20-minute break at 10:15 a.m. The meeting reconvened at 10:35 a.m.

**Objective 1.2: Use of services correlates with success, retention, and completion.**  
Average rating 3.36.

Suggestions for improvement regarding this objective focused on resources and raising awareness of resources. The challenge is that students don't know what they don't know. How do we inform students about resources effectively? How do we know when a student needs resources? Some schools require every student to check in with a counselor or advisor quarterly. BBCC requires all students, who have earned fewer than 30 credits, to see an advisor before they register for classes each quarter. VP Humpherys is formalizing systems and structure to implement more effective advising, which he hopes to have in place by November for winter quarter. Implementation includes identifying how to inform advisors of their students and students about their advisors and consistent advising practices. The group discussed sustaining TRiO-like services for all students. Title V grant resources may be an avenue to institutionalize TRiO-like wrap-around advising across campus. Another suggestion was moving away

from sharing resources via hard copy papers and using electronic means such as social media, YouTube videos, the website, and Canvas to inform students of resources and events. Leaner processes result in more sustainable systems. Two Title V grants, NOA UAS and SIM Tech, are both working on improved utilization of electronic messaging.

The group discussed how grants are set up at BBCC. In the past the grants were set up with a separate administrative unit rather than being integrated into the campus' current structure. Separate administrative units are not sustainable, efficient, or effective.

Another issue discussed was full-time faculty ranks not growing in comparison to other employee groups and the need to review and plan for increasing faculty numbers. It is also important to think about how to shift current resources, including into a more efficient structure. For example, the vacant CDL instructor position was converted to a History Instructor position. Faculty members are contacted by students and employees through the summer even though they are not under contracted; the expectation of campus involvement over the summer has increased.

The groups requested data showing the FTEs by student groups such as Running Start, ABE, part time, and full time. It was noted that enrollment in music classes doubled last year.

### **Objective 1.3: Students are prepared to graduate and to transfer or to seek employment**

Average rating 3.47

The group discussed how to help employees understand why we measure what we measure. Suggestions included messaging with "did you know" emails, using *USA Today* type infographics highlighting the top five things, and campus e-newsletters with updates from around campus.

Trustees McFadden shared about a training at Spokane Community College with a 25% wash-out rate due to math and technical classes. Industries need apprenticeship and internship programs. There are many employment opportunities in Othello.

VP Humpherys is working with SBCTC to gather the most meaningful data related to workforce education. Dean Berry Guerin is sharing data with faculty. Faculty Association President Duvall shared an idea about graduation coaches for students' last quarters to be sure students are meeting graduation requirements.

Common themes for being a transformative college include advising, resource awareness, and an environment inclusive for all traditional and non-traditional students.

The comments from today's meeting and the recent Shared Governance Council meeting will be integrated into the monitoring report, which will be shared during the October 27 board meeting. It is important to make a plan based on the survey feedback. Strategic goals give support to the core themes and sharing a plan based on the feedback and data will build credibility into the process. An important part of the next steps is to send an email detailing what will happen with the survey feedback and

comments. We are moving forward, and we need to connect the dots between feedback, action steps, and outcomes.

President Leas shared that he serves on a strategic committee for Samaritan Healthcare. They have developed a dashboard; the same format may work well for BBCC.

The group took a break for lunch at 11:30 a.m.

Afternoon session attendees: Executive Assistant Melinda Dourte, Trustee Anna Franz, VP Kim Garza, VP Bryce Humpherys, Trustee Jon Lane, President Terry Leas, Trustee Stephen McFadden, Dean Valerie Parton, Trustee Juanita Richards, VP Linda Schoonmaker, Trustee Mike Villarreal.

## **2. Board Self-Evaluation**

Dean Parton led the trustees through their self-evaluation, beginning with the Ends Statements: E-2 Student Success, E-3 Excellence in Teaching and Learning, E-4 Community Engagement, E-5 Integrity and Stewardship, and E-6 Inclusion and Climate. Dean Parton stressed the importance to articulate clearly the path from data gathering to feedback to action steps and then back to outcomes.

The trustees stated they would like to see a three-year, side-by-side comparison of the Ends Statements' ratings. Higher survey participation rates will change the ratings. Employees new to the process may be more critical in their ratings and not have the same historical reference.

Trustees shared that they would like to focus more on excellence in teaching and learning rather than on specific completion rates. Achieving progress is important as well as understanding what is being measured and why.

President Leas stated the trustees' roles are to represent constituents in the service district. How do the trustees know if the outcomes being measured reflect the needs of the constituents? He went on to say that he and the vice presidents are interviewing a firm that conducts community surveys, which may provide additional information to the board. Trustees' community involvement provides opportunities to hear community feedback about how BBCC is doing.

The trustees shared that there is a lot of raw data in the surveys. The data could be layered, rather than reduced, so survey participants could link deeper into the data if desired.

Measures of inclusion and climate need to be enhanced. The Multi-cultural Development Team is building awareness and more inclusion conversations are occurring on campus. How do we demonstrate our commitment through our actions?

The trustees discussed board policy and policy governance, including executive limitations and board job descriptions. They discussed the risk to boards that are

uninformed. Dr. Leas communicates via email regarding important happenings on campus. Boards have difficulties when there is a disconnect with the president, which is not the case at BBCC.

Trustee Villarreal stated he is in agreement with the Ends and that the communication behind the scenes is part of why all is working well at BBCC. Transparent communication and leaders openly sharing to pursue improvements sets the right tone for the campus.

Dr. Leas shared that he is building a culture of inquiry, so people will be candid and share constructive criticism. He anticipates that there may be dips in the survey ratings and negative comments because people are beginning to feel safe enough to provide constructive criticism. He appreciates that there are more people having transparent conversations about culture on campus.

Trustees Jon Lane stated hiring quality people like the current vice presidents is important. He also stated Dr. Leas is held with ultimate respect at statewide community and technical college meetings.

The Multi-cultural Development Team is revealing that there are areas of improvement for minority groups on campus. As expectations raise, we are responsible to meet them. Inclusivity needs to be maximized. More voices should be heard, and it is okay to have different perspectives and to respect opposing lifestyles. In past survey cycles, some students revealed that low socio-economic groups and different sexual orientations were not accepted.

The trustees stated they appreciate that key campus leaders are included in the board meetings. Their written and verbal reports at board meetings are informative. The organization of the information given at board meetings is rich and includes key components. BBCC's board meeting process and information is first class. Trustees understand their role of supporting the president.

The trustees agreed that reviewing the ends is a critical part of the function, and the current ends are working. An important function of the board's self-evaluation is to connect the dots for accreditation purposes. Chair Anna Franz will draft a board self-evaluation statement for review at the October 27 board meeting.

Board Chair Anna Franz announced a 15-minute break at 1:45. The meeting reconvened at 2:00 p.m.

### **3. President's Evaluation**

Board Chair Anna Franz announced 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. At 2:30 p.m., board chair Franz extended the executive session by 30 minutes.

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

Board Chair Anna Franz stated the president's evaluation process is important especially in the case, unlike now, of contentious issues or a president not meeting expectations. She described the evaluation tool she drafted, which includes Ends Statements and evaluative information.

VP Kim Garza explained that odd-numbered years, Survey Monkey surveys are shared campus wide for employees to provide feedback on the leadership team, deans, vice presidents and the president. In 2015, trustees indicated the information from the survey on the president was not helpful. The trustees were interested in stakeholder focus groups; however, focus groups are resource intensive. Trustee Stephen McFadden developed a stakeholder list for Adams County.

Dr. Leas stated it is a challenge for the trustees to distinguish between the president's accomplishments and the performance of the college staff. The Ends Statements ratings articulate the college performance, which implies the president is performing at an acceptable level. It is important to respect core tenants of policy governance and still give the president valuable feedback. The trustees said Dr. Leas is transforming the college through visionary leadership.

VP Garza stated the draft form is fine and may be helpful for the trustees to organize their thoughts. If the trustees want to send a Survey Monkey survey or hold a stakeholder focus group, it is important to select stakeholders that work closely enough with the president to have informed feedback.

The trustees stated they do not want the date of the retreat to drive the monitoring reports. VP Garza reminded the trustees that the president's contract is effective July through June. If the evaluation is completed after the last report, it won't be completed before the new contract begins. The trustees discussed performing the president's evaluation separate from hearing the monitoring report feedback and performance of the board self-evaluation, which would allow more time to work through the width and breadth of the data and survey responses during the strategic summit. The monitoring reports from the previous year could be used for the president's evaluation. The president has a two-year rolling contract; he is not working without a contract. It would also be helpful to have a metric for the board self-evaluation.

President Leas emphasized the importance for the board to determine if his self-assessment and self-evaluation provide useful information for their evaluation of him. He also underscored the importance of the board's self-evaluation for accreditation purposes.

VP Garza will share the president's contract with the board prior to the October 27 board meeting.

The meeting adjourned at 3:29 p.m.



Anna Franz, Chair

ATTEST:

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Terrence Leas, Secretary

## Excerpt from October 27, 2016, Board Meeting Minutes

### 12. Board Self-Evaluation

Board Chair Anna Franz read the board's self-evaluation statement into the record.

*The Board of Trustees commenced its annual self-evaluation by reviewing the Board Job Description set forth in the Board Policy Governance Bylaws. Pursuant to the Board's governance policies setting forth the adoption of policy governance, the Board reviewed its End Statements to ensure that they reflected the goals of the Board for Big Bend Community College. Upon a review of the End Statements, the Board determined that they are an accurate reflection of the Board's desired outcomes for the College.*

*The Board resolved to continue work in the coming year on reviewing and strengthening the evaluation processes established for the President, College, and Board to ensure that the duties of the Board are being fulfilled and that communication between the offices of the Board and the President is open and effective. The Board also determined to continue to strengthen communication with and support of the Foundation's efforts to support the College.*

#### Motion 16-47

Trustee Jon Lane moved to approve the board's self-evaluation statement. Trustee Juanita Richards seconded the motion, and the motion carried.

## Excerpt from October 27, 2016, Board Meeting Minutes

### 11. President's Evaluation

Board Chair Anna Franz read the board's evaluation of President Leas into the record.

*With great appreciation, the Board of Trustees congratulates our President, Dr. Terry Leas, on another successful year of guiding our community college. In evaluating Dr. Leas' performance, the Board reviewed the End Statements of the College and found that the institution has met the expectations of the Board. This past year has demonstrated the positive changes made by Dr. Leas and his implementation of a "culture of inquiry" on the campus.*

*The Board takes note of the many achievements made in the previous year, including participation in programs to expand access to an increasingly diverse student body and to support their success such as rejoining Achieving the Dream and receiving grant funding for the Working Students Success Network. The outcomes of Big Bend's efforts to increase student success is demonstrated by the 2% increase in student graduation and completion rates and an FTE increase of 23.8% in ABE/ESL students. Under Dr. Leas' guidance, the programs offered by Big Bend have expanded with the accreditation of two new degrees in Criminal Justice and Medical Simulation Technology, creating new opportunities for our students.*

*The Board is pleased to see the dedication of Dr. Leas to supporting an inclusive campus culture to open opportunities to all members of our community and to continue to make Big Bend a positive environment for learning. Even as Big Bend has faced challenges in the form of multiple retirements and replacements of key leadership positions, Dr. Leas has used these opportunities to find qualified candidates to add new and diverse voices to our college.*

*The Board encourages Dr. Leas to continue to advocate on behalf of the college in our community and beyond. Continuing to guide the completion of the Professional Technical Education Center through the state capital process and soliciting community support through donations and establishing new partnerships is of paramount priority. The Board also supports Dr. Leas' outreach to, and work with, community groups and stakeholders including K-12 Districts within Big Bend's service area, Samaritan Hospital's strategic finance and planning committee, Rotary, GCEDC, ACDC, the Othello Industry Council, the Big Bend Foundation, and others. These relationships are vital to the continued success of Big Bend's role in the community and the Board encourages the President to continue to foster these relationships. The Board is very appreciative of Dr. Leas' efforts to continue to increase knowledge of and access to the programs offered by Big Bend by improving the College's web presence and creating marketing tools such as the workforce resume and brag sheet.*

*The Board additionally encourages Dr. Leas to continue to strengthen communication with the Board of Trustees to establish a structure of continued contact, transparency, and guidance between the Board and the President's Office for the future.*

*The Board commends Dr. Leas for his leadership and guidance in managing Big Bend Community College and encourages his continued work at expanding the success of our community.*

## **Excerpt from June 8, 2017, Board Meeting Minutes**

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

A formal process is necessary to complete the president's evaluation. The trustees discussed using the form created by Trustee Anna Franz for the president's 2016-17 evaluation at the board retreat. Additional items may be added to the president's 2017-18 evaluation process at the retreat. The information discussed at the retreat will be acted on at the subsequent board meeting.

#### Motion 17-34

Trustee Jon Lane moved to approve using the president's evaluation form as presented for the president's 2016-17 evaluation. Trustee Stephen McFadden seconded, and the motion carried.

**E-1 Mission**

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

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Creates an organizational culture that is needed to carry out the mission, vision, and organizational goals and objectives.			
Works to empower those within the college to achieve goals and objectives and develop their potential, and support them in their efforts to accomplish agreed-upon changes.			
Effectively articulates and communicates the vision and goals for the district.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>

**E-2 Student Success**

**BBCC provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.**

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Promotes student learning and student-centered operations as fundamental to the college mission.			
Provides leadership in formally and informally assessing the community to determine educational needs.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>

**E-3 Excellence in Teaching and Learning**

**BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.**

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Promotes professional development activities and promotional opportunities for faculty, staff, and administrators.			
Provides leadership in the development of innovative curriculums to meet changing community needs.			
Facilitates the design, organization, and development of an institutional strategic plan designed to achieve the college's mission.			
Promotes awareness of new, innovative practices and programs.			
Encourages suggestions for improvement and demonstrates a willingness to take risks in attempting new and innovative practices and programs.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>

**E-4 Community Engagement**

**BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.**

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Keeps the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board [EL-9]			
Maintains an effective relationship with the media in order to make the public aware of the college, its programs, and activities.			
Maintains an effective relationship with local public school systems and other higher education institutions to promote coordination and cooperation.			
Maintains an effective relationship with local businesses, economic development councils, and chambers of commerce to promote effective program development and growth within the college			
Maintains an active advocacy role in promoting the needs of the college and its mission.			
Is active in community activities and organizations to gain visibility for the college and become aware of and sensitive to community needs.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>



**E-5 Integrity and Stewardship**

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

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Maintains high standards of ethics, honesty, and integrity in all personal and professional matters and acts in accordance with the Governance Process Policies [EL-1] [EL-5]			
Avoids exposing the college to unnecessary risk or inadequately maintained assets [EL-6]			
Provides leadership for the development of a sound budget that is based on informed projections of revenues and expenditures [EL-7] [EL-8]			
Provides leadership for and support appropriate strategies for attracting funds to the college.			
Encourages and promotes comprehensive and long-range planning processes and the implementation of plans.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>

**E-6 Inclusion and Climate**

**BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.**

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>
Encourages respect for all constituencies and gives fair consideration to the issues impacting each group. [EL-2] [EL-3] [EL-4]			
Provides leadership for developing and executing sound personnel procedures and practices [EL-4]			
Supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			

<b>Achievements</b>
<b>Areas of Improvement</b>
<b>Other Comments</b>