



Board of Trustees Regular Board Meeting

**November 14, 2017
1:30 p.m.**

ATEC
Hardin Community Room

**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

Fall 2017 Campus Events

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

Fall 2017 Campus Events		
Nov	10	Campus Closed in Observance of Veterans' Day
	14	ASB Thanksgiving Lunchfest; 10:30-1:00 p.m.; Masto Conference Center
		Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	20-24	No Classes for Thanksgiving Break
Dec	4	ASB Library Campout; 8:00 p.m.; Peterson Gallery
		ASB Free Pool; 8:00-5:00 p.m.; Building 1400 Game Room
	5-7	Phi Theta Kappa Bookstore Buy Back Bake Sale; 8:00-2:00 p.m.; Building 1400 Lobby
	8	Winter Break Begins
	8-9	Big Bend Classic Basketball Tournament; DeVries Activity Center
	14	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	15	Holiday Potluck; Noon; Masto Conference Center



Big Bend Earns Leader College Status from Achieving the Dream

Achieving the Dream (ATD) on November 2 announced that Big Bend Community College is one of eight community colleges in the ATD Network to have earned Leader College status, the organization's highest designation awarded to institutions that have shown three years of steady improvement in two outcomes that measure student success. This designation is reserved for an exceptional few colleges.



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Tuesday, November 14, 2017, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Juanita Richards
Chair

Jon Lane
Vice Chair

Anna Franz, J.D.

Stephen McFadden

Thomas Stredwick

Terry Leas, Ph.D.
President

Values

Student Success
Excellence in Teaching & Learning
Inclusion
Community Engagement
Integrity & Stewardship

Vision

Big Bend Community College
inspires every student to be
successful.

Mission

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

Board Actions YTD

<i>E-1 Mission</i>	8
<i>E-2 Student Success</i>	
<i>E-3 Excellence</i>	
<i>Teaching/Learning</i>	2
<i>E-4 Community Engagement</i>	
<i>E-5 Integrity & Stewardship</i>	4
<i>E-6 Inclusion & Climate</i>	4
<i>Prior to this meeting</i>	

- | | | | |
|-----|-----|--|-----|
| A | 1. | Call to Order/Roll Call
Pledge of Allegiance – Veteran | |
| I | 2. | Introductions – New Employees
Women’s Basketball Team
Sexuality and Gender Acceptance (SAGA) Club | |
| I/A | 3. | Consent Agenda | E-1 |
| | a. | Meeting Minutes October 16, 2017 | (A) |
| | b. | President’s Activity Update | (I) |
| | c. | Accreditation | (I) |
| | d. | Student Success & Assessment | (I) |
| | e. | Finance & Administration Report | (I) |
| | f. | Human Resources Report | (I) |
| | g. | Classified Staff Report | (I) |
| | h. | Enrollment Report | (I) |
| | i. | Public Correspondence | (I) |
| I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) | |
| | a. | ASB President – Marisol Lozano | |
| | b. | Classified Staff Representative – Barbi Johnson | |
| | c. | Faculty Association President – Salah Abed | |
| | d. | VP Finance & Administration – Linda Schoonmaker | |
| | e. | VP Learning & Student Success – Dr. Bryce Humpherys | |
| | f. | VP Human Resources & Labor – Kim Garza | |
| | g. | Executive Director BBCC Foundation – LeAnne Parton | |
| I/A | 5. | BP1000 Policy Governance Review | E-5 |
| A | 6. | BP8001 Smoking/Tobacco Policy – Exec Director Char Rios | E-6 |
| A | 7. | BP1020 Naming of Facilities Policy – VP Linda Schoonmaker | E-5 |
| | | -----BREAK (if needed)----- | |
| | | Executive Session | |
| A | 8. | Exceptional Faculty Award Recommendations – Dr. Bryce Humpherys | E-3 |
| A | 9. | Electronic Board Agenda – President Leas | E-1 |
| A | 10. | President Leas’ Evaluation | E-1 |
| A | 11. | Board Self-Evaluation | E-1 |
| A | 12. | 2018 Meeting Schedule | E-1 |
| I/A | 13. | Assessment of Board Activity – Trustees | E-1 |
| I | 14. | Next Regularly Scheduled Board Meeting – Trustees | E-1 |
| I | 15. | Miscellaneous – Chair Juanita Richards, President Leas | E-1 |
| | | Adjournment | |

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (b) to consider the selection of a site or the acquisition of real estate by lease or purchase; (c) to consider the minimum price at which real estate will be offered for sale or lease; (d) to review negotiations on the performance of a publicly bid contract; **(f) to receive and evaluate complaints or charges brought against a public officer or employee; (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;** (h) to evaluate the qualifications of a candidate for appointment to elective office; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

NEXT MEETING REMINDER –December 14

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 762-6335) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting October 16, 2017, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting October 16, 2017, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards

2. Introductions

Student and Army Veteran Jeff Packard led the Pledge of Allegiance. He is pursuing a DTA in biology.

Athletic Director Mark Poth shared that BBCC won the President's Cup for the second time in three years. The President's Cup is awarded on the college athletes' academic achievements. AD Poth also reported the 1st Annual Hall of Fame Banquet was successful. Several BBCC alumni, included Trustee Jon Lane, were inducted and over 200 people attended.

Volleyball Coach Mike DeHoog accompanied his team to the meeting, he has worked at BBCC for 16 years. Team members introduced themselves Natalie Yergensen, from Twin Falls, ID studying to become a child advocate; Laurissa Kisler, from Warden, studying nursing; Ryana Recustodio, from Kodiak, AK, studying political science; JoAndra Wilson; from Lapwai, ID, pursuing sports training; Kelti Dwyer, from Nampa, ID; Savannah Bass, from The Dalles, OR; Hailey Miller; from Ephrata; Madison Powers, from Boulder, MT, pursuing welding; and Lindsay Linthicum is the Assistant Coach.

Dr. Leas thanked LDS Stake Counselor Mitch Heaps and Project Organizer Steven Ashton and presented a certificate of appreciation for their work leading their teams' landscaping and painting across campus.

Dean Daneen Berry-Guerin introduced Ag/Econ Instructor Terry Pyle and Professional Studies Lab Coordinator Trudy Roy. BBT Information Systems Manager Scott Carsey introduced IT Specialist Stephynie Garber. Dean Faviola Barbosa introduced program assistant Leah Vanderstoep. Director of Residence Halls Luis Alvarez introduced Resident Assistants Francisco Gomez-Rios, Hailey Huelsman, Samuel Clarke, Joseph Freidbauer, and Tyler Bennett.

President Leas introduced AAG Jason Brown from Spokane; he will work with BBCC replacing AAG Catherine Kardong. AAG Brown is a 2007 graduate of Gonzaga Law School.

President Leas also introduced Thomas Stredwick. The Governor's Office notified Dr. Leas last week that Thomas will be appointed to fill the vacant trustee spot. Thomas is a BBCC and Gonzaga alum, he manages public affairs at the Grant County PUD, and he served on the Grant County EDC. He will complete his Master's in Organizational Development in 2018. Thomas said he has fond memories of BBCC, and he is pleased to have the opportunity to give back to his community.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes October 16, 2017 (A); b) President's Update (I); c) Accreditation & Assessment (I); d) Student Success Update (I); e) Finance & Administration Update (I); f) Human Resources Report (I); g) Classified Staff Report (I); h) Enrollment Report (I); i) Advisory Committee Lists (A).

Motion 17-42

Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded the motion, and the motion carried.

4. Remarks

There were no public remarks.

- a. ASB Marisol Lozano reported ASB and club activities. ASB held a successful Back to School BBQ, with almost 340 in attendance, which was about the same attendance as in 2016.

The following week, about 75 people attended the first ASB-sponsored outdoor movie night showing *Wonder Woman*. Last week, ASB sponsored three events: Appetizerfest, with 235 in attendance, followed the next day with Campus Spa, with 65 people attending. The blood drive this past week also had a good turnout. This Friday and Saturday, ASB Officers and Programmers will attend an all-day leadership training. Next week, ASB will sponsor their annual Halloween Dance, which will include a costume contest.

The ASB Officers have been very involved with campus committees, as well as other projects to help benefit our students.

Rho Zeta's newest advisor is Dr. Steve Close. The chapter hosted a summer PTK regional conference with 90 attendees at Big Bend in July. They had an information booth at Viking Orientation and the ASB Back to School BBQ; they also presented their College Project at each Viking Orientation session. Rho Zetans also assisted the Foundation with Star Night, held a successful car wash, and have been providing concessions at the Allied Arts events. The chapter is currently holding Brown Bag sessions and preparing for their upcoming PTK

induction on October 31 and their Silent Auction on November 15. They are looking forward to attending the PTK district conference at Spokane Falls CC on November 4.

The Brazilian Jiu-Jitsu (BJJ) Club worked diligently to raise enough money for professional-grade mats in 2016. The fundraising efforts continued throughout the school year but with no immediate need to purchase any additional equipment. Club officers Joe Velazques, Jessica Munter, Fernando Gonzalez and Edward Lapryntsev, along with the club advisor, Jeremy Seda, decided they wanted to share the positive culture of BJJ with others. With the support of ASB and the S&A Funding Board, the BJJ Club invited a BJJ World Champion and Celebrity to Big Bend. Tuesday, October 10, eleven-time Brazilian Jiu-Jitsu World Champion Caio Terra visited Big Bend Community College for a motivational speech and seminar. "BJJ is a sport of continual learning, which is part of the reason why we all wanted Caio to come teach a seminar" said Jeremy Seda. "Caio's BJJ Journey video on YouTube is full of inspiration, and our goal was to inspire everyone with the motivational speech and hopefully convince some new folks to start their own journey in the sport and become the best version of themselves." The two events were very successful for the club and the college.

- b. STAR Representative Barbi Johnson shared news from the consent agenda update. Ex Officio STAR representative Barb Collins announced that Data Compiler CarlaLouise Christian earned the STAAC Region D Award for her "impeccable work." As a recent WGU graduate, CarlaLouise is a life-long learner and is pursuing her MBA in the coming months.
- c. Faculty Association President Salah Abed reported faculty news. English Instructor Allison Palumbo recently had a paper accepted for the National Popular Culture Conference in Indianapolis next year. Academic Support Division Chair Dawnne Ernette reported there are two academic IBEST classes offered to students; one class includes math and psychology, and the other class includes English and communication. Astronomy/Physics Instructor Dr. Jim Hamm reported that he and some of his students held a stargazing event at North Elementary for the young students. Computer Science Specialist Tom Willingham reported he and Computer Science Instructor Arthur Wanner have been working with the data centers to develop a certificate program to meet their workforce needs. The pilot classes started this quarter, and there is a waiting list for winter quarter. Early Childhood Education Coordinator Jenny Nighswonger reported that she is working with the Moses Lake, Warden, Quincy, Soap Lake and Mattawa School Districts for certifications and to support paraprofessionals who qualify for the "Transition to Teaching Project."
- d. VP Linda Schoonmaker reported that several ctcLink meetings are planned. BBCC's implementation date is unknown and could be five years away.

FAA and AMT representatives met to discuss the Workforce Education Center (WEC) building details. VP Schoonmaker also stated the Facilities Master Plan (FMP) needs to be updated as the WEC is being built in a different location than the one noted in the FMP. This will be discussed in more detail during the board retreat on October 27.

AD Mark Poth is working with VP Schoonmaker to gather volunteer labor to reduce costs for soccer fields. A feasibility study will be initiated.

- e. VP Bryce Humpherys reported that the Northwest Commission on Colleges & Universities (NWWCU) recognized the Transforming STEM Grant's certificate Associate of Science DTA in computer science. This supports workforce education needs for the data centers in Quincy.

Last week, Dr. Humpherys met with CWU representatives regarding working together for both institutions' Aviation programs and working jointly on a funding request to purchase airplanes for both programs. Representative Tom Dent is supportive of a joint request. Trustee McFadden encouraged VP Humpherys to aim high and share details with the trustees, so they can lobby for legislative support. President Leas talked with SBCTC Executive Director Jan Yoshiwara to confirm this is not viewed as an "end run," which is a violation for capital projects.

In response to the board's request for regular accreditation updates, Dr. Humpherys reviewed the accreditation timeline key deliverables. BBCC has one year to fully implement the planning and assessment process to fully meet the accreditation recommendation. Shared Governance Council and faculty members have completed plans for their departments to accomplish goals. Cabinet members have incorporated goals based on next steps identified in the monitoring reports from last year. The effort requires full engagement by all employees of the college. In January, Institutional Research (IR) will release the monitoring report work books for all core theme indicators, which will establish baseline data and data points for each year in the accreditation cycle. After that, staff will evaluate department and institutional data to determine how well they are doing, identify next steps, and then develop a budget request. The board's role is to adopt a budget and final monitoring report. Trustee McFadden stated it would be helpful to bring budget changes to the board prior to the June meeting to consider material changes.

Trustee Jon Lane asked if the evaluating processes will distract from teaching. Dr. Humpherys stated the evaluating will clarify the process. To help avoid a scattered and ineffective approach, Cabinet adopted three strategic priorities: comprehensive advising and student support, student-ready instructional and operational practices, and employee experience. The first iteration takes more time and effort and needs to be more intentional and scaled in a way that engages all staff.

Dr. Humpherys attended an NWCCU meeting on general education assessment and learning outcomes. He also met with a NWCCU VP, and she gave good feedback about our current process.

Faculty Association President Salah Abed reported that faculty met last week and shared a diversity of opinions about the work to address the accreditation recommendation. They understand there is a lot of work to be done, and they want to be involved and have it be a faculty-driven process. Faculty are hoping one of the results will be a reduction of committee bloat.

Dr. Humpherys stated it is absolutely necessary to accomplish the key deliverables on the timeline. Staff are engaging with the entire college community, and he has been very impressed with the great work that faculty and staff have accomplished. The strategic planning is meaningful work and more than a compliance exercise. The core theme indicators were updated collaboratively at a meeting rather than sending an email request and waiting for responses. Employees understand the urgency and are participating.

Trustee Jon Lane asked what the president needs from the trustees to support the strategic planning. Dr. Leas stated the trustees' continual monitoring of progress is helpful. Trustee McFadden suggested an update about implementation steps be shared with the service district communities. The trustees agreed staff have done great work under pressure and strain. There will be more discussion about strategic planning during the October 27 board retreat.

- f. VP Kim Garza provided highlights from the human resources department. BBCC graduate Veronica Guadarrama was hired as the STEM Center Coordinator. Two unexpected resignations were received. VP Garza stated her report has been revised to reflect the strategic plan, which includes retention, turnover, and time-to-fill rates. The volume of training, which was being reported, is not necessarily a good measure of effectiveness. Some of the employer turnover is due to BBCC's aging workforce; 70% of fulltime employees are over 40. These data are helpful with succession planning. Dr. Leas stated staff are working to provide meaningful information at the strategic policy level to inform constituents.

Trustee Jon Lane asked about how equity and diversity are being addressed. VP Garza stated the percentages of employees of color has risen from 16% to 20%. The Committee on Equity, Inclusion, and Diversity (CEID) is developing an RFP for a consultant to measure campus opportunities, and Instructional Council adopted a diversity requirement for DTA classes. Dr. Humpherys reported that Institutional Research is pulling indicator data for core theme indicators looking at the difference between historically underrepresented groups and other students to identify gaps.

- g. Executive Director LeAnne Parton reported that the second condo at Silver Sands sold for the list price. The commission was saved as the Foundation sold

the condo themselves. The first (\$135,000) and second (\$125,000) years of the STEM endowment were funded with the proceeds from the condo sales and the Masto pledge. Only \$85,000 of the endowment is left to fund in the next four years.

There was a record turnout at Star Night. ASB Officer and veteran Ricardo Ruiz spoke along with keynote speaker Association of WA Business VP and Foundation Member Gary Chandler. Executive Director Parton attended the JATP graduation ceremony at the Counsel General's residence with President Leas. Lastly, she and program specialist Jennifer Starr attended the Council for Advancement and Support of Education (CASE) Conference.

5. Proprietary Budget Report VP Linda Schoonmaker

VP Schoonmaker reviewed the ASB and athletics budget. Trustee Anna Franz expressed concern about the increase in athletics' projected revenue from \$49,056 to \$113,469. Under AD Mark Poth's direction, athletics is aggressively working to bring in additional revenue, reserves could cover any shortage. President Leas stated AD Poth is working with him and Executive Director of the Foundation LeAnne Parton cultivating new relationships and developing planning. The S&A fee is calculated at approximately \$11.00 per credit, up to 15 credits; the fee is split 58% to athletics and 42% to ASB.

Bookstore losses noted are due in part to the ATEC COP payment of \$30,000. During 2015-16, bookstore equipment was updated and in 2016-17, book-rental software was updated. Lower enrollment translates to less revenue while payroll expenses rise. The bookstore webpage includes a "compare button" to help students financially. There is a trend to move away from independent college bookstores; some are transitioning to Barnes & Noble bookstores.

The projected food budget historically has a loss. Hiring new manager Jon Spitzli incurred moving costs; however, his style should result in increased revenue. Sodexo has received many compliments under Manager Spitzli's management. The housing budget should yield a profit. An investment of \$400,000 was spent on new furniture, beds, asbestos abatement, and plumbing issues. The UAS program loan will be repaid to the housing budget this year.

VP Schoonmaker reviewed the consolidated balance sheet, and reported that the audit of 2016 has been completed, and 2017 will be audited in a couple weeks. The cash summary document shows a snapshot of cash as of June 30, 2017. Per Board Policy 6000, there are three months of operating expenses in reserve equaling approximately \$5 million.

Motion 17-43

Trustee Stephen McFadden moved to approve the 2017-18 Proprietary Funds Budget & Financial Statements as presented. Trustee Jon Lane seconded the motion, and the motion carried.

Board Chair Juanita Richards announced a 10-minute break at 3:20 p.m. The meeting reconvened at 3:30 p.m.

6. BP8001 Smoking/Tobacco Policy

Executive Director of Business Services Charlene Rios explained that the BBCC Tobacco Task Force consulted with the Grant County Health District. A survey from 2014 revealed the younger student population supported a tobacco-free campus. The task force updated BP 8001 for the board's consideration today. Executive Director Rios said she received approval to pursue a \$20,000 grant through the Truth Initiative to become a tobacco-free campus by June of 2019. The grant is student-driven and implemented with interns. Many other community colleges are tobacco free. The Higher Education System population is the highest at risk of addiction.

Trustee Anna Franz suggested clarifying definitions in BP8001. She also asked about designated smoking areas for visitors. Executive Director Rios advised if BBCC becomes a tobacco-free campus, the tobacco-free status will apply to visitors too. Facility rental contracts will reflect the tobacco-free status.

7. BP1020 Naming of Facilities

BP1020 Naming of Facilities duplicates wording contained in BP1000 Policy Governance. BP1020 was presented for consideration today and deletion at the next meeting.

8. Firearms and Weapons WAC

The revisions to WAC 132R-117 Firearms and Weapons were vetted by the AAG, staff, and trustees at prior board meetings. A public hearing was held August 29, 2017. VP Linda Schoonmaker researched an answer to Trustee Anna Franz's question about weapons storage options for dorm residents. VP Schoonmaker reported that only a few other WA community and technical colleges have dorms. None of the colleges allow guns in the dorms or offer weapons storage on campus; off-site storage options will be addressed in the student handbook.

Motion 17-44 Trustee Anna Franz moved to approve the revisions to WAC 132R-117 Firearms and Weapons as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

9. Student Code of Conduct

The revisions to WAC 132R-04 Student Code of Conduct were vetted by the AAG, staff, and trustees at prior board meetings. VP Bryce Humpherys said the public hearing was held August 29, 2017.

Motion 17-45 Trustee Anna Franz moved to approve the revisions to WAC 132R-04 Student Code of Conduct as presented.

Trustee Jon Lane seconded the motion, and the motion carried.

10. Transforming Lives Award Nomination

The trustees discussed the Transforming Lives nominations.

Motion 17-46 Trustee Anna Franz moved to select MaKinZee Rhodes as BBCC's ACT Transforming Lives student. Trustee Stephen McFadden seconded the motion, and the motion carried.

Motion 17-47 Trustee Stephen McFadden moved to select Leonardo Paxtian-Ramirez as BBCC's alternate ACT Transforming Lives student. Trustee Jon Lane seconded the motion, and the motion carried.

Trustee McFadden serves on the local Transforming Lives Recognition Committee. The committee recommended holding the local event Thursday, December 7. Due to scheduling conflicts, the trustees agreed to host the local event January 4, 2018.

Trustee McFadden reported that sponsorships totaling \$4,000 are needed to host the local Transforming Lives Recognition event.

11. Board Retreat Agenda

Dr. Leas reviewed the draft board retreat agenda. The trustees did not request changes.

12. Assessment of Board Activity

Trustee Stephen McFadden reported that he attended the North Central Workforce Development Council Healthcare Sector Partnerships meeting. He also attended the Othello Career Showcase and was very appreciative of the multiple presentations by the BBCC Medical SIM, Agriculture, UAV and Mechatronics Programs to 1,500 Othello School District students. Adams County leadership is also interested in offering the same career showcase opportunity to the students of the Ritzville/Lind School District. Trustee McFadden also provided support to Director of CBIS Beth Laszlo on the upskill/backfill grant. He attended a recruitment trip to Japan with Senator Schoesler, Senator Warnick, and Representative Dent to learn about workforce development challenges. BBCC's rich aviation and agriculture history with Japan was celebrated many times during the trip.

Trustee Jon Lane attended the ACT Board of Directors Retreat as Past President. Trustee Bridget Piper from Spokane Community Colleges is the current president of ACT and her theme is "building bridges." Trustee Lane attended the BBCC Back to School breakfast, and he also attended the ACCT Conference in Las Vegas where he learned about evaluating the president without meddling in the weeds, board evaluations, and DACA issues. Highline Community College Trustee Dan Altmayer earned the national ACCT Trustee Leadership Award. Trustee Emily Yin from Shoreline

Community College is the new chair of ACCT; she is the first Asian Pacific to lead the organization. Trustee Lane was inducted into the BBCC Hall of Fame. He also attended Star Night.

Trustee Anna Franz attended Star Night.

Board Chair Juanita Richards met with Dr. Leas to review the agenda. She also attended Star Night and the Foundation board meeting.

13. Next Meeting

The next board meeting is set on Tuesday, November 14.

14. Miscellaneous

Board Chair Juanita Richards said she was pleased to see the *Columbia Basin Herald's* review of the Mass Casualty Incident simulation at the Port and the Port partnership with BBCC.

The ACT Legislative Action Committee primary representative is Trustee Jon Lane, and the alternate is Trustee Stephen McFadden. The trustees indicated no changes were needed.

Association of Washington Business is holding it's Rural Job Summit on campus October 24.

President Leas shared the idea of distributing electronic board packets rather than hard copies for the trustees to consider.

President Leas shared that he was invited to join the SBCTC Long-Term Strategic Advocacy Task Force. The task force will clarify the SBCTC vision for long-term advocacy.

Trustee Stephen McFadden asked about the climate on campus for Dreamers. Dr. Leas stated some students are nervous due to the uncertainty of DACA. Dr. Leas suggested the trustees make an affirmative statement about this issue. Dr. Leas recently signed up with AACC in support of a letter-writing campaign for immigration reform.

Trustee McFadden stated the Transforming Lives nominees' letters were poignant from the undocumented student perspective. Overcoming financial barriers such as grants and scholarships is a huge undertaking for students who are undocumented. Dr. Leas suggested CEID could present information on this topic during a study session taking care not to be political. He also stated sanctuary campuses have no legal standing. Faculty Association President Salah Abed serves on the CEID, he will share the idea of a presentation to the board during their next meeting.

The meeting adjourned at 4:34 p.m.

Juanita Richards, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Leas' activities from October 9, through November 3, 2017, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

10/9/17	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Grant Co EDC Executive Director Brant Mayo & Grant Co PUD Chuck Allen	Workforce Education Planning & Tour Community Engagement	E-4	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration		BBCC	
	Quincy Valley Leadership Meeting	Community Engagement	E-4	Quincy	
10/10/17	Attend JATP Closing Ceremony	Student Success	E-2	Seattle	
10/11/17	SBCTC Advocacy Task Force	Mission	E-1	Seattle	
10/12/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Exit Lunch	Feedback	E-5		
10/13/17	Meet Title V Director Candidate (x2)	Feedback	E-5	BBCC	
10/16/17	Transforming Lives Meeting	Student Success	E-2	BBCC	
	Board of Trustees Meeting	Mission	E-1	BBCC	
10/17/17	Cabinet	Student Success	E-2	BBCC	
	Fundraising Meeting	Student Success	E-2	BBCC	
10/18/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Board Meeting Rotary Lunch	Community Engagement	E-4	Moses Lake	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration			
10/19/17	New Employee Orientation	Excellence in Teaching & Learning	E-3	BBCC	
	Foundation Executive Committee & Board Meeting/Dinner	Integrity & Stewardship	E-5	BBCC	
10/23/17	Discuss DACA Statement	Student Success	E-2	BBCC	
	UAS Grant Director Dr. Pat	Grant Support	E-1	BBCC	

	Ford				
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Title III HSI-STEM Eval Site Visit Interview	Integrity & Stewardship	E-5	BBCC	
	WACTC Capital Discussion	Integrity & Stewardship	E-5	BBCC	
	Association of WA Businesses Reception	Community Engagement	E-4	BBCC	
10/24/17	Association of WA Businesses Conference	Community Engagement	E-4	BBCC	
10/25/17	42 nd District Rep Luanne Van Werven Tour	Community Engagement	E-4	BBCC	
	Exit Visit	Integrity & Stewardship	E-5	BBCC	
	Airport Access, Port of Moses Lake	Community Engagement	E-5	BBCC	
10/26/17	Strategy & Finance Committee	Community Engagement	E-5	BBCC	
	WA Student Achievement Council Executive Director Michael Meotti Visit	Community Engagement	E-5	BBCC	
	Delbert Lamb Dedication Luncheon	Integrity & Stewardship	E-5	BBCC	
10/27/17	Strategic Planning Board Retreat	Mission	E-1	Moses Lake	
10/30/17	Health Care Sector Partnership Discussion	Community Engagement	E-4	Phone	
	WA State Senate Majority Coalition Caucus Counsel Saundra Richartz Tour	Community Engagement	E-4	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	E-1	BBCC	
10/31/17	Central Basin WorkSource Infrastructure Discussion	Integrity & Stewardship	E-5	BBCC	

	Dean of IR Valerie Parton	Program Support			
	Phi Theta Kappa Induction	Excellence in Teaching & Learning	E-3	BBCC	
11/01/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Review 11/14/17 Board Meeting Agenda	Mission	E-1	BBCC	Board Chair Juanita Richards
	Central Basin WorkSource Infrastructure Discussion	Integrity & Stewardship	E-5	BBCC	
11/02/17	Trustee Orientation	Mission	E-1	BBCC	Thomas Stredwick
	Sonico Tour	Community Engagement	E-4	BBCC	
	Moses Lake School District Asst Supt Dr. Carole Meyer	Community Engagement	E-4	BBCC	
11/03/17	Shared Governance Council	Mission	E-1	BBCC	
	President's Cup Presentation @ Volleyball Game	Excellence in Teaching & Learning	E-3	BBCC	

End	This period	YTD
E-1 Mission	13	13
E-2 Student Success	5	5
E-3 Excellence Teaching/Learning	3	3
E-4 Community Engagement	10	10
E-5 Integrity & Stewardship	12	12
E-6 Inclusion & Climate		

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

In preparation of the Mission Fulfillment Monitoring Report, faculty and staff reviewed and provided feedback on the proposed Core Theme Indicator targets at the November 3 Shared Governance meeting. Those who did not attend the meeting had the opportunity to respond via email. The Institutional Research office did a stellar job of collecting and reporting the needed data in a very short amount of time. Cabinet will adopt the final targets at its November 21 meeting. As you can see by reviewing our planning timeline, setting the targets is the next key deliverable and a necessary step for completing the Monitoring Report Workbooks by January.

*Recommendation 2

“The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3)”

Prepared by VP Bryce Humpherys.

RECOMMENDATION:

None.

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 & Vice Presidents develop updated Program Audit form (Renamed Annual Planning & Budgeting Worksheet)</p> <p><input checked="" type="checkbox"/> 8/25-9/8 Vice President of Learning & 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 & 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>

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

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for information)

d. Student Success & Assessment Update

Student Success and Assessment

BBCC is beginning to plan the Winter In-service where faculty will review the results of their assessment of student learning data and staff will review their department performance. The review of assessment and departmental performance will allow faculty and staff to draw conclusions, determine next steps, and develop their budget requests based on their findings. This is a critical element of our efforts to address the NWCCU accreditation recommendation by demonstrating how the college is using assessment of student learning results to inform its planning and budgeting processes.

Prepared by VP Bryce Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/2017

ITEM #3: CONSENT AGENDA (for information)

e. Finance & Administration Update

ctcLink Update: Common process development workshops continue with participants spending three days with representatives from all the CTCs.

Facilities Master Plan: Continuing information gathering for the 'mini' update.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): Constructability review provided some small cost savings options. DES is suggesting that the RFP could be delayed with no capital budget in sight before June 2018.

History:

Professional Technical Education Center (New Building):

10/16/2017: Construction document preparation continues, even without a Legislative approved Capital Budget. Our goal remains to be ready to go out for bid for a contractor by February 2018. We met with the FAA and Dan Moore (AMT Instructor) on August 24th to review the plans for the AMT building. During our discussion of the temporary location for AMT in the Auto bldg. while the new AMT was being built, it was suggested by the FAA and then agreed to by all present that the new AMT building will be located where the current Automotive bldg. is instead of moving AMT to the temporary location first and then into the new building. This way they only have to move from their current building into their new building. We received notice of approval for our requested Height Variance (over 35 feet requires a variance with the County) on September 19th.

8/10/2017: We are in the construction document phase. Goal is still to be ready to go out to bid for a contractor by February 2018. Without an approved Capital Budget, actually going out for a bid will not be possible as the \$ will not have been allocated for the construction. We did receive re-appropriations for the construction documents and we have our locally designated dollars for the project, but this would not allow us to go out for bid. Still working towards possibility of natural gas for the building.

6/8/2017: Design development is basically complete and we are entering the construction document phase. Goal is be ready to go out to bid for a contractor by February 2018. Still working towards possibility of natural gas for the building.

4/28/2017: Wrapping up the design development phase and preparing to enter the construction documents phase. Still working towards possibility of natural gas for the building.

3/13/2017: Continuing with design development of the two buildings—PTEC and AMT building and the initial lab configurations/equipment. Still working towards possibility of natural gas for the building.

01/26/2017: Continuing with design development, value engineering, which LEED points to attain, and the possibility of natural gas for the building.

12/12/2016: Continuing with design development and value engineering.

10/27/2016: Value Engineering is completed. This provides us with options for the design that may potentially provide more efficiency or expanded use.

8/11/2016: the Design contract was signed July 19, and we are scheduled to meet each week until the end of September to attempt to accelerate the design and construction-

document time period in order to meet a summer 2017 construction window for ground work. Without an accepted accelerated process, it may be late spring of 2018 before we could break ground.

5/26/2016: Predesign was approved by OFM on April 27th. DES is currently working on the contract for the Design portion of the project.

4/7/2016: The final version of the Predesign was submitted to OFM on March 8th. We probably have a 60-day turnaround time for OFM to complete their review and give approval for us to proceed. During this wait time, we have the RFQ (Request for Qualifications) out for the Design and Construction Management Services with a submittal cutoff date of April 1, review of submittals by mid-April, and top ranking firms with oral interviews the week of May 2nd.

3/3/2016: We are currently working on the final drafts of the Predesign submission for OFM review. We are planning on submission to OFM in March.

1/21/2016: Instructors and staff met to review the three site selections and raise the pros and cons of each site. Meeting for more detailed analysis will possibly occur 4th week of January.

Building 2000, Gymnasium, Wiggly Wall, 2nd Floor Balcony:

10/16/2017: The work is completed.

8/10/2017: The wall is reinforced; the poles and railing pieces are installed, waiting for the glass panels to arrive so that they too may be installed. Contractor expects glass panels to arrive in the next couple of weeks.

6/8/2017: The contract has been signed with Centennial Construction. The contractor is planning to brace the existing half wall around the east side and replace the pipe railings with the glass railing. The schedule in the contract is start work by June 22nd and complete the work by August 18th. The timing is most dependent on the railing delivery itself and not the installation.

10/27/2016: This project is still on the schedule for summer of 2017.

8/11/2016: The glass-panel-railing system was selected, and the lead time was identified as 4 to 6 weeks. Unfortunately, the calendar starts to get tricky now with various sports programs beginning their seasons and requiring access to the facility. This work will be scheduled for summer of 2017. There is no immediate danger/risk to students, staff, or the public in utilizing the surrounding access to other spaces.

5/26/2016: The contractor has been back out to take some core samples from both the wall and the balcony floor to determine 'makeup' to ensure that we fasten the railing appropriately. The actual design of the glass panel railing system is still being reviewed.

4/7/2016: We are reviewing tempered-glass panels for replacement of the wiggly wall and the railing along both sides of the upper deck of the gymnasium. We determined that the first solution to repair the wiggly wall was not the best option in the long run since once we touched the railing at any point we would need to bring the rest up to current safety code—that we would proceed with replacing the wiggly wall and the current side railings with a new glass panel railing system.

3/3/2016: The engineer provided us with options and estimates for repair. We selected the least disruptive to the esthetics of the wall, but still accomplishing the repair in an efficient and long-lasting method. We are now waiting for an estimate from the construction contractor.

1/21/2016: We are currently waiting for response from engineer on estimating the costs and timelines with the various options for repair proposed.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for action)

f. Human Resources Update

BACKGROUND:

Recruitment & Selection:

Veronica Guadarrama accepted the STEM Center/Emporium Lab Coordinator position. Veronica replaces Sarah Adams, who left BBCC in August. Veronica started her new position on October 10.

Roy Salcedo accepted the Director of Title V PAHP Grant position. This position replaces Terry Kinzel, who retired in May. Roy started his new position on October 23.

The following searches are currently open:

- UAS Operations Coordinator
- Director of Financial Aid
- Custodian 1

Retention:

Our turnover rate for the month of October was 1.554%. Our 2017 YTD rate is 9.963%. Our goal for 2017 is to have a turnover rate of 19% or less. This benchmark represents the 2016 average turnover across all industries. The turnover rate for calendar year 2016 was 11.871%.

There were 3 separations for the month of October. The reasons for the separations include 2-Resignations/New Job and 1-Involuntary, Absent without Authorization.

For the calendar year January through October 2017, there have been 19 separations. The reasons include 9-Retirement, 2-Resignation/Personal Reasons, 5-Resignations/New Job, and 3-Involuntary separations.

Time-to-Fill:

The average Time-to-Fill rate for calendar year 2017 is 109.7 days. This is the average amount of time to fill a position from the date the requisition is approved to the date the offer is extended. This is the first year that BBCC has calculated the length of time it takes to fill positions. The college has conducted thirty recruitments for full-time positions. The HR Office is continuing to look at ways to streamline the recruitment process and reduce the number of days needed to fill a position.

Let me know if you have any questions, or need additional information.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for action)

- g. Classified Staff Report

BACKGROUND:

Current Membership as of October 2017

<u>Lead Roles:</u> Barb Collins, Ex Officio Alicia Wallace, Co-chair Lead Barbi Johnson, Co-chair Assistant Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev
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The STAR Committee focus is to provide training for all members so they are ready for a lead role on any given committee in the future. We are researching webinar and short trainings to use for this purpose. We have also developed a rotation schedule so two committee members can attend all Shared Governance Council meetings.

The committee will finalize the 2017-18 training calendar soon. All campus personnel are invited to the Program Learning Experiences, the next one is on November 17. Staff from the following departments and BBCC programs will share history and trivia: maintenance & operations, aviation mechanics, Commercial Pilot and Unmanned Aerial Systems.

2017-2018 TRAININGS:

The following is for the period of September 1 to October 31, 2017, and any unreported training for August. Classified staff training hours logged is 287.0 hours. Employees participated in STAR Committee hosted events or other trainings for professional or personal development through online webinars, statewide conferences or completed college credits and/or degree.

The STAR Committee hosted a workshop on October 12, *Understanding the Jargon 1.2 Can you interpret the data?* This interactive training was offered to all campus personnel. Discussion of continuous improvements at BBCC was included in the workshop, and the evaluation comments were positive.

STAR Committee Trainings	Date(s)	Participants	Location
Understanding the jargon 1.2: Can you interpret the data?	10-12	27	BBCC Campus

Other Training Reported	Date(s)	Participants	Location
WPEA Training	SU 2017	1	BBCC
Statewide Centralized OFM IT Allocation	SU 2017	1	Olympia
A+ Certification	SU 2017	1	Online
Cleary Campus Security Authority	SU 2017	7	BBCC
Excellence in Leadership	Sept 19-20	1	Wenatchee
Grant Training Webinar	Sept 27-28	1	BBCC
College Scholarships and Tools	Oct 9-10	1	Seattle
Annual Conference for Foundation Fundraising and Alumni	Oct 12-13	1	Anaheim CA
Annual NAEOP TRiO Conference	Oct 17-20	1	Bellevue WA
CTC Link-developing a Common System for WA Colleges	Oct 18-20	1	Tacoma WA
Pave the Way Conference	Oct 19	1	Ellensburg WA
ITIL Foundation/CBT Nuggets	Oct 25-30	1	Online

COMMUNITY SERVICE PROJECT:

At the time of writing this report, the STAR Committee is considering the Daze of Camelot as their winter community service project. This is non-profit animal rescue organization in Grant County with urgent needs. They operate with little to no income to support the animals. Canned food and hay, and any monetary donations for veterinary services are some of the ongoing urgent needs.

Prepared by Barbi Johnson and Barbara Collins

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

Registration continues for Fall Quarter, mostly Adult Basic Education students. Our headcount as of November 1 is 2,322 versus 2,641 last year on the same date. Total FTEs are 1,884.5 versus 2009.9 last year. State FTES are at 1,502.7 versus 1,613.5. The state FTE total includes 4.5 contract funded and community service FTEs, which are reportable to the state, but not counted toward our enrollment target. We currently have 402 Running Start students enrolled.

Registration for Winter Quarter will begin November 13.

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of Sept 30, 2017, we have collected \$1,384,802 or 34.6% of the budgeted amount. As of Sept 30, 2016, we had collected \$1,448,806 or 34.5%.

TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of Sept 30	\$1,384,802	\$1,448,806
As a % of annual budget	34.6%	34.5%
Left to collect to meet budget target	\$2,615,198	\$2,751,194

Prepared by Registrar Ruth Coffin and Executive Director of Business Services Charlene Rios.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #3: CONSENT AGENDA (for information)

- i. Public Correspondence

BACKGROUND:

Public information received for the President or Board of Trustees may be included in this section.



PO Box 658 / Olympia, WA 98507-0658 / 1414 Cherry St. SE / Olympia, WA 98501 / 360.943.1600 / awb.org

October 30, 2017

Terry Leas
Big Bend Community College
7662 Chanute St NE
Moses Lake WA 98837

Dear Terry,

On behalf of the Association of Washington Business, thank you for your sponsorship of AWB's 2017 Rural Jobs Summit!

More than 250 attendees, panelists and speakers participated in this year's event, and we feel fortunate to have had such a dynamic and insightful agenda. The Summit was sold out and proved to be worth every minute. From the numerous informative panels, to the insightful conversation, and Alex McGregor's energetic and inspirational message, we were thrilled to have had such a memorable event for our members.

In exchange for your sponsorship, AWB recognized your company at several points in the event: before the Summit on our official website, weekly publications to our members, event signage and in the upcoming winter issue of Washington Business magazine.

If you have any suggestions for future AWB events, we would love to hear from you; your satisfaction is of utmost importance. Again, thank you for helping us make this year's Summit a great success!

Sincerely,


Kris Johnson

You were AWESOME PARTNERS!

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #5: Board Policy 1000 Policy Governance Review (information)

BACKGROUND:

During the October 27 board retreat the trustees discussed regularly reviewing board policies. BP1000 Policy Governance is presented for the trustees' review.

Prepared by the President's Office.

RECOMMENDATION:

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* polices. 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.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #6: Board Policy 8001 Smoking/Tobacco Policy

BACKGROUND:

During the October 16 board meeting, revisions to Board Policy 8001 were presented for consideration. Feedback received at the meeting was incorporated into the revised BP, which is presented for action today.

TOBACCO TASKFORCE

To promote individual welfare, the Tobacco Taskforce has been brought together to assess Big Bend Community College's smoking and tobacco policies. The group consists of four classified employees, two administrative exempt, one part-time employee, one faculty member, and two representatives from Grant County Health Department. The ASB Officers were also consulted and are in agreement with the goal of the task force. Two students will join the task force.

Mission Statement:

In an effort to foster social support and optimal campus environments that support healthy behaviors of students and staff, our vision is to improve mental and physical wellness of students and staff by developing policies and programs that create a culture of wellness at Big Bend Community College.

Tasks:

- Research what other colleges/universities in our area are implementing
- Rework current AP and BP policies
- Research where designated smoking areas should be located
- Research what mechanisms are available for the discharging of the waste from these habits
- Research for better signage
- Create a campus map that shows designated smoking areas
- Provide educational material at new student and employee orientations about cessation programs.
- Write for Kick Start Your Tobacco-Free College Initiative Grant – DEADLINE Oct 11th
- Continue to research how other colleges are addressing the tobacco issue.

Future Goals:

Become a tobacco-free college by June 2019

RECOMMENDATION:

President Leas and VP Schoonmaker recommend adopting the revisions to BP 8001 as presented.

8001.1 In accordance with RCW 70.160.30 and Governor Gardner's Executive Order EO88-06 establishing policy on smoking in state facilities:

A. ~~Effective January 1, 1989, No~~ smoking or the use of smokeless tobacco will be allowed in Big Bend Community College facilities, vehicles, athletic fields, and buildings. ~~is allowed in Big Bend Community College facilities, vehicles, and buildings.~~ In order to provide a smoke-free, healthy environment, smoking and the use of tobacco and tobacco-related products is restricted to designated areas.

B. ~~Effective December 8, 2005 in compliance with I-901 and in addition to the prohibition of smoking in all places of employment and in all public places, smoking is prohibited within a "presumptively reasonable distance" (25 feet) of entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited. Appropriate signage will be posted at each building entrance on campus.~~

~~"Smoking," as used in this policy, refers to the inhaling, exhaling, burning or carrying of any lighted, smoking equipment, including cigarettes, electronic cigarettes, cigars or pipes.~~

8001.2 ~~Effective November 1, 1991 the use of smokeless tobacco will not be allowed in Big Bend Community College facilities, vehicles, athletic fields, and buildings.~~ The intent of this policy is to protect Big Bend Community College staff and students from further exposure to the addictive substance of nicotine and from unsanitary conditions arising as a result of smoking and the use of smokeless tobacco.

8001.3 Terms:

"Smoking", as used in this policy, references the inhaling, exhaling, burning or carrying of any lighted or heated products such as tobacco, marijuana, other smokable substance, or smoking instruments that emit smoke, along with any vaping.

"Tobacco", as used in this policy, references the use of all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic vapor devices, and all forms of smokeless tobacco including but not limited to chew, snus, snuff, sticks, strips, and orbs.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #7: Board Policy 1020 Naming of Facilities (Information)

BACKGROUND:

BP 1020 Naming of Facilities is also found verbatim within BP 1000. The board was asked to consider deleting BP 1020 due to the duplication during the October 16 board meeting. This request is presented for action today.

Prepared by the President's Office.

RECOMMENDATION:

President Leas and VP Schoonmaker recommend deleting BP 1020 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.

- 1020.1 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.

Excerpt from BP 1000

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.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #8: Exceptional Faculty Award Recommendation (for action)

BACKGROUND:

The Exceptional Faculty Awards Committee is pleased to recommend awards to the following faculty.

English Instructor Allison Palumbo in the amount of \$2,000 to attend the National Popular Culture Association/American Culture Association (PCA/ACA) in Indianapolis, IN.

Nursing Instructor Sherry Donovan in the amount of \$1,500 to assist dentists screening patients during a medical mission to Mexico.

Nursing Instructor Mercedes González-Aller in the amount of \$2,000 to purchase an ARNP review course and self-paced CMW subscription.

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

RECOMMENDATION:

President Leas and the VP of Learning & Student Success, Bryce Humpherys, recommend approval of the Exceptional Faculty Awards as presented.



Big Bend

COMMUNITY COLLEGE

Transforming lives through excellence in teaching & learning

Exceptional Faculty Awards Committee

November 2, 2017

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you that we have three applications submitted by faculty this fall quarter. Allison Palumbo, Sherry Donovan, and Mercedes Gonzalez-Aller have all submitted applications. The committee reviewed these applications and found that all fit within the guidelines and with the spirit of the awards.

Allison Palumbo is asking for an award that she may attend the National Popular Culture Association/ American Culture Association (PCA/ACA) in Indianapolis, IN. We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this conference works within Allison's professional discipline and will allow her to explore ideas and teaching practices that may aid her instructional professional capabilities. This committee applauds Allison's pursuit of excellence.

Sherry Donovan is asking for an award that she may join a Medical Mission to Mexico where she will be assisting dentists to screen patients. We are confident that this activity is worthy of yours' and the Boards consideration. We believe this mission works with Sherry's professional discipline and will allow her to contribute her knowledge toward a significant project, as well as gain understanding through a meaningful experience that she can then share with her students. This committee enthusiastically supports Sherry's dedication.

Mercedes Gonzalez-Aller is asking for an award that she may purchase an ARNP review course and self-paced CME subscription. We are confident that this planned activity is worthy of yours' and the Boards consideration. We believe this activity works within Ms. Gonzalez-Aller's professional discipline and will allow her to stay current in her field of expertise along with fulfilling re-certification requirements. This committee recognizes and supports Mercedes' commitment to seeking excellence in her field.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you.

7662 Chanute Street NE • Moses Lake, WA • 98837-
3299

509-793-XXXX • <http://www.bigbend.edu>

Sincerely,



Libby Sullivan



Brinn Harberts



Dan Moore



Shawn McDaniel

7662 Chanute Street NE • Moses Lake, WA • 98837-
3299 509-793-2001 •
<http://www.bigbend.edu>

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Allison P Palumbo

DATE: October 16, 2017

DIVISION: Humanities

1. List all your principal professional duties including courses normally taught.

My teaching duties: I teach ENGL&101, an introduction to college composition course that revolves around non-fiction texts, as well as ENGL&102, an advanced college composition course that revolves around literary texts. I also teach American Literature II, from 1865-1960, and Women's Literature.

My scholarship duties: My research area is 20-21st century American literature and popular culture, with a focus in sex and gender issues. I write articles about and present papers at professional/academic conferences on topics that range from intra-racial relations in mid-20th century African-American women's literature to the presence of feminism in action films. I am currently working on my first book, based on my dissertation, on the sexual politics of fighting female character romances in 20-21st century film and television programs.

Other professional duties: I gave a public presentation on my research at the Museum and Art Center in Moses Lake this previous spring, and I am talking to the museum coordinator to plan another public presentation.

2. Amount requested: \$2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

To attend the National Popular Culture Association/American Culture Association (PCA/ACA) conference in Indianapolis, IN in March 2018. I will be presenting a paper titled, "'Love is a Battlefield:' Feminist Romance and the Romaction Hybrid," which is an excerpt from my dissertation.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

At this time, I have not made any purchases, but I have an estimated total for the costs of the conference. I will be traveling from Moses Lake to Indianapolis on March 27th, leaving probably around 5am and returning March 31st, probably around 11pm. Five full days, four nights.

\$219 for PCA membership (required for all presenters) and conference registration

\$767.52 total for four nights at the conference hotel in Indianapolis, JW Marriott Indianapolis: \$164 a night plus taxes and fees (I have reserved the room but will pay for it after my stay, and I will look online to see if sales or cheaper prices become available before the date.)

Approximately \$500 for the flight to and from Indianapolis

\$204.12 for driving my personal vehicle to and from Sea-Tac airport, and I may need to pay for parking while I'm gone, depending.

Meals are not included in the conference, and the hotel doesn't provide breakfast, so I estimate \$370: 5 days of all three meals at \$74 a day (I used the Seattle meals price list from the travel paperwork because I don't know the allowances for out of state travel, but I assume it will be similar)

219.00 registration/membership

767.52 hotel

500.00 estimated airfare

204.12 mileage to and from SEA-TAC

370.00 5 full days of food

Total:

\$2,060.64 + parking, travel in Indianapolis, baggage, and other incidental fees

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

I will use funds from my departmental travel budget to supplement the remaining costs after the \$2000 award reimbursement.

6. When was your last sabbatical? I have not had one.

7. What travel monies have you received during the last year?

During the 2016-2017 school year, I used approximately \$1100 in my English department travel funds for two conferences. For this school year, I attended a conference for two-year college English association (TYCA) in October for which I received about \$500. I hope to use any remaining funds I have from my English travel budget for a conference in April.

8. How will this stipend improve your teaching and/or professional expertise?

The PCA/ACA conference is a large conference spanning five days with a wide range of topics that I will immerse myself in fully, so that I may network with fellow pop culture researchers to gain other publishing opportunities, get ideas to bring into the classroom, and get feedback on my own research to improve it.

Additionally, I often use elements of popular culture to inform my teaching because I anchor lessons on composition and reading in student's daily interests and experiences, which come primarily from contemporary media. For example, I have used a clip from a Key and Peele episode to introduce visual analysis in my ENGL&102, which I then tie back into the analytical reading skills they learn. Students very easily engage with these contemporary figures and find certain lessons about surface versus deep reading easier to grasp when they are not trying to comprehend literary content that is new to them at the same time.

While I am well-versed in film and television in certain genres, learning about more recent popular music, social media, and trends in other genres (from attending panels on these topics) gives me a wider variety of resources to integrate and, as a result, more ways to reach my students.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

Last year, I attended the Washington State Student Services Commission (WSSSC) conference to learn about issues that student services staffs (in general) and BBCC student services (specifically) must address. I wanted to learn what affects student outside of class and how faculty can learn to work together with support staff to provide students a better school and life experience while they receive their education. I have also attended the informative tours of the different BBCC buildings and the services provided within those buildings.

In addition to my general faculty participation, which includes attending faculty association meetings and supporting college events, I am on the mentoring work group to improve new faculty experiences on BBCC. Our goal is twofold: First, to aid the transition of new faculty into their position and enhance their experiences and interactions with BBCC during their first year. Our second goal is to help new faculty become contributing members of the BBCC academic community to enhance student learning and thus promote the mission of the college.

This is also my first year as an advisor for the Gay-Straight Alliance club, a position I share with Salah Abed. While our work is primarily with students, Salah and I try to work with other faculty advisors and their clubs to spread the student community spirit here at BBCC.

Finally, I am also working with Jody Quitadamo in social sciences to create a course pairing for the 2018-2019 school year. We have two potential pairings: my American Literature II class with her American Experience history class, or my Women's Literature class with her women's history class (depending on the scheduling requirements for the year). Providing course pairs helps students make important connections between the content they learn, so that the content becomes more meaningful, so they get an opportunity to explore topics in more depth, and so they can, hopefully, learn to make those connections for themselves with courses that aren't paired.

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Sherry Donovan

DATE: September 29, 2017

DIVISION: Nursing

1. List all your principal professional duties including courses normally taught.

I am responsible for teaching theoretical concepts, lab skills, and clinical practice in the nursing education department.

2. Amount requested: 1500.00

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

Medical Mission to Mexico. I will be assisting the dentists to screen patients. I will also be screening patients for diabetes and hypertension. I am creating handouts in Spanish to distribute to the patients. This is all provided free of charge to the Mexican people in the central highlands of Mexico. The area we will be traveling to has very little access or ability to get dental care or screenings for diabetes and hypertension. The money will pay for my travel and for supplies for the screenings such as glucose strips and glucometers.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

The cost of travel, meals, supplies, and accommodations will be covered with the amount requested.

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

No other reimbursements

6. When was your last sabbatical? I have not had one.

7. What travel monies have you received during the last year?

None

8. How will this stipend improve your teaching and/or professional expertise?

The experience will enhance my teaching of patients in another culture and language other than my native culture and language. I will add to my foundation of knowledge the insights gained by working alongside the other health care providers in Mexico. I will gain great experience I will be able to bring back to the students regarding cultural differences and likenesses and healthcare management and maintenance.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I am new to the college. However, I have attended multiple workshops on diversity and institutional issues. I am currently on the Assessment team. I am new to the team; however I have been able to assist other faculty in the process of developing their assessment plans. I am also working in my department on the self study for our accreditation process. I have previous experience with the process I gained at my previous employment at Yakima Valley College.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Mercedes González-Aller

DATE: 9/28/17

DIVISION: Nursing

1. List all your principal professional duties including courses normally taught.

My professional roles are instructor and participating faculty of the nursing department.

As an instructor I plan, develop and teach courses in nursing fundamentals and other courses in medical-surgical areas co-taught by nursing faculty.

- Lecture - I am responsible for teaching Communication and Culture, Musculoskeletal, Neurologic, Reproductive, Respiratory, and Emergency Nursing. In addition I teach a unit on Lab and Diagnostics. These lecture courses are NUR (110,120,130,210,220,230).

- Skills labs - I have multiple lead roles for different skills students practice. These skills increase in complexity from performing a basic physical assessment to being part of a team caring for a patient in cardiac arrest. For example, this quarter I am responsible for planning, setting up and teaching IV Starts, administration of IV push medications, management of the patient with a central line (fluid and medication infusions, drawing blood etc.), communicating with doctors and taking orders. Towards the end of the quarter, I lead a critical thinking scenario where students have to utilize the nursing process to assess, plan and intervene for positive patient outcomes. These skill labs courses are (NUR 135,235,236) and for level 2 (NUR 235 and 236).

- Clinical - I am responsible for a group of 9 students, providing guidance and instruction as they care for patients in the hospital. There, I provide students with opportunities to grow in their ability to think critically and deliver quality care. It is imperative students learn to think as a nurse, not only performing accurate skills, but also in decision-making, and growing in independent nursing judgments. I am mostly responsible for clinical in NUR 131, NUR 211 and 221. In addition I am responsible for a group of students in their nursing preceptorship NUR 231. This is their last clinical rotation in the nursing program. While students work with a preceptor in a hospital setting, I help guide both student and preceptor in the student's evaluation and assure that students are provided with an optimal and safe learning environment.

As a faculty member I additionally participate in the following specific professional duties:

- I participate in campus wide committees and governance. I have been involved in Academic Council, Assessment Committee, and I am the current Chair (for the second time) of a Probationary Tenure Committee.

- I have been Division chair as of June 2017 (earlier start due to new hire committee participation). I am learning the responsibilities of representing and supporting the division. I attended a summer Indicators workshop, attend monthly Instructional Council meetings, and provide other faculty members with updates and/or changes in campus-wide instruction.

- I participate with other faculty members in important Division activities:

- o Comprehensive review of the nursing curriculum for both level 1 and 2.

- o Revision and implementation of changes to all clinical assignments.

- o Revision of six standards for the Accreditation Commission for Education in Nursing. This process has required a significant investment of time as considerable changes have taken place in our program since our last accreditation after our self-study in 2010. Each of the six standards has several criteria to cover, which requires we provide comprehensive information. We currently continue to prepare for the nursing accreditation visit in early 2018.

- One particular and significant professional duty I have, in addition to BBCC's responsibilities, is meeting the requirements to maintain my Advanced Registered Nurse Practitioner license. This requirement also demands that I be Board Certified through the American Academy of Nurse Practitioners. This means I need to have a minimum of two hundred hours of clinical practice per year and over 45 hours of continuing education in advance practice and pharmacology.

2. **Amount requested:** 2,000

3. **Specific purpose the award would be used for:**
(Attach a separate sheet with details, if necessary.)

If granted the award, I would like to use it for purchasing an ARNP review course and a self-paced CME subscription. The review course would include both advanced family practice and a pharmacology review. Since I have not been practicing full time as an ARNP, I need to be able to stay current in my field of expertise. The subscription would allow me to also stay current with standards of care in a variety of topics, and obtain CME for my yearly recertification requirements. I would like to also purchase a course in faculty development specific to nurse educators. This course addresses how to manage daily challenges surrounding the complex issues in nursing education.

4. **If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.**

N/A

5. **If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.**

I do not have any other sources of reimbursement for this activity

6. **When was your last sabbatical?** I have never had a sabbatical

7. **What travel monies have you received during the last year?**

Travel Monies was all related to student teaching. I traveled twice to Spokane and Colville to perform mid-term and final evaluations of students in their preceptorships. In summer I also traveled to Eastern State Hospital in Medical Lake for student's mental health nursing clinical rotations.

8. **How will this stipend improve your teaching and/or professional expertise?**

This stipend would make a great impact in my professional development and positively affect my teaching and professional expertise. It would allow me to maintain my professional certifications so that I may continue to provide primary care in our community. In terms of my teaching role, staying current with standards of care, advanced assessments & treatment recommendations allows me to provide our students with the most up-to-date nursing education possible. Seeing our alumni provide quality care in our community is important to me, and I would like to continue helping to develop great nurses through our nursing program. Additionally, courses for nursing faculty development will add knowledge and proficiency to my evidence-based foundation. This would allow me to prepare students to become highly competent and knowledgeable members of the health care team. I would also share information with other faculty in my department. As I continue to gain professional experience, what I learn and gain will directly improve my teaching. Thank you for the opportunity.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

Previous involvement in working with other faculty on campus includes work in the following:

- Academic Council: I was a member of Academic Council until June 2017. I participated with other faculty and the Vice President for Learning and Student Success, reviewing suspended students' requests for readmission to the college. In this capacity I spoke with students in order to determine readmission. Those students allowed to return conditionally were provided with specific guidance and direction. I believe this has helped to improve the quality of the institution by contributing to the success of students.
- Assessment Committee: This committee has helped me understand the importance of assessment, not just for accreditation purposes, but for more effective student evaluation. Working with other faculty around campus helps the committee be more successful in accomplishing its goals. It is helpful to have input from different divisions for the overall success of the college.
- Probationary Tenure Committees: As Chair of two Probationary Tenure Committees, I have interacted with administration, faculty from different departments and student representatives. I have appreciated the opportunity to serve in this capacity as I feel it is a great way to positively influence the institution by encouraging the growth of our faculty.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #9: Electronic Board Packets (for action)

BACKGROUND:

During the October 16 board meeting, President Leas shared about distributing the board packet electronically and eliminating the paper copy. Laptops for each meeting could be made available from the library. The approximate cost of the paper copies for each meeting is \$75.00, which does not include labor. This topic will be brought up for discussion and possible action.

RECOMMENDATION:

President Leas recommends that the trustees approve moving to an electronic board packet.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #10: President's Evaluation (action)

BACKGROUND:

The board of trustees discussed the president's evaluation during the board/administrative strategic summit October 27, 2017. Board Chair Juanita Richards may submit a draft evaluation statement for the board's consideration.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #11: Board's Self-Evaluation (action)

BACKGROUND:

The board of trustees discussed their self-evaluation during the board/administrative strategic summit October 27, 2017. They may discuss and state the results of their self-evaluation. Board Chair Juanita Richards will bring a draft self-evaluation for board review and approval.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board of Trustees approves a self-evaluation for 2016-17.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #12: 2018 Board Meeting Schedule

BACKGROUND:

The following suggested 2018 Board meeting dates are provided for the trustees' consideration.

Thursday, January 25, 2018 at 1:30 p.m.

Thursday, March 8, 2018, at 1:30 p.m.

Thursday, April 19, 2018, at 1:30 p.m.

Thursday, June 7, 2018, at 1:30 p.m.

Thursday, August, 9, 2018, (Retreat)

Thursday, October 4, 2018, at 1:30 p.m.

Thursday, November 15, 2018, at 1:30 p.m.

Thursday, December 20, 2018, at 1:30 p.m.

RECOMMENDATION:

President Leas recommends the trustees adopt the schedule as presented.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

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

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, December 14, 2017.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 11/14/17

ITEM #15: Miscellaneous (information/action)

BACKGROUND:

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

The Association of Washington Business (AWB) held their Rural Jobs Summit at BBCC October 24, 2017. AWB President & CEO Kris Johnson was complimentary of BBCC.

Dr. Leas toured the new Sonico building November 2.

The BBCC Holiday Potluck is scheduled on Friday, December 15.

The local Transforming Lives Recognition Dinner is scheduled Thursday, January 4. Raquel Ferrell-Crowley from Senator Murray's office is the keynote speaker.

The ACT Transforming Lives Recognition Dinner is scheduled Monday, January 22, 2018. Upcoming ACT events are listed below.



PLEASE SAVE THE DATE

Washington State Association of College Trustees

- 2017 ACCT Leadership Congress**
 - September 25-28, 2017, Las Vegas, NV
- Legislative Action Committee Retreat**
 - November 9, 2017, DoubleTree by Hilton Seattle Airport
- ACT Fall Conference**
 - November 10, 2017, DoubleTree by Hilton Seattle Airport
- ACT Winter Legislative Conference**
 - January 22-23, 2018, Olympia Red Lion Hotel
- New Trustee Orientation**
 - January 22, 2018, Olympia RL Hotel
- Transforming Lives Award Dinner**
 - January 22, 2018, Olympia RL Hotel
- 2018 ACCT National Legislative Summit**
 - February 11-14, 2018, Washington D.C.
- 2018 Spring Convention**
 - May 10-11, 2018 Hosted by Clark College, Vancouver, WA

Prepared by the President's Office.

RECOMMENDATION:

None.