



## **Board of Trustees Regular Meeting**

**November 15, 2018  
9:00 a.m.**

ATEC  
Hardin Community Room

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

# **Big Bend Community College District #18**

## **Governing Board:**

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

**President Terry Leas**

## **2018 Meeting Schedule**

**January 17, 2018**

**March 8, 2018**

**April 12, 2018**

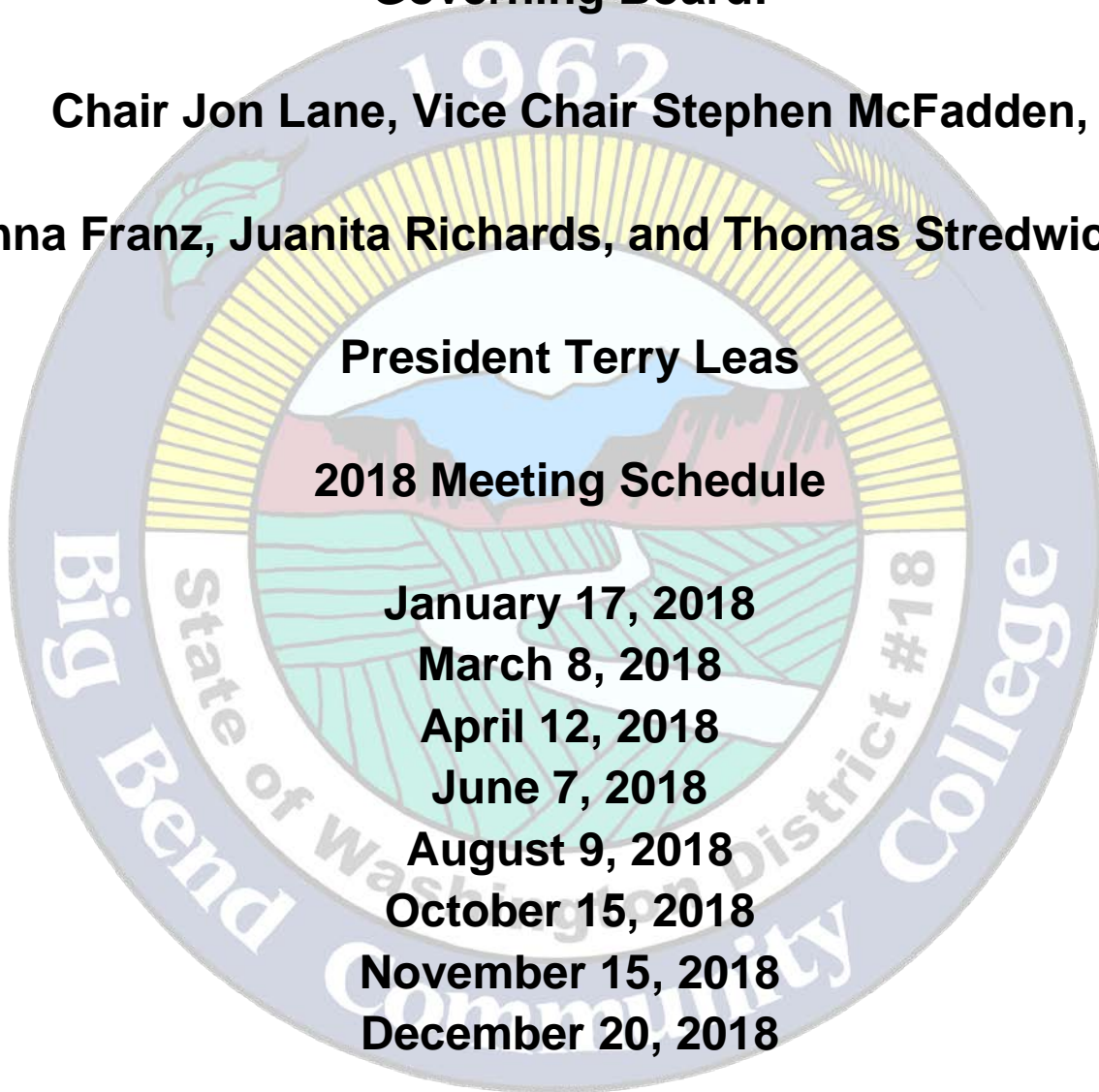
**June 7, 2018**

**August 9, 2018**

**October 15, 2018**

**November 15, 2018**

**December 20, 2018**



## Fall 2018 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					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	23
28	29	30	31				25	26	27	28	29	30		24	25	26	27	28	29	30

Fall 2018 Campus Events		
Nov	15	Board meeting; 9:00 a.m.; Hardin Community Rm
	15	ASB Event- Alive: Mental Health Fair/Suicide Prevention Tour; 10:00 – 2:00 p.m.; ATEC
	15	ASB Event- Bowling Night; 10:00 – midnight; Lake Bowl
	16	BBCC Wrestling vs Grays Harbor CC; 6:00 p.m.; DeVries Activity Center
	17	Women's Basketball vs Olympia CC; 3:00 p.m.; DeVries Activity Center
	22-23	Campus Closed for Thanksgiving Holiday
	29	Transforming Lives Recognition Dinner; 5:30 p.m.; Masto Conference Center
	29	BBCC Wrestling vs WSU Club; 7:30 p.m.; DeVries Activity Center
	30	Men's Basketball vs Gonzaga Club; 1:30 p.m.; DeVries Activity Center
	30	Women's Basketball vs EWU Club; 7:00 p.m.; DeVries Activity Center
Dec	1	Women's Basketball vs Clackamas CC; 4:00 p.m.; DeVries Activity Center
	6	Instruction Ends
	7	Men's Basketball vs Grays Harbor CC; 5:00 p.m. & 7:00 p.m.; DeVries Activity Center
	8	Men's Basketball vs Air Force Base; 5:00 p.m.; DeVries Activity Center
	8	Columbia Basin Allied Arts; Geoffrey Castle; 7:00 p.m.; Wallenstien Theater
	10	ASB Library Campout 6:30 p.m.
	20	Board Meeting; 1:30 p.m.; Hardin Community Rm



Monday, November 5, representatives from Western Pacific Engineering & Survey, Design Engineer at Genie, Erlandsen & Associates, Inc, UW Medical Student & Trust Scholars, and the Grant Co PUD shared their academic journeys and current employment responsibilities with interested students, staff, and community members in the BBCC Stem Center.

# Big Bend Community College

Excerpt from December 14, 2017, Board Meeting Minutes, Board Self-Evaluation:  
*The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this year.*

## 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

(Approved by the Board of Trustees 6/14/13)

## 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.

(Approved by the Board of Trustees 1/16/14)

Year-to-date board actions for **E-1 Mission is 8, E-2 Student Success is 1, E-3 Excellence in Teaching & Learning is 0, E-4 Community Engagement is 0, E-5 Integrity and Stewardships is 5, and E-6 Inclusion and Climate is 0.**

# BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

## Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, November 15, 2018, 9:00 a.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Uriel Velazquez
3. Introductions
  - New Employees
  - Recognize Community Service by The Church of Jesus Christ of Latter-day Saints representatives Mitchell Heap and Jim Turner
4. Consent Agenda **(E-1)**
  - a. Meeting Minutes October 15, 2018 **(Action)**
  - b. President's Activity Update **(Information)**
  - c. Accreditation **(Information)**
  - d. Student Success **(Information)**
  - e. Assessment **(Information)**
  - f. Finance & Administration Report **(Information)**
  - g. Human Resources Report **(Information)**
  - h. Classified Staff Report **(Information)**
  - i. Enrollment Report **(Information)**
  - j. Safety & Security Report **(Information)**
  - k. Public Correspondence **(Information)**
5. Remarks  
(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
  - a. ASB President – Cydney Schaapman
  - b. Classified Staff Representative – Cassandra Fry
  - c. Faculty Association President – Salah Abed
  - d. VP Finance & Administration – Linda Schoonmaker
  - e. VP Learning & Student Success – Dr. Bryce Humpherys
  - f. VP Human Resources & Labor – Kim Garza
  - g. Executive Director BBCC Foundation – LeAnne Parton
6. Data Center Pilot Program – Computer Science Specialist Tom Willingham **(E-2, Information)**
7. 2019 Board Meeting Schedule – President Leas **(E-1, Action)**
8. Public Facility Use for Political Campaigns **(E-1, Action)**
9. Board Policy Review for Information – President Terry Leas **(E-1, Information)**
10. Board Self-Evaluation – Chair Jon Lane **(E-1, Action)**
  - Executive Session*
  - Break (if needed)*
11. Assessment of Board Activity – Trustees **(E-1, Information)**
12. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
13. Miscellaneous – Chair Jon Lane, President Leas **(E-1, Information)**
14. Adjournment

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

**NEXT MEETING: Thursday, December 20, 2018**

*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: 11/15/18

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the study session and special board meeting October 15, 2018, 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 a study session Monday, October 15, at 10:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Thomas Stredwick

### 1. Board Self-Evaluation

Dr. Humpherys presented information on the board self-evaluation process. He stated that self-evaluation is part of continuous improvement and required by the NWCCU accreditation standards that state “the board regularly evaluates its performance.”

The board discussed BP1000.1 regarding End Statements and reflected on their engagement in the process as a group. Trustee Anna Franz stated there is significant room for improvement in this area. She shared there is a need to work on the board’s self-evaluation process and for the group to gain a better understanding of the Carver model, statutory requirements, and processes as the board works through meetings. Board chair Jon Lane stated the primary responsibilities of the board are to hire and fire the president, adopt the budget, grant tenure, and review board policies. Trustee Thomas Stredwick suggested a cyclical process of annual trainings including milestones and a dashboard of progress toward metrics would be helpful. Trustee Anna Franz commented the systematic review of board policies and the modified report identifying trustee activities is working well. She would also like the board to have a better understanding of the evaluation tools such as the monitoring reports and data for integrating them into the evaluation process. Trustee Franz stated some of the questions in the monitoring report process were vague and more focused toward employees than trustees. Could some of the evaluation pieces be accomplished quarterly rather than annually?

VP Bryce Humpherys stated for continuous improvement purposes, the board evaluates the extent to which the college is meeting elements of the mission, which are the core themes and objectives that are aligned with board end statements. Employees and board members are the audience for the monitoring reports, and data elements are included to help understand issues at a detailed level. The board may appreciate less detail with the policy level in mind.

Trustee Franz stated the employee perspective is helpful to the trustees’ review process. VP Humpherys stated the mission fulfillment review questions will be revised based on employee and trustee feedback. From an operations standpoint, the process is to review data, draw conclusions, and make resource allocations for the following

fiscal year. He asked for specific feedback for board input on the process and the data. Trustees responded that their input should not be related to the “weeds.” The board needs to review the process as a whole at the 30,000 foot level and review responses rather than control operational responses. Questions appropriate for employees are different than questions relevant to the board. It is acceptable for the board to review the process and make recommendations for the next year’s process during the retreat or activity in the summer.

President Leas stated the focus and questions for the trustees should be different than for the employees. There is some tension with the Carver model. How does the board evaluate something in which they are not directly engaged? Does the board want to develop their own questions or mechanism to evaluate the college at the policy level?

Trustee Stephen McFadden stated the board assesses performance of the college by reviewing trends to identify quantifiable progress. Trustee Franz stated the board evaluates the college through the president. The board evaluation process needs to be narrow and functional. Trustee Jon Lane stated BCC is a Hispanic serving institution and asked if the board has policies that help solve the achievement gap between student populations including historically underrepresented groups (HUGs). Are there community outreach policies, and how are they evaluated? Trustee Franz asked if the directives are clear to the president and college. Dr. Leas stated the trustees have articulated climate and inclusion as priorities. Our service to HUGs is an important component of climate and inclusion.

The board discussed BP1000.2 regarding executive limitations and BP1000.4 regarding board staff linkage. Trustee Anna Franz stated there have been improvements in this area, and there is room for more improvement. An annual calendar detailing evaluation information to review would be very helpful. The trustees discussed the strengths and weaknesses of stakeholder forums and a 360 evaluation of the president. Issues included how to choose forum attendees, outliers’ information in the 360 evaluation, and getting into the details or “weeds” of the college. This board functions differently than school district boards as the Carver Model takes a more strategic, policy-level position.

VP Kim Garza stated a 360-type survey is provided to all full-time and part-time faculty and staff on odd numbered years for the president and vice presidents. Participant rates vary. It is useful to look within feedback for trends over a period of time and how the feedback correlates with observations or other data. Every community college performs presidential evaluations differently. Trustee Stephen McFadden stated 360-survey information is a data point and contributing element to a good evaluation. Trustee Anna Franz stated the previous 360 survey was specifically about the president. It is difficult for outside groups to understand the ends and college performance. How do we get to the perception of the college rather than the personal judgement of the president? Education of the board is important regarding Carver policy. How can a formal process of gathering community perspective of the college be developed?



President Leas offered as a good example the recent display of community displeasure regarding the design phase of the Workforce Education Center (WEC) and moving the aviation maintenance technician facility away from the flight line. It was not personal and the community responded. Trustee Stephen McFadden stated it is very common for people with issues to find opportunities to discuss difficulties. President Leas stated part of the board members' role is to communicate with constituents. He asked if the timing of board meetings is a barrier to public; should meetings be moved to the evenings? The board agreed with daytime meetings.

Trustee Anna Franz stated a process to gather community feedback needs to be developed. Trustee Stephen McFadden stated assembling assessment of other boards for evaluation processes and working with the SBCTC are the next steps.

Board Chair Jon Lane announced a 5-minute break at 11:07 a.m. The board reconvened at 11:12 a.m. with no action taken.

The trustees agreed to consider workshop sessions regarding the Carver Model, president's evaluations, and board evaluations. It was suggested that ACT Executive Director Kim Tanaka could give a presentation. Trustee Thomas Stredwick also requested a template for cyclical board actions.

The board discussed BP1000.3 regarding the governance process. The updated board activity template is an improvement and can be used as an indicator. The trustees could also choose to identify the end statement tied to their board motions. The activities template shows constituent engagement, and there are varying degrees of impact for different activities. President Leas stated this conversation about tying activities to ends is appropriate and helpful.

VP Humpherys indicated that accreditation requires the board to conduct a self-evaluation, president's evaluation, and evaluation of the college. It is up to the board to determine how to implement evaluations, processes, and improvements. The data provided in the evaluation processes shows emerging patterns, and the trustees interpret the information and form conclusions.

The trustees reviewed the 2017-18 evaluation and goals included in the December 14, 2017 meeting minutes.

Board Chair Jon Lane suggested the board continue to work to further refine the evaluation of the board and the president. Community outreach is a focus with the board and the president.

Trustee Franz stated the board is performing well at periodic review of policies and could improve the board self-evaluation process by establishing a process moving forward.

The trustees discussed liaisons to committees, for example, the Foundation and the ACT Legislative Action Committee provide verbal reports during board meetings. Liaisons may have different perspectives to share than the staff.

The trustees concluded that they want to use study sessions to discuss community college board self-evaluations, activity report template, liaisons' reports (Foundation, WEC, Foundation, ACT Legislative Action Committee, and Transforming Lives), and a cyclical annual plan including periodic training, events, and assessment activities.

The meeting was adjourned at 11:42 a.m.

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Chair Jon Lane

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting October 15, 2018, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

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

### 2. Pledge of Allegiance

Combat Veteran and student Kenny Vogel led the Pledge of Allegiance. He served in the WA National Guard and the OR National Guard. Mr. Vogel transferred here from Wenatchee Valley College and plans to transfer to EWU after graduation.

Board Chair Jon Lane announced that agenda item 7 “Proprietary Budgets” is being moved to follow agenda item 9 “Athletics-Wrestling Financial Model.”

### 3. Introductions

Dean of Arts & Sciences Kathleen Duvall introduced David Mayhugh, Ann George, and David Bryce. New interim math instructor Mr. Mayhugh is from the Ephrata High School and was raised in Taiwan. New interim math instructor Ms. George is from Brewster High School where she taught college-level classes. Mr. Bryce completed his doctoral dissertation in chemistry and is the instructional and class support technician 2.

Dr. Jose da Silva introduced new Registrar Starr Bernhardt who recently was promoted from the Institutional Research department.

### 4. Consent Agenda

a) Approval of Board Meeting Minutes August 9, 2018 (A); b) President’s Activity Update (I); c) Accreditation (I); d) Student Success (I); e) Assessment (I); f) Finance & Administration Update; (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (I); k) Public Correspondence (I); l) Advisory Committee List (A).

Motion 18-37 Trustee Thomas Stredwick moved to approve the consent agenda with changes. Trustee Stephen McFadden seconded, and the motion passed.

There were no public comments.

**5. Remarks**

- a. ASB VP Joshika Suresha shared ASB activities. ASB started off the quarter with a huge Back-to-School BBQ, which involved over 280 attendees. There was a great turnout from the residence life students as well as athletes. The weather was great, the food was delicious, and the band and interactive activities were a success!

Our quarterly Movie Night followed this event at Lee Theater in Ephrata. ASB intentionally reached out to students from Ephrata and Quincy, inviting them to attend. Just over 130 people attended this event. ASB also helped with Star Night this past Thursday.

ASB is on week three of Monday Morning Treats to students all over campus. This morning ASB provided free donuts; last week they gave out bags of popcorn. ASB has reached 100-150 students per week by doing this, including Work Force Ed students. It has been well received and greatly appreciated. ASB is sponsoring a Blood Drive on Thursday, with a comedy event that night free for all Big Bend students and staff, as well as open to the public for general admission price of \$5 per person.

ASB held its first leadership training this past Friday, for both ASB Officers and programmers, along with club members. Forty people participated in this four-hour event, which helped create bonds between ASB and club members. The theme was Digital Team Building. ASB also started a Club Council, which will meet once a month and will consist of a representative from each club, so that we can work together and create stronger dynamics. For Constitution Day awareness, ASB provided Constitution booklets at Viking Orientation. They also advertised and provided Voter Registration applications at both the orientation and in the Activities Office. ASB will interview and hire five more programmers later today to complete the ASB staff. ASB expenses have been trimmed by only hiring a total of eight programmers instead of ten and combining the ASB Treasurer and Secretary into one position.

The Aviation Club held their first get together, called "Dinner with the Chief," which included new officer elections and overview of the club's plans for the year. Phi Theta Kappa took off running already this quarter with car wash and concessions fundraisers already completed. They participated in the Adams County Fair, Viking Orientation, Star Night and the ASB Leadership training as part of their club activities.

The Brazilian Jiu Jitsu Club is sponsoring a presentation by World Champions James Foster and Gustavo Pires on October 18, at 1:00 p.m. in the Mastro Conference Center.

The Nursing Club is sponsoring an upcoming Krispy Kreme Donut fundraiser for the Level-1 students and organizing a bone marrow donor drive with the Level-2 students taking the lead on it.

- b. STAR Representative Cassandra Fry reported Classified Staff activities. She shared about the six-month buddy program for onboarding new employees which includes a campus tour, training promotion, and integrating into the campus community.
- d. VP Linda Schoonmaker shared that the WEC building project is on-time and on-budget. Trustee Thomas Stredwick asked about fleet vehicles for staff usage. BBCC has a fleet of six vans for students and athletes, and maintenance and operation has a fleet of 12 vehicles for on-campus use. Director of Facilities and Capital Projects James Saucedo maintains a fleet replacement schedule. VP Schoonmaker said she hopes to purchase an e-vehicle in the future.
- e. Dr. Bryce Humpherys reported FTEs are stabilizing. He also shared that the past year of faculty and staff working on assessment and continuous improvement culminated in submission of the accreditation report. Dr. Humpherys became aware of rubrics for the report in April and discovered that the accumulated evidence supported all rubric criteria. The Northwest Commission on Colleges and Universities will review the report and take action in January. BBCC will receive notification of their decision in March of 2019. Dr. Humpherys expressed appreciation for faculty and staff working through the necessary processes. Trustee Stephen McFadden commended the faculty and staff for their efforts with the laborious work and processes.
- f. VP Kim Garza reported that she shared aggregated data regarding exit-interview survey feedback in the board packet. Dr. Christine Clark was selected to conduct focus groups to inform a developmental plan to improve the culture for the next generation of employees. A 25% participation rate by employees is expected, and Dr. Clark will submit her report in December. Trustee Stephen McFadden stated the survey responses regarding "leadership really listens to employees" indicate this area continues to be challenge. There is some challenge with public service having fewer resources and moving slowly. Diversity is increasing in classified staff and administrative exempt employees and staying about the same in faculty. Trustee Juanita Richards asked if there were any surprises in the exit survey results. This is the first time more people have not indicated BBCC is the best employer. It will be interesting to see if that response is influenced by the length of employment.
- g. Executive Director of the Foundation LeAnne Parton reported that she and President Leas have secured pledges totaling \$941,050 to date for the Building Tomorrow's Workforce Capital Campaign. Their goal is to meet with 10-12 individuals or companies a week.

The annual Star Night event was revised allowing more visiting time at the table, and the feedback has been positive. The keynote speaker was Jeremy Iverson, and student speaker was James Leland; they both shared meaningful messages. Kevin and Ann Peterson donated a Beach Craft, B-19 airplane to the Commercial Pilots Program today.

## **6. WAC 132R-136-080 Posting of Materials**

Director of Communications Matt Killebrew reported that the proposed WAC changes were revised based on feedback from the August 9, board meeting. He and AAG Jason Brown worked together on the revisions.

### Motion 18-38

Trustee Anna Franz moved to approve the proposed revisions to WAC 132R-136-080 Posting of Materials. Trustee Stephen McFadden seconded, and the motion passed.

## **8. Enrollment Management Strategies**

Dr. Bryce Humpherys discussed BBCC's enrollment management strategies. He explained the inverse relationship between high employment rates and low enrollment for community colleges. Full-time equivalent students (FTEs) are defined as students enrolled in 15 credits for three quarters. BBCC's FTE target is set by the SBCTC, which in turn determines our state allocated budget. Dr. Humpherys shared a chart illustrating how the SBCTC's data detailing our three-year average adjusts our FTE target up and down. Last year BBCC reached 89% of the target or 198 fewer FTEs than the target. Enrollment management strategies have been focused on full-time students, and half of BBCC students attend half-time. During the last board meeting, we reported that student athletes make up 11% of the student population, which is incorrect. Most student athletes are transfer students, and athletes make up 11% of the transfer student group. BBCC is distinctive because we are one of the smallest community colleges in Washington, and we have a low college participation rate in our service district. BBCC offers workforce support programs along with transfer degree programs. Some workforce programs meet statewide employment needs and attract out-of-service district students. Out-of-service-district students are usually full-time students. There has been a decline in transfer and workforce FTEs and an increase in FTEs from Running Start students (approximately 20% of BBCC student population). President Leas added that school districts are actively working to retain students on their campuses.

Strong enrollment strategies should stabilize FTEs. Enrollment strategies include offering evening and online classes, athletics programs, strengthening relationships with high schools, and the Workforce Education Center (WEC) will also attract students.

## **9. Athletics – Wrestling Financial Model**

Dr. Humpherys shared data about how athletics programs contribute to enrollment, including FTE generation, immediate impact on enrollment, not connected to economy, and high retention. Athletics also support the BBCC mission; athletic students provide service hours to the community, increase community engagement, support academic

excellence, raise funds, promote a collegial atmosphere, foster a sense of belonging at sporting activities, and provide leadership development opportunities.

Currently, BBCC has around 100 student athletes who create 91 FTEs. On average a BBCC student creates .4 FTEs; on average student athletes create .9 FTEs. The revenue generated by athletics is \$830,528 with expenses at \$537,988. The expenses are increased due to funding a full-time athletic director and three sports teams qualifying for post-season play. Athletics are funded partially by S&A funds, which are shared by ASB. ASB and student clubs have established reserves because not all S&A funds are spent. The allocation of S&A funds benefits all students by adding to the collegial atmosphere. Dr. Humpherys explained that some programs cost more than others; for example, the nursing and aviation programs. Scholarships in the form of tuition waivers and funding are mandated by the NWAC and funded from athletics along with uniforms, equipment, and travel. Cutting athletic programs was considered, with volleyball and men's basketball as the most likely programs to cut. Discontinuing volleyball and men's basketball would have saved \$90,000 and lost \$192,000 in FTEs and revenue. Implications from cutting volleyball also included the need to cut another male sport (men's basketball, for example) to comply with Title IX requirements.

Dr. Humpherys discussed strategies to increase revenue related to sports such as fundraising, recruiting full rosters and reconstituting the Viking Booster Club. Currently, all fund raising is applied to operations. Dr. Humpherys and AD Mark Poth are working to create a sustainable budget for athletics. From the coaching perspective, recruiting full rosters meant higher expenses. Coaches will be incentivized to fill rosters and retain athletes resulting in maximum FTE generation. Wrestling was the best option for adding a sports team to generate FTEs while keeping expenses low. VP Humpherys explained that to test the funding model, the tuition of only the wrestling athletes is split. Preliminary conclusions as of fall quarter show that wrestling athletes are generating 28 FTEs and our 10<sup>th</sup> Day enrollment FTEs are increased by 25.4. The amount of tuition revenue from wrestling athletes for the athletic department budget was \$14,000. College officials are continuing to review the budget and model and considering additional low-initial-cost sports teams, including cross country, e-sports, and bowling.

Trustee Thomas Stredwick asked about the trustees' role in this process. Dr. Leas stated that this information is shared for the trustees to understand to support the proprietary budget and to provide talking points for community members. Trustee Anna Franz stated the information will also be used for the annual review of college performance and Ends for the president. Trustee McFadden clarified that sports generated 30% net revenue into the college. President Leas stated new academic programs such as the Unmanned Aerial Program and Med Sim Programs are also intended to attract new students. A Bachelor of Science program may also be considered to attract new students. He also stated it is important not to undermine prosperity; if the volleyball and men's basketball teams were cut, it would result in a \$100,000 deficit and reduced FTEs. Trustee Anna Franz asked about the marginal cost of a non-athletic new student. VP Humpherys did not have that information and stated BBCC has unfilled capacity to serve additional students. VP Linda Schoonmaker stated 167 out of 273 residence hall beds are filled; the bulk of residence hall students are

from aviation. Trustee Juanita Richards thanked Dr. Humpherys for the data and research about the allocation of funding and student information.

Board Chair Jon Lane announced a five-minute break at 3:21 p.m. The meeting reconvened at 3:26 p.m.

- c. Faculty Association President Salah Abed reported that Madam Jennifer McCarthy, French and German Associate Faculty members, has a full class of enthusiastic students learning French songs, dates, and weather.

## **7. Proprietary Budgets**

VP Linda Schoonmaker shared about the proprietary budgets. She stated ASB and clubs are using a new format and have healthy reserves that will be systematically used for the next ten years per the SBCTC's direction. There is a decline in the S & A fees based on tuition revenues and declining enrollments. VP Schoonmaker reviewed the athletics funding from fundraising and 58% or \$300,000 of the S & A fees. The Bookstore budget shows a significant decline that includes the \$30,000 ATEC fee to help pay the construction bonds. VP Schoonmaker and Director Courtright are discussing options to help the budget. Many community colleges are moving to mini-stores or contracting out to Barnes & Noble. Regarding housing and food, housing is profitable and catering with Sodexo is decreasing. VP Schoonmaker is working with Sodexo staff to increase marketing. WACTC asked the business officers to create a common presentation for cash balances, and the new format is in the board packet on page 42.

Motion 18-39 Trustee Juanita Richards moved to approve the Proprietary Budgets. Trustee Stephen McFadden seconded, and the motion passed.

## **10. Public Facility Use for Political Campaigns**

Motion 18-40 Trustee Anna Franz moved to table item 10. Public Facility Use for Political Campaigns to the next meeting. Trustee Juanita Richards seconded, and the motion passed.

## **11. Board Policy for Action**

Motion 18-41 Trustee Anna Franz moved to approve revisions to BP 6000 Institutional Fund Balances & Contingencies as presented. Trustee Juanita Richards seconded, and the motion passed.

Motion 18-42 Trustee Juanita Richards moved to approve revisions to BP 6100 College Tuition and Fees as presented. Trustee Anna Franz seconded, and the motion passed.



Motion 18-43 Trustee Anna Franz moved to approve revisions to BP 6110 College Tuition and Fees Refund Policy as presented. Trustee Juanita Richards seconded, and the motion passed.

## **12. Transforming Lives Award**

The trustees chose a Transforming Lives nominee and an alternate from the pool of nominations.

Motion 18-44 Trustee Anna Franz moved to nominate Jim Leland, with Yesenia Marquina as the alternate, for the ACT Transforming Lives Award. Trustee Juanita Richards seconded, and the motion passed.

Chair Jon Lane will work with the President to complete the nomination paperwork. The local event, honoring all nominees, will be held at BBCC Thursday, November 29. The ACT Transforming Lives Dinner will be held January 21 in Olympia.

## **13. Assessment of Board Activity**

Trustee Juanita Richards reported that she attended the Back-to-School Breakfast (E-1, E-3), lunch with President Leas ((E-1, E-5), and Star Night (E-1, E-2, E-4, E-6).

Trustee Anna Franz reported that she attended a meeting with President Leas (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Thomas Stredwick reported that he attended three WEC funding meetings (E-1, E-2, E-3, E-4, E-5, E-6), a meeting with Dr. Leas (E-1, E-2, E-3, E-5), and Star Night (E-1, E-4, E-6).

Trustee Stephen McFadden reported that he attended a meeting with Dr. Leas (E-1, E-5), Upskill/Backfill State Workforce Board Grant Roundtable and Grant Writing, Planning meetings (E-1, E-4), an OCS meeting (E-1, E-4), WEC funding meeting (E-1, E-2, E-3, E-4, E-5, E-6), Japanese Agricultural Exchange Council graduation (E-1, E-2, E-3, E-4, E-6), and Transforming Lives Committee meetings ((E-1, E-2, E-3, E-6).

Trustee Jon Lane reported that he attend the Hall of Fame event (E-1, E-2, E-4, E-6), two meetings with President Leas (E-1, E-2, E-3, E-4, E-5, E-6), a meeting with Convergent (E-1, E-2, E-3, E-4, E-5), and Star Night (E-1, E-2, E-4, E-5).

## **14. Next Meeting**

Motion 18-45 Trustee Anna Franz moved to change the November 15 board meeting to begin at 9:00 a.m. Trustee Juanita Richards seconded, and the motion passed.

**15. Miscellaneous**

President Leas shared that he met with each trustee regarding athletics to compile concerns for Dr. Humpherys to address in his presentation.

Trustees Jon Lane and Thomas Stredwick will attend the ACCT Leadership Congress October 24-27 in New York City.

Motion 18-46 Trustee Anna Franz moved to appoint Chair Jon Lane the ACCT Voting Delegate. Trustee Stephen McFadden seconded, and the motion passed.

The ACT Fall Conference and Legislative Action Committee Meetings are scheduled November 8-9 in Seattle. The SBCTC is supporting discussions with legislators about salary increase priorities. Legislators recognize formulated presentations, and it would be helpful if Transforming Lives nominee Jim Leland accompanied Dr. Leas to the January ACT Conference and legislative visits to share how legislative decisions affect students. It was suggested that Chair Jon Lane and Dr. Leas discuss and prioritize legislative issues for presentations during legislative visits.

Lastly, Dr. Leas congratulated Trustee Stephen McFadden for becoming a Certified Economic Development Professional and on his reappointment as a trustee by the Governor.

The meeting adjourned at 4:37 p.m.

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Chair Jon Lane

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

b. President's Activity Update

**BACKGROUND**

Highlights of President Leas' activities from October 1, through November 9, 2018, follow.

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Prepared by the President's Office.

**RECOMMENDATION:**

None.

10/1/18	Moses Lake LEAD Conference Call	Community Engagement	E-4	BBCC	
	Board Self-Evaluation/Agenda Discussion w/ Jon Lane	Mission	E-1		
	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	BBCC	
	Cabinet Meeting	Mission	E-1	BBCC	
10/2/18	Exit Lunch	Mission	E-1	Moses Lake	
	Grant Co EDC Planning	Community Engagement	E-4	BBCC	
	Samaritan Healthcare Strategy & Finance Committee Meeting	Community Engagement	E-4	BBCC	
10/3/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Discuss NOA Budget	Integrity & Stewardship	E-5	BBCC	
10/4/18	WACTC Meetings	System Support	E-1	Bothell	
10/8/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Quincy Valley Leadership Meeting	Community Engagement	E-4	Moses Lake	
10/9/18	Japanese Agricultural Exchange Council	Excellence in Teaching & Learning	E-3	Moses Lake	
10/10/18	Building Tomorrow's Workforce Campaign Meeting Senator Warnick	Mission	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
10/11/18	Grant Co EDC Executive Committee	Community Engagement	E-4	Moses Lake	

	Tour and Lunch for JAEC Chairman Kazuo Nonaka	Excellence in Teaching & Learning	E-3	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
	Welcome Faculty Representatives of Community & Technical Colleges	Mission	E-1	BBCC	
	Star Night	Mission	E-1	BBCC	
10/12/18	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Transforming Lives Meeting	Student Success	E-2	BBCC	
	Grant Co PUD Stakeholder Assessment	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
	Board Meeting Planning	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
10/15/18	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
	Board Meetings	Mission	E-1	BBCC	
	Personnel Meeting	Inclusion & Climate	E-6	BBCC	
10/16/18	Cabinet Meeting	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
	Rotary Scholarship Foundation Board Meeting	Community Engagement	E-4	Moses Lake	
10/17/18	Representative Dan Newhouse (Aviation)	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Quincy Moses Lake	

10/18/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
	Foundation Board Meeting	Mission	E-1	BBCC	
10/19/18	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Moses Lake	
10/22/18	Welcome Library Leadership	Mission	E-1	BBCC	
10/23/18	Adams Nielson Solar Farm Ribbon Cutting Ceremony	Community Engagement	E-4	Lind	
	Phi Theta Kappa Induction	Student Success	E-2	BBCC	
	Moses Lake City Council Meeting (ML LEAD)	Community Engagement	E-4	BBCC	
10/24/18	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
10/25/18	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	E-4	Moses Lake	
	Mathematica Preparation	Excellence in Teaching & Learning	E-3	BBCC	
	Grant Meeting (New Projector Directors')	Mission	E-1	Conference Call	
	District 13 Legislative Forum	Community Engagement	E-4	Moses Lake	
10/26/18	Personnel Meeting	Mission	E-1	BBCC	
10/29/18	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Moses Lake	
10/30/18	Transforming Lives Meeting	Student Success	E-2	BBCC	
	Title V Director Candidates	Mission	E-1		
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Meet with Student (x2)	Inclusion & Climate	E-6	BBCC	
	Meet with Port of Moses Lake	Community Engagement	E-4	BBCC	
10/31/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Grant Co EDC Meeting	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
11/1/18	Building Tomorrow's	Mission	E-1	Moses Lake	

	Workforce Campaign Meeting				
11/2/18	Shared Governance Council	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
11/5/18	Personnel Meeting (x2)	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
11/6/18	Moses Lake School District Meeting	Community Engagement	E-4	BBCC	
	Grant Adams WorkForce Meeting	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Moses Lake	
11/7-9/18	WACTC/ACT Meetings	Mission	E-1	Seattle	

**2018-19**

<b>End</b>	<b>This period</b>	<b>YTD (11/15)</b>
<b>E-1 Mission</b>	40	117
<b>E-2 Student Success</b>	3	10
<b>E-3 Excellence Teaching/Learning</b>	3	7
<b>E-4 Community Engagement</b>	20	54
<b>E-5 Integrity &amp; Stewardship</b>	2	31
<b>E-6 Inclusion &amp; Climate</b>	2	4

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

c. Accreditation

In July 2018, the Northwest Commission on Colleges and Universities (NWCCU) appointed Dr. Sonny Ramaswamy, CEO and president. With the recent appointment of Dr. Ramaswamy, NWCCU is instituting many changes. The Beacon outlines recent changes in 2018, and the future direction of NWCCU. To keep abreast of the direction of NWCCU, and to prepare for Big Bend Community College's Comprehensive Accreditation Report in 2020, Dr. Bryce Humpherys and Valerie Parton will attend the NWCCU Annual Meeting on November 14.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

d. Student Success

The Office of Institutional Research and Planning has made student success data available for staff use on the Faculty and Staff Workspace on the Big Bend Community College portal.

Current data available includes: Course Success Rates from 2010-11 through 2017-18, FTES by Program and Division, Completions, Student Characteristics and Service District Demographics. We want faculty and staff to be familiar with and comfortable using the data to guide their continuous improvement efforts.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

e. Assessment

During the college's annual planning process last year, faculty and staff indicated that the college needed to capture students' experiences in the fall when many students were new, and before some dropped out. To address this concern, the Data Committee developed a survey that covers Student Satisfaction, Evening Class Scheduling, Campus Climate, and Basic Needs. The Noel Levitz national survey, The Hope Foundation Basic Needs Survey, and University of Chicago Climate Survey were used as the foundation for the questions. The Committee for Equity, Inclusion, and Diversity provided guidance on questions with special attention to Climate-related questions.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 11/15/18

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

f. Finance & Administration Update

**ctcLink Update:** Continuing attendance at Common Process Workshops (CPW) as they are scheduled. Big Bend is in Deployment Group 5 (DG5). DG5 colleges have started to connect with one another.

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

### **FAST FACTS:**

Vehicle Fleet: Deere Gator-2; Kawasaki Mule-4; 1978 Datsun truck; 1985 Ford Dump Truck; 1988 MCI Bus; 1993 Ford E350 Van-2; 1993 Ford Ranger-2; 1995 Ford F350; 1996 Ford Explorer; 1996 Ford Ranger-2; 1998 Ford F150; 1998 Ford Ranger; 1999 Dodge Ram; 1999 Mazda truck; 2000 Ford E350 Van; 2002 Ford Ranger-2; 2006 Ford 350 Van-2; 2007 Chevy Express Van-2; 2015 Ford Transit Van-2; 2016 Jeep Cherokee

**Oldest:** 1978 Datsun Pickup (setup for Pest Control Spray only)

**Newest:** 2016 Jeep Cherokee (Security Patrol vehicle)

**Highest Miles:** MCI Bus 328,544 miles

**Lowest Miles:** Ford Transit Van (ASB) 24,075 miles

Only the Bus and the six ASB vans travel beyond Moses Lake. The Bus and 2 of the 6 ASB vans need to be replaced.

### **Ongoing Capital Projects:**

**Workforce Education Center (New Building):** Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

**Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019 Biennium):** Completed.

**Replacement Elevator Bldg 1400:** Contractors on site. Estimated 11/16/2018 completion.

**Repair Access Routes:** Completed.

**Replace DX Chiller Bldg 1200:** Chiller replacement is complete and VAV boxes are expected to be complete by 11/30/18. We are restricted to Friday access only in the classrooms otherwise this would be completed sooner.

**Replace HVAC equipment Bldg 1400:** Completed.

**Various Storefronts Bldgs 1100,1300,1500,2000,4200,5000,6000:** Sub mobilized yesterday and has started the first building (1500). Expected completion of mid-December.

**Various Windows and Door Hardware Bldgs 1200,1600,3000:** Installation planned for Monday, Nov 12<sup>th</sup> (if glass is in). Still waiting for Door hardware since we made changes.

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

**Various Irrigation Projects around campus:** Campus irrigation now fully automated. James is thrilled!

### History:

#### **UAV/ UAS Remodel project**

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

#### **Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019)**

**10/15/2018:** Wrapping up for completion. Final spend of funding.

**8/9/2018:** Wrapping up for completion.

**6/07/2018:** 95% of the equipment has been received. Final purchase orders were made this week.

**4/12/2018:** 90% of the equipment has been received.

**3/08/2018:** Big Bend Technology (BBT) is replacing end of life data center virtualization /hardware and improving network infrastructure capacity to deliver double the current capacity for wireless connections. Most of the technology components have been ordered.

#### **Replacement Elevator Bldg 1400**

**10/15/2018:** Pending the following: L&I review of electrical panel load before they will issue the permit; hydraulic tank from OTIS elevator is on back order; currently elevator is down for repair.

**8/9/2018:** Notice to Proceed issued 7/31/2018. Estimated to be completed by 9/25/2018.

**06/07/2018:** Otis Elevator has provided a quote and information on replacing the machine works for the elevator. The passenger box will remain the same, but will be refurbished. Schedule is aiming to be completed before Fall quarter start. Accommodations for employees, students and guests will be determined when we have the estimated 'downtime' schedule.

**4/12/2018:** DES for scheduling.

**03/08/2018:** The elevator is original to the building and is beyond its useful life. It is necessary to provide access for all to the 2<sup>nd</sup> floor. We have filed the Public Works Request with DES to begin the process.

#### **Repair Access Routes**

**10/15/2018:** Notice to Proceed September 26<sup>th</sup>. Work scheduled to begin October 9<sup>th</sup>. This is for the area at our NW corner.

**8/9/2018:** Engineers have begun work on schematic design for the Fire Access Lane between the van garage (4600) and the current automotive bldg. (3300) which will be the new AMT (new 3200).

**06/07/2018:** Cost estimate received. Next step is scheduling timing of work.

**4/12/2018:** DES for scheduling.

**3/08/2018:** Various locations across campus have defective asphalt and concrete work impeding access for students. We have filed the Public Works Request with DES to begin the process.

#### **Replace DX Chiller Bldg 1200**

**10/15/2018:** Equipment installed, now wrapping up for completion.

**8/9/2018:** Project is pending.

**06/07/2018:** Cost estimate received. Next step is scheduling timing of work.

**4/12/2018:** DES for scheduling

**3/08/2018:** At the end of its useful life and too costly for repairs. We have filed the Public Works Request with DES to begin the process.

#### **Replace HVAC equipment Bldg 1400**

**10/15/2018:** Equipment installed, now wrapping up for completion.

#### **Various Storefronts Bldgs 1100,1300,1500,2000,4200,5000**

**10/15/2018:** Storefronts have been ordered; currently verifying door hardware. Estimated 2 weeks before work commences.

**8/9/2018:** NTP 7/31/2018 estimated completion 9/25/2018.

#### **Various Windows and Door Hardware Bldgs 1200,1600,3000**

**10/15/2018:** Windows/doors ordered; currently verifying door hardware. Estimated 2 weeks before work commences.

**8/9/2018:** NTP 7/31/2018 estimated completion 9/25/2018.

#### **UAV/ UAS Remodel project**

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

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

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

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

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

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

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

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

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## BIG BEND COMMUNITY COLLEGE

Date: 11/15/18

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

g. Human Resources & Labor

### **BACKGROUND:**

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

Tammy Napiontek accepted the position of Director of Title V Grants. This is a full-time, grant-funded, administrative/exempt position responsible for the New Opportunities in Aviation Grant and the Pathways for Advancing Healthcare Professions Grant. Tammy will begin her new position on December 5, 2018.

Katherine Christian has notified the college of her intent to return to a full-time, tenured faculty position within the Nursing Department. This change will take effect at the end of the current academic year.

The following searches are currently open:

- Nursing Instructor, non-tenured
- Director of TRiO Student Support Services
- Student Activities Program Assistant
- Research Analyst 3
- Workforce Education Services (WES) Coordinator

The 2018 YTD Time-to-Fill rate is 61.00 days. This represents the time elapsed from the date a personnel requisition is approved until the date a job offer is extended. The goal for 2018 is to have a Time-to-Fill rate of less than 100 days. The 2017 rate was 76.1 days.

#### **Retention:**

There were 2 separations in October, both fell into the "Other Job" category. The turnover rate for the month of October was 1.070%.

The 2018 YTD turnover rate is 12.118%. Total separations include 13-Resignation/New Job, 3-Retirement, 1-Layoff, 1-Relocation, and 5-Resignation/Personal Reasons. The goal for 2018 is to have a turnover rate of 12% or less.

## **Focus Group Sessions**

The “employee experience” is one of the college’s strategic priorities. Our goal at BBCC is to create a safe, dynamic culture where all employees are supported, engaged, and valued from recruitment to retirement as they serve the college and the local community.

In order to learn more about the experiences of our faculty and staff, BBCC selected Dr. Christine Clark to conduct focus group sessions. The focus group sessions provide an opportunity for all full-time and part-time faculty, admin/exempt, classified staff, and part-time hourly employees to share their experiences, both positive and negative, in a confidential manner.

Focus groups were organized around employment categories and identity categories. Individual interviews were also an option for participants. Focus group sessions and individual interviews were conducted on October 18, 19, and 20, 2018. Sessions started at 7:30 a.m. and ran until 10:00 p.m. in order to provide as much flexibility for participants as possible.

Dr. Clark will summarize the information received into a report structured around common themes. The report will be delivered to the college in early December.

It is expected that college leadership will work closely with the members of the Employee Experience Work Group (EEWG) and the Committee for Equity, Inclusion, and Diversity (CEID) to develop a plan to address areas outlined in the report as needing improvement. The report will also be available to all employees to review.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

#### h. Classified Staff Report

### **BACKGROUND:**

Current membership of the STAR Committee as of November 1, 2018:

- Cassandra Fry – Financial Aid
- Julia Gamboa – Workforce Education
- Lisa Johnson – Custodial Services
- Tana Richins – Bookstore
- Jordan Shipley – CBIS
- Taisa Timofeyev – WES

### **2018-2019 Trainings:**

There are currently 71 full-time, classified staff personnel. Classified staff logged 16 hours of training for campus webinars, conferences, and other professional development through September 30, 2018.

All classified staff were assigned three online training modules in early October. Topics for these modules include sexual harassment, managing bias, and Clery reporting. These trainings are due November 30.

Several classified staff have signed up to attend the 7 Habits professional development series beginning on November 13.

### **Committee Business and Updates:**

Classified staff continue to participate on various screening committees and in the Buddy Program. The Buddy Program continues to receive positive feedback as a mechanism for onboarding new classified staff employees.

During the month of October, classified staff had an opportunity to meet with Dr. Christine Clark to share their experiences with BBCC as an employer.

Prepared by Cassandra Fry

### **RECOMMENDATIONS:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 11/15/18

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

i. Enrollment Report

### BACKGROUND:

#### (Corrected)

Fall headcount and total FTEs are up from this time last year. As of November 5, 2018, headcount was 2,407 (a **3.6** ~~2.3~~% increase from last year) and total FTEs were 1934.8 (a **2.7** ~~1.9~~% increase from last year). On the same date, state-funded FTEs were 1491.2 – a **0.8** ~~1.6~~% decrease from this time last fall.

At the fall 2018 10<sup>th</sup> day count on October 5, 2018, state-funded FTEs (1440.4) were up 1.8% over fall 2017 10<sup>th</sup> day state-funded FTEs (1415.0). The Fall 2018 10<sup>th</sup> Day Enrollment Report is included.

The tuition amount budgeted for 2018-2019 is \$4,000,000. As of Sept 30, 2018, we have collected \$1,284,339 or 32.1% of the budgeted amount. As of Sept 30, 2017, we had collected \$1,448,806 or 34.5%.

### TUITION COLLECTION REPORT

	<u>2018-19</u>	<u>2017-16</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of Sept 30	\$ 1,284,339	\$ 1,448,806
As a % of annual budget	32.1%	34.5%
Left to collect to meet budget target	\$ 2,715,661	\$ 2,751,191

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

## FALL 10th DAY ENROLLMENT REPORT

### HEADCOUNTS

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
<b>ETHNIC ORIGIN</b>								
Amer. Indian/Alaska Ntv	24	19	26	30	23	27	29	26
Asian/Pacific Islander	68	53	43	45	38	38	28	25
Black	26	30	34	32	45	28	38	38
Hispanic	830	775	897	768	732	638	619	706
White*	1,086	1,225	1,459	1,226	1,224	1,211	1,140	1,146
Other	19	14	18	125	146	87	109	118
Unknown*	228							

\*Prior to 2018, these groups were combined

### SEX

Female	1,241	1,156	1,376	1,209	1,169	1,171	1,102	1,192
Male	1,040	959	1,065	1,017	1,032	853	831	867
Not Coded	0	1	2	0	7	5	30	0

### STUDENT STATUS

Full-time (12 or more crs)	1,472	1,471	1,480	1,517	1,470	1,480	1,368	1,467
Part-time (less than 12 crs)	809	645	963	709	738	549	595	592
Percent full-time	64.5%	69.5%	60.6%	68.1%	66.6%	72.9%	69.7%	71.2%

<b>TOTAL HEADCOUNT</b>	<b>2,281</b>	<b>2,116</b>	<b>2,443</b>	<b>2,226</b>	<b>2,208</b>	<b>2,029</b>	<b>1,963</b>	<b>2,059</b>
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Running Start	439	401	419	369	355	213	165	168
International	4	7	9	10	9	4	2	7

### STATE FUNDED FTES

#### STUDENT INTENT

ABE/ESL	152.0	224.5	138.8	119.1	73.3	25.5	71.8	78.8
Academic/Transfer	790.5	720.5	934.5	905.9	907.4	957.8	869.6	930.2
Workforce Education	497.9	470.0	485	510.6	532.8	557.1	561.3	562.6

<b>TOTAL STATE FTES</b>	<b>1440.4</b>	<b>1415.0</b>	<b>1558.3</b>	<b>1535.6</b>	<b>1513.5</b>	<b>1540.4</b>	<b>1502.7</b>	<b>1571.6</b>
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Prepared 10/12/18 SB

**BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

j. Safety & Security Update

Case Number	Report Date	Report Time	Report Incident Types	Location	Specific Location
<b>Total Records: 13</b>					
18-BC-081	10/21/2018	2359	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT (ATTEMPTED)	BLDG 5000 : PARKING	
18-BC-081	10/21/2018	2359	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 5000 : PARKING	
18-BC-081	10/21/2018	2359	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 5000 : PARKING	
18-BC-081	10/21/2018	2359	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 5000 : PARKING	
18-BC-081	10/21/2018	2359	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 5000 : PARKING	
18-BC-079	10/21/2018	2115	PEEPING TOM INVESTIGATION	BLDG 6000	EXTERIOR WINDOW 6133
18-BC-080	10/17/2018	1115	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 3400 : INTERIOR	
18-BC-078	10/14/2018	1100	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR	
18-BC-076	10/11/2018	1030	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1500 : INTERIOR	
18-BC-075	10/8/2018	0730	ILLCIT DRUG USE EVIDENCE W/O SUSPECT	BLDG 1400 : INTERIOR	MENS RESTROOM FIRST FLOOR
18-BC-074	10/7/2018	1400	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 3400 : INTERIOR	3403
18-BC-077	10/4/2018	2000	ILLCIT DRUG USE EVIDENCE W/O SUSPECT	BLDG 1400 : INTERIOR	WOMENS RESTROOM
18-BC-073	9/30/2018	1646	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 1700 : PARKING	SOUTH PARKING LOT

Director of Safety, Security & Emergency Management Kyle Foreman.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #6:** Data Center Pilot Program (information)

**BACKGROUND:**

Computer Science Specialist Tom Willingham will share Data Center pilot program updates and future plans.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #7:** 2019 Board Meeting Schedule (action)

### **BACKGROUND:**

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

Thursday, January 31, 2019 at 1:30 p.m.

Thursday, March 14, 2019, at 1:30 p.m.

Thursday, April 11, 2019, at 1:30 p.m.

Thursday, June 6, 2019, at 1:30 p.m.

Thursday, August, 8, 2019, (Retreat)

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

Thursday, November 14, 2019, at 1:30 p.m.

### **RECOMMENDATION:**

President Leas recommends the trustees adopt the schedule as presented.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #8:** Public Facility Use for Political Campaigns (action)

**BACKGROUND:**

The trustees will discuss public facility use for political campaigns.

Prepared by the President's Office.

**RECOMMENDATION:**

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

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

### **BACKGROUND:**

The trustees expressed a desire to review their board policies during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the first reading for the following policies, which were reviewed by VP Linda Schoonmaker with no revisions suggested. AAG Jason Brown will provide feedback if necessary.

BP8020 Solicitation of Funds  
BP8021 Gifts, Grants, and Donations  
BP8200 BBCC Investment Policy

Prepared by the President's Office.

### **RECOMMENDATION:**

President Leas recommends the board discuss the policies listed.

Funds may be solicited within the service district of the college for regular and approved college activities. All such fund-raising activities must have prior approval of the Vice President for Finance & Administration.



**8021.1 GENERAL**

**A. Grants**

All grants are to be approved by the college President, or his/her designee to ensure that the terms of all grants are consistent with the institution's and the community college system's programs as specified by state law.

**B. Cash Gifts and Donations**

All cash gifts and donations will be coordinated with and routed through the BBCC Foundation.

**C. Non-cash Gifts and Donations**

All non-cash gifts and donations will be coordinated with and routed through the BBCC Foundation after approval by the President.

**Introduction**

It is the policy of Big Bend Community College to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of Big Bend Community College and conforming to all state and local statutes governing the investment of public funds.

**Delegation of Authority**

Management responsibility is delegated from the Board of Trustees to the President. Authority to manage Big Bend Community College's investment program is derived from the following: Legal Investments for Washington State Governments as stated in RCW 39.58. Management responsibility for the investment program is hereby delegated from the President to the VP of Finance & Administration who works with the Executive Director of Business Services, who shall establish written procedures for the operation of the investment program consistent with this investment policy.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #10:** Board Self-Evaluation (information/action)

### **BACKGROUND:**

The board may develop a self-evaluation statement based on information discussed during the study session on October 15, 2018.

Per the board's discussion during the October 15, 2018, board meeting the following items are attached:

- Draft Annual Cyclical Activities/Events Sheet
- Presidential Evaluation Tools and processes from other WA Community & Technical Colleges

The board may discuss holding regular study sessions in conjunction with regularly scheduled board meetings.

### **RECOMMENDATION:**

None.

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff  <input type="checkbox"/> 1/21 ACT Transforming Lives Event <input type="checkbox"/> 1/22 ACT Conference  <input type="checkbox"/> 1/31 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> ACCT Legislative Summit, WA D.C.	<input type="checkbox"/> 3/14 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> 4/11 Board of Trustees Meeting	<input type="checkbox"/> 5/23-24 ACT Conference	<input type="checkbox"/> 6/6 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Action Updated Strategic Plan <input type="checkbox"/> Celebration Luncheon <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation

July	August	September	October	November	December
	<input type="checkbox"/> 8/8 Board of Trustees Meeting	<input type="checkbox"/> Back to School Breakfast	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets  Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year  <input type="checkbox"/> ACT Conference  <input type="checkbox"/> ACT Legislative Action Committee Meeting	<input type="checkbox"/> Holiday Potluck

**Clark College  
President Evaluation  
2016-2017**

Name: Bob Knight

Date: \_\_\_\_\_

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Rate the effectiveness of meeting the established goals and performing the responsibilities as outlined in the President's job description using the scale provided below:

5 – Commendable
4 – Exceeds expectations
3 – Meets expectations
2 – Needs improvement
1 – Does not meet expectations
N/A – Unable to comment

**Core Themes & Five Year College Objectives from the 2015-2020 Strategic Plan**

***Core Theme: Academic Excellence***

**1. Implement and institutionalize practices that increase academic performance, retention, and completion.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**2. Create and sustain an inclusive and dynamic curriculum and environment that reflect our diverse college community.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**3. Integrate active learning strategies within and across courses, disciplines, and programs with a global perspective.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**4. Create and advance accessible, integrated, and technology-enriched learning environments.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**5. Engage faculty, administrators, and staff in professional development experiences that enhance student learning.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**6. Align curriculum with learning outcomes and apply outcomes assessment evidence to continually advance student learning.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

*Core Theme: Social Equity*

**7. Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all students can achieve equitable outcomes.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**8. Demonstrate improved intercultural competency among employees and students through comprehensive professional development and curricular transformation.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**9. Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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*Core Theme: Economic Vitality*

**10. Improve student affordability by expanding access to and information about financial resources, clarifying career and educational goals, providing pathways to success, improving college readiness, increasing financial literacy, and managing costs.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**11. Align program offerings with regional workforce needs to include technical and work-readiness skills.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**12. Align, expand, and enrich the relationships with regional industry leaders to increase internships, advisory committee participation, financial support for students' education and programs, hiring pipelines, grant partnerships, mentorships, and apprenticeships.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**13. Maximize the college's return on investment by responsibly allocating available resources.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**14. Leverage resources to create and sustain future innovations.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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***Core Theme: Environmental Integrity***

**15. Incorporate environmental sustainability priorities into all college systems.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**16. Improve the college’s physical and virtual environment to maximize access and appropriate use of space and technology.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**17. Integrate principles of mutual respect, collaboration, clear communication, and inclusivity in all interactions.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---



**2016-2017 GOALS**

**18. Guided Pathways: Meta-majors are determined. (Each degree and certificate pathway will be created during the 2017-2018 academic year.)**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**19. Develop new math pathways model and begin implementation. Learning outcomes and content of two precollege courses will be decided, including necessary soft-skills. Content for supplemental instruction will also be decided.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**20. Maintain construction timeline for culinary arts to open next academic year – on time and under budget.**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**21. Hire a new Associate VP in the Office of Diversity and Equity**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**22. Improve retention and completion rate over previous year. Increase quarter-to-quarter retention and completion by two percentage points**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**POSITION RESPONSIBILITIES**

**23. Works effectively with the College’s Board of Trustees** (Responsibility: 1,3,6,7,8,9,12)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

---

**24. Fiscal Management** (Responsibility 5)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**25. Lead the College, through effective communication and collaboration, in the administration of college operations and programs.** (Responsibility: 1,2,4,5,9,10,12,13)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**26. Represents the College at the local, state and federal levels, leading the College’s advocacy efforts in education, political, and community and economic development arenas.** (Responsibility 10,11).

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**27. Maintain a knowledge base essential for the effective performance of the president’s leadership role.** (Responsibility 14)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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**28. Provide leadership in focusing the College's resources to meet the learning needs of the students and the community.** (Responsibility 2)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

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\_\_\_\_\_  
Date    President

\_\_\_\_\_  
Date  
Chair

\_\_\_\_\_  
*President Evaluation Instrument*

## **Clover Park Technical College Presidential Evaluation Process**

- Each board member completes an evaluation and submits it to the president's executive assistant confidentially.
- The answers/comments are combined into one evaluation. That is compiled into a final report.
- The final report denotes the aggregate scores of all trustees, by question. All comments are noted. The highest and lowest score questions are noted, and there are charts to show the data.
- The Board meets in Executive Session to evaluate the President. After discussion, they invite the President into Executive Session to review the results.
- The Board Chair notifies me of any needed changes to the final version of the evaluation document, the final evaluation is filed, and a copy given to the President.

# PRESIDENT PERFORMANCE APPRAISAL

Please rate the President in the following key functional areas.

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;  
4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

Please provide comments to improve the performance of the President in specific functions of the job.

Institutional Performance	1	2	3	4	5	DK
1. Provides effective leadership in establishing and maintaining excellent student services						
2. Provides effective leadership for maintenance and upgrade of the physical plant						
3. Is creative and innovative in solving problems and dealing with crisis						
4. Stays current with trends, information, legislation, and other movements pertinent to the College's future						
5. Develops and executes sound personnel policies and procedures						
6. Gives recognition due to staff, faculty and administrators for accomplishments						
7. Programs are relevant, and accountability measures are presented to ensure excellence and quality						
8. Access to higher education for underserved and minority populations is evident, and programs to ensure their success are in place						
9. Technology is continuously upgraded and used as a tool to promote greater student access, learning options, service, efficiencies and productivity						

COMMENTS:

Institutional Leadership	1	2	3	4	5	DK
10. Is informed about developments in education, and particularly community colleges						
11. Provides leadership for the professional development of staff, and maintains own professional development						
12. Implements College operations pursuant to policy, statutes, and regulations						
13. Possesses a vision, assists the board in establishing goals, and provides leadership for others to progress toward vision and goals						
14. Identifies and analyzes problems and issues confronting the institution and recommends and implements appropriate changes and directions						

15. Provides for involvement of students in decision-making which affects them						
16. Maintains and supports the value of excellence and quality within the institution						
17. Promotes inclusiveness in the College community						
18. Produces a collaborative, well-thought out strategic plan for the institution						
19. Relates the budget priorities to the College mission, goals, and long range planning						
20. Creates an atmosphere which contributes to positive morale						

COMMENTS:

<b>External Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>DK</b>
21. Works to develop positive relationships with the news media and other public relations vehicles within the community						
22. Encourages involvement from and respects all constituencies and gives their issues fair consideration						
23. Presents a positive image for the College						
24. Develops useful strategies for building community partners and forms new partnerships as a result						
25. Represents needs of College to appropriate federal and state level legislators and agencies						
26. Understands state and federal trends and decisions and keeps others informed of their impact on the College						
27. Is visible at and takes part in campus and community activities and functions						
28. Acts as a leader in the community						

COMMENTS:

<b>Budgetary/Fiscal Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>DK</b>
29. Provides sound fiscal management, including the ability to address budgetary matters in a way that achieves more efficient and effective use of resources						
30. Develops and support appropriate strategies of attracting funds to the institution						
31. Possesses a good understanding of the institution's financial needs and communicates them clearly						
32. Promotes College-wide understanding of finance as it affects the institution						
33. Assures that budgeting shall not deviate materially from the Ends statements, strategic initiatives, and Board priorities, or risk the College's financial stability						

COMMENTS:

<b>Personal Qualities</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>DK</b>
34. Exercises good judgment in dealing with sensitive issues between people and groups						
35. Is well-organized and efficient in accomplishment of objectives						
36. Is willing to re-evaluate and remake decisions, if necessary						
37. Encourages the development of and exhibits respect for all groups in the decision-making process						
38. Confronts and manages conflict with ease						
39. Is sensitive to differing needs in a community of racial and ethnic diversity						
40. Maintains high standards for ethics, honesty and integrity in all personal and professional matters						
41. Presents a professional demeanor in all situations						
42. Undertakes tasks with enthusiasm and sees them through to completion						
43. Is creative and innovative in solving problems and dealing with crisis						

COMMENTS:

<b>Relations with Governing Board</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>DK</b>
44. Offers professional advice to the board based on thorough study, analysis and sound educational principles on items requiring board action						
45. Carries out board governance policies in a conscientious manner						
46. Seeks and accepts constructive criticism of work						
47. Communicates with board members to inform and resolve issues of interest						
48. Provides sound monitoring reports to the Board on all aspects of College operations						
49. Prepares for Board of Trustees meetings in an effective manner						
50. Keeps the Board informed of all actual and anticipated litigation, specific community concerns, adverse media coverage, trends, and internal or external changes						
51. Dealing with the Board as a whole when filling requests for information						
52. Provides effective support to the operations of the Board						

COMMENTS:

<b>Specific Performance Goals for the Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>DK</b>
53.						
54.						
55.						
56.						

COMMENTS:

<b>What initiatives/projects should the President focus on over the next year?</b>





## Presidential Performance Review

### Presidential Functions – 2017/2018

The purpose of this performance review is to communicate about performance of the President of Green River College.

At the beginning: This form contains a list of presidential functions. Space is provided in each section for the board to add any specific objectives assigned to the president for the coming year. Once any objectives are added, the form contains the criteria against which the president will be evaluated at the end of the review period.

At review time: When the review period ends, the board jointly discusses performance for each function and objective with the president. Once the discussion has been held, the rating scale is completed to reflect the consensus of the board. The chair signs the form on behalf of the board for the permanent record.

#### Performance Scale

1 = unacceptable   2 = below average   3 = average   4 = above average   5 = superior

### 1. Community Relations

#### Performance

**Media** – Develops and implements a short and long term marketing / public relations plan for the college.

1   2   3   4   5

**Marketing** – maintains an effective, planned marketing program for the college to make the public aware of the college, its programs, and activities.

1   2   3   4   5

**Community Activities** – active in community activities and organizations to gain visibility for the college; interpret the college’s needs to the community; and become aware of and sensitive to community needs.

1   2   3   4   5

**Educational Institutions** – maintains effective dialogue and communications with the local public school systems and other higher education institutions to promote coordination and cooperation.

1   2   3   4   5

Comments:

[Click here to enter text.](#)

### 2. Legislative Relations

#### Performance

- Information** – assists the board and provides leadership in informing and educating local legislators of issues of importance to the college 1 2 3 4 5
- Liaison** – maintains ongoing communication with local legislators on new and emerging issues concerning the college. 1 2 3 4 5
- Participation** – participates in community and technical college system legislative activities to support and promote issues of importance to the college and the community college system and testifies as appropriate, in legislative hearings. 1 2 3 4 5
- Dissemination** – keeps the internal college community (trustees, faculty, staff, and students) informed of legislative issues. 1 2 3 4 5
- Coordination** – involves college staff, faculty, and students in legislative affairs where appropriate. 1 2 3 4 5

Comments

[Click here to enter text.](#)

### 3. Educational Planning

#### Performance

- Needs Assessment** - creates and implements an effective and comprehensive system of direct and authentic assessment of student learning outcomes 1 2 3 4 5
- Evaluation** – conducts formal evaluation and assessment to determine educational program quality and needs. 1 2 3 4 5
- Diversity Leadership** - promotes and supports the further development of college wide conversations and action plans to address and make progress on diversity, equity, and inclusion at all levels of the college. 1 2 3 4 5
- Process for a Strategic Enrollment** - plans, creates and implements a system to address student access, progression and success. 1 2 3 4 5
- Curriculum** – provides leadership in the development of innovative curriculums to meet changing community needs. 1 2 3 4 5

Comments

[Click here to enter text.](#)

### 4. Budget Control

#### Performance

- Fiscal Accountability** – assumes the lead, as chief executive officer, in instilling awareness for fiscal responsibility and accountability among members of the staff. 1 2 3 4 5

- Budget Development** – conducts a thorough and sound process of annual budget development for presentation to the board. 1 2 3 4 5
- Budget Presentation** – presents the budget in an organized and understandable manner. 1 2 3 4 5
- Fiscal Priorities** – recognizes the approved budget as the board of trustees' expression of fiscal priorities and evaluates deviations from the budget prior to their implementation. 1 2 3 4 5
- Needs Awareness** – is completely informed on the needs of the college program, plant, facilities, equipment, and supplies. 1 2 3 4 5
- Auxiliary Funding** – pursues external and supplemental funding and resources to support special college projects and to augment the regular fund allocations. 1 2 3 4 5

Comments

**5. Personnel and Labor Relations**

**Performance**

- Negotiations** – supports and pursues good faith negotiations with employee groups and association. 1 2 3 4 5
- Fair Hearing** – assures all employees a fair hearing if disciplinary action is initiated against them. 1 2 3 4 5
- Human Resource Development** – develops and promotes professional development activities and opportunities for promotion for faculty, staff, and administrators. 1 2 3 4 5
- Diversity** – supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities. 1 2 3 4 5
- Equal Employment Opportunity** – employs a personnel department that conducts fair and equitable employment selection and promotional practices. 1 2 3 4 5
- Employee Selection** – recruits and selects highly qualified and capable employees through thorough selection processes. 1 2 3 4 5
- Participation** – provides opportunities for all members of the college community to be represented in college governance. 1 2 3 4 5

Comments

[Click here to enter text.](#)

**6. Management Activities**

**Performance**

- Planning and Organizing** –plans ahead, anticipates problems, and uses resources effectively. 1 2 3 4 5
- Analytical Ability and Judgment** – sizes up a problem, gathers and evaluates facts, and reaches sound conclusions. 1 2 3 4 5

- Communication** – clearly expresses ideas both verbally and in writing. 1 2 3 4 5
- Establishing Priorities** – sets rational priorities so that the implementation of decisions takes place in a timely fashion. 1 2 3 4 5
- Consultation** – consults willingly with appropriate constituencies as a part of the decision-making process. 1 2 3 4 5
- Decision Making** – makes the right decision in new or uncertain situations. 1 2 3 4 5
- Management** – Monitors and implements requirements for: both TRiO support services and expansion of MESA student recruitment and retention. Develops quarterly Financial Reports to the Board with recommended adjustments as needed. Produces and executes a plan for CORE Themes of College Readiness and Transfer Education approaches, career education and continuing education program assessments. 1 2 3 4 5
- Administrative Capacity** – provides direction, has the confidence of colleagues, delegates tasks and responsibilities. 1 2 3 4 5

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**Facilities Master Plan** – review and update current facilities master plan. 1 2 3 4 5

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**Public Safety Master Plan** – Continue to monitor and implement current public safety master plan revisions. 1 2 3 4 5

Comments

[Click here to enter text.](#)

## 7. Board Relations

## Performance

**Information** – provides enough information for the board to make intelligent decisions. 1 2 3 4 5

**Implements Policy** – carries out the policies of the board in a timely manner. 1 2 3 4 5

**Requests Assistance** – seeks guidance from the board on important matters when necessary. 1 2 3 4 5

**Assists Board** – helps the board understand its legal responsibilities. 1 2 3 4 5

**Informs Board** – keeps the board informed on emerging issues in a timely manner. 1 2 3 4 5

**Comments**

[Click here to enter text.](#)

## 8. Constituency Relations

### Performance

**Washington State Board for Community and Technical Colleges (SBCTC)** – establishes effective working relationships with the state staff; represents the college effectively to the State Board for Community and Technical Colleges. 1 2 3 4 5

**Washington Association of Community and Technical Colleges (WACTC)** – contributes to the operation of the community college system by participation in the activities of the Washington Association of Community and Technical Colleges, Board of Presidents. 1 2 3 4 5

**Legislators** – maintains contact with legislators, promoting the interests of the college and the citizens of the district. 1 2 3 4 5

**State Government** – maintains contact with other agencies of government (Governor's Office, Office of Financial Management, Higher Education Coordinating Board, Washington Personnel Resources Board) promoting the interests of the college, college personnel, and the citizens of the district. 1 2 3 4 5

**Foundation** – actively involves/offers direction to Foundation, interprets college to foundation board, and listens to board members. 1 2 3 4 5

**Comments**

[Click here to enter text.](#)

## 9. College Activities

### Performance

**Students** – supports and encourages student leadership development beyond maintaining support for ASGRC. Supports a campus culture to encourage all students, including: Running Start students, international students and students of color. 1 2 3 4 5

**Activities** – encourages college activities; ie: athletics, student newspaper, and a vibrant list of student centered clubs. 1 2 3 4 5

**Staff/Personnel** – supports staff/personnel functions, activities and ceremonies through attendance at college related activities, including Foundation outreach activities, faculty award ceremonies and celebrating new campus opportunities. 1 2 3 4 5

Comments

[Click here to enter text.](#)

**10. Professional Growth**

**Performance**

**Participation** – participates in professional organizations to keep abreast of new and innovative practices and programs. 1 2 3 4 5

**Improvement** – participates in seminars, workshops, and classes to renew, refresh, and extend technical and professional expertise. 1 2 3 4 5

**Improvement** – considers and, as appropriate, responds to suggestions for improvement and takes risks in attempting new and innovative practices and programs. 1 2 3 4 5

Comments

[Click here to enter text.](#)

**11. Strategic Planning**

**Performance**

**Philosophy of College** – supports the continuing examination of the philosophy and purposes of the college. 1 2 3 4 5

Comments

[Click here to enter text.](#)

Discussed with the President and approved by the Board of Trustees of Green River College:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**Renton Technical College  
Presidential Evaluation Process**

Our president completes a self-evaluation (written paragraphs – no form) based on his goals for the year. We then send that to the Board, and provide a space for each of them to respond to his self-reflection, under each goal. Last year, he had three major goals. At the end he does a *Challenges Ahead* paragraph. Each Board member is asked to comment on his self-assessment of each goal. They are combined for a final evaluation. He provides his draft goals as the board develops their goals for the upcoming year, so that they align (often they are shared following the board retreat).

The process is very simple and it seems to be working very well for our president and board.

# **Presidential Review**

## **The Evaluation Process**

1. At the request of the Board chair, the President prepares a written self-evaluation report related to areas of performance stated in the Presidential Job Description and Presidential Performance Review Form. The self-evaluation report is given to members of the Board for their review prior to the evaluation session to be held in Executive Session.
2. An evaluation session is scheduled by the Board in the summer during which the following takes place:
  - a. The Board Chair leads the Board in a discussion of the President's performance and completion of the Presidential Evaluation Form.
  - b. The President joins the evaluation session and reviews with the Board the Board's evaluation of the President
  - c. The President may discuss with the Board any matters pertaining to College/President/Board relations.
3. The Board returns to open session and the Board Chair may announce the result of the evaluation session.
4. At a subsequent board meeting, by formal action, the Board may approve an extension of the duration of the President's contract and/or approve any pay increase consistent with the appropriation provided by the Legislature.

*It is appropriate at this time, for the board chair to discuss with the president the president's contract, extension of the contract and/or salary. Any discussion among three or more members of the board on these issues must be done in open public meeting.*



# Presidential Performance Review

## Use of this Material

The purpose of performance reviews is to **communicate** about performance.

**At the beginning:** This form contains a list of presidential functions. Space is provided in each section for the board to add any specific objectives assigned to the president for the coming year. Once any objectives are added, the form contains the criteria against which the president will be evaluated at the end of the review period.

**At review time:** When the review period ends, the board discusses the president's performance. Once the discussion has been held, the rating scale is completed to reflect the consensus of the board. The chair signs the form on behalf of the board for the permanent record. Following the board discussion, the results are shared with the president and comments and/or concerns are discussed.

**Scale** 1 = superior 2 = better than average 3 = average 4 = needs improvement 5 = needs immediate attention 6 = unable to observe

### 1. Community Relations

#### Performance

**Media**--maintains effective relationships with the media in order to make the public aware of the college, its programs, and activities. 1 2 3 4 5 6

**Marketing**--maintains an effective planned marketing program for the college to make the public aware of the college, its programs, and activities. 1 2 3 4 5 6

**Community activities**--is active in community activities and organizations to gain visibility for the college and interpret the college's needs to the community and become aware of and sensitive to community needs. 1 2 3 4 5 6

**Educational institutions**--maintains effective dialogue and communications with the local public school systems and other higher education institutions to promote coordination and cooperation. 1 2 3 4 5 6

**Specific community relations objectives for coming year**

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.....  
.....

### 2. Legislative Relations

**Information**--assists the board and provides leadership in informing and educating local legislators of issues of importance to the college. 1 2 3 4 5 6

**Liaison**--maintains ongoing communication with local legislators on new and emerging issues concerning the college. 1 2 3 4 5 6

**Participation**--participates in community and technical college system legislative activities to support and promote issues of importance to the college and the community college system. 1 2 3 4 5 6

**Dissemination**--keeps the internal college community (trustees, faculty, staff, students) informed of legislative issues. 1 2 3 4 5 6

**Participation**--involves college staff, faculty, and students in legislative affairs where appropriate. 1 2 3 4 5 6

**Special legislative relations objectives for coming year**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Educational Planning**

**Needs assessment**--provides leadership in formally and informally assessing the community to determine educational needs. 1 2 3 4 5 6

**Evaluation**--conducts formal evaluation and assessment to determine educational program quality and needs. 1 2 3 4 5 6

**Program planning**--conducts formal educational planning activities to project and plan for future educational programs of the college. 1 2 3 4 5 6

**Curriculum**--provides leadership in the development of innovative curriculums to meet changing community needs. 1 2 3 4 5 6

**Specific educational planning activities for coming year**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Budget Control**

**Fiscal accountability**--assumes the lead, as chief executive officer, in instilling awareness for fiscal responsibility and accountability among members of the staff. 1 2 3 4 5 6

**Budget development**--conducts a thorough and sound process of annual budget development for presentation to the board. 1 2 3 4 5 6

**Budget presentation**--presents the budget in an organized and understandable manner which includes options and alternatives for board consideration. 1 2 3 4 5 6

**Fiscal priorities**--recognizes the approved budget as the board of trustees' expression of fiscal priorities and coordinates deviations from the budget prior to their implementation. 1 2 3 4 5 6

**Needs awareness**--is completely informed on the needs of the college program, plant, facilities, equipment, and supplies. 1 2 3 4 5 6

**Auxiliary funding**--pursues external and supplemental funding and resources to support special college projects and to augment the regular fund allocations. 1 2 3 4 5 6

**Specific budget control objectives for coming year**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Personnel and Labor Relations**

**Negotiations**--supports and pursues good faith negotiations with employee groups and association. 1 2 3 4 5 6

**Fair hearing**--assures all employees a fair hearing if disciplinary action is initiated against them. 1 2 3 4 5 6

- Human resource development**--develops and promotes professional development activities and promotional opportunities for faculty, staff, and administrators. 1 2 3 4 5 6
- Diversity**--supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities. 1 2 3 4 5 6
- Equal employment opportunity**--employs a personnel department that conducts fair and equitable employment selection and promotional practices. 1 2 3 4 5 6
- Employee selection**--recruits and selects highly-qualified and capable employees through thorough selection processes. 1 2 3 4 5 6
- Participation**--provides opportunities for all members of the college community to be represented in college governance. 1 2 3 4 5 6
- Specific personnel and labor relations objectives for coming year**

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**6. Management Activities**

- Planning and organizing**--able to plan ahead, anticipate problems and use resources effectively. 1 2 3 4 5 6
- Analytical ability and judgment**--able to size up a problem, gather and evaluate facts, and reach sound conclusions. 1 2 3 4 5 6
- Communication**--able to express ideas both verbally and in writing. 1 2 3 4 5 6
- Establishing priorities**--sets rational priorities so that the implementation of decisions takes place in a timely fashion. 1 2 3 4 5 6
- Consultation**--consults willingly with appropriate constituencies as a part of the decision-making process. 1 2 3 4 5 6
- Decision-making**--usually makes the right decision in new or uncertain situations. 1 2 3 4 5 6
- Management**--manages institutional affairs calmly and effectively. 1 2 3 4 5 6
- Administrative capacity**--provides directions, has the confidence of colleagues, delegates tasks and responsibilities. 1 2 3 4 5 6
- Specific management activities objectives for coming year**

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**7. Constituency Relations**

- Faculty**--maintains effective relationships with the faculty in carrying out college programs. 1 2 3 4 5 6
- Students**--accessible to students and concerned about their welfare. 1 2 3 4 5 6
- Community**--sensitive to community needs; interprets the college effectively to the community. 1 2 3 4 5 6

**SBCTC**--establishes effective working relationships with the state staff; represents the college effectively to the State Board for Community and Technical Colleges. 1 2 3 4 5 6

**WACTC**--contributes to the operation of the community college system by participating in the activities of the Washington Association of Community and Technical Colleges, Board of Presidents. 1 2 3 4 5 6

**Legislators**--maintains contact with legislators, promoting the interests of the college and the citizens of the district. 1 2 3 4 5 6

**State government**--maintains contact with other agencies of government (Governor's Office, Office of Financial Management, Higher Education Coordinating Board, Washington Personnel Resources Board) promoting the interests of the college, college personnel, and the citizens of the district. 1 2 3 4 5 6

**Specific constituent relations objectives for coming year**

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**8. Professional Growth**

**Participation**--in professional organizations to keep abreast of new and innovative practices and programs. 1 2 3 4 5 6

**Improvement**--participates in seminars, workshops, and classes to renew, refresh, and extend technical and professional expertise. 1 2 3 4 5 6

**Improvement**--is open to suggestions for improvement and willing to take risks in attempting new and innovative practices and programs. 1 2 3 4 5 6

**Specific professional growth activities for coming year**

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.....

**9. Strategic Planning**

**Philosophy of college**--supports the continuing examination of the philosophy and purposes of the college. 1 2 3 4 5 6

**Diversity**--supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities. 1 2 3 4 5 6

**Specific strategic planning objectives for coming year**

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**10 Board Relations**

**Information**--provides adequate background information for the board in advance of meetings. 1 2 3 4 5 6

**Information**--provides enough information for the board to make intelligent decisions. 1 2 3 4 5 6

**Implements policy**--carries out the policies of the board in a timely manner. 1 2 3 4 5 6

**Requests assistance**--seeks guidance from the board on important matters when necessary. 1 2 3 4 5 6

**Assists board**--helps the board understand its legal responsibilities. 1 2 3 4 5 6

**Informs board**--keeps the board informed on matters of importance to the college which originate outside the institutions; i.e., affirmative action, legislation, etc. 1 2 3 4 5 6

**Specific board relations objectives for coming year**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Discussed with the president:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #11:** 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.

## Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	<b>E-1 Mission</b> Deliver lifelong learning	<b>E-2 Student Success</b> Provide access, assist completion, develop skills	<b>E-3 Excellence in Teaching &amp; Learning</b> Support innovation, creativity, high academic standards; professional development	<b>E-4 Community Engagement</b> Support economic development	<b>E-5 Integrity &amp; Stewardship</b> Responsible, prudent resource management	<b>E-6 Inclusion &amp; Climate</b> Welcoming to all
1.						
2.						
3.						
4.						
5.						

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/15/18

**ITEM #12:** Next Regular Meeting (information)

### **BACKGROUND:**

The next scheduled board meeting is scheduled on Thursday, December 20, 2018.

Prepared by the President's Office.

### **RECOMMENDATION:**

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



## BIG BEND COMMUNITY COLLEGE

Date: 11/15/18

**ITEM #13:** Miscellaneous (information/action)

### **BACKGROUND:**

President Leas and Chair Jon Lane may discuss miscellaneous topics.

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

President Leas may report about a meeting he attended with Moses Lake School District Superintendent Josh Meek.

President Leas met with BBCC's Transforming Lives Nominee Jim Leland about attending legislative visits during the ACT Winter Conference.

President Leas and trustees attending the ACT Conference met with ACT Executive Director Kim Tanaka regarding Carver Policy Governance Model training.

### **Upcoming Trustee Events:**

**ACT Winter Conference, January 21-22, 2019**, Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

### **Transforming Lives Award Dinner, January 21, 2019**

No-Host Social: 5:30 to 6 p.m.

Dinner: 6 to 8 p.m.

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

### **Winter Legislative Contact Conference, January 21-22, 2019**

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

**ACT Spring Conference, May 23-24, 2019**, Marcus Whitman Hotel and Conference Center, 6 W Rose Street, Walla Walla, WA 99362

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Prepared by the President's Office.

### **RECOMMENDATION:**

None.