



## **Board of Trustees Regular Board Meeting**

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

ATEC  
Hardin Community Room

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

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

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

**Ends Statements**

**E-1 Mission**

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

**E-2 Student Success**

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

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

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

**E-4 Community Engagement**

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

**E-5 Integrity and Stewardship**

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

**E-6 Inclusion and Climate**

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

**Vision**

Big Bend Community College inspires every student to be successful.

**Values**

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

**Core Themes**

Student Success, Excellence in Teaching and Learning, Community Engagement

## Winter 2017-18 Campus Events

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

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

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

Dec	14	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	15	Holiday Potluck; Noon; Masto Conference Center
	25	Campus Closed for Christmas
Jan	1	Campus Closed for New Year's Day
	2	Winter Quarter Instruction Begins
	3	Basketball vs Wenatchee Valley College; Women's @ 6:00 p.m.; Men's @ 8:00 p.m.; DeVries Activity Center
	4	Transforming Lives Recognition Dinner; 5:30 p.m.; Masto Conference Center
	13	Basketball vs Walla Walla Community College; Women's @ 2:00 p.m.; Men's @ 4:00 p.m.; DeVries Activity Center
	15	Campus Closed for Martin Luther King, Jr. Day
	15	Basketball vs North Idaho College; Women's @ 2:00 p.m.; Men's @ 8:00 p.m.; DeVries Activity Center
	17	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
	24	Basketball vs Yakima Valley College; Women's @ 6:00 p.m.; Men's @ 8:00 p.m.; DeVries Activity Center



Over 300 people attended  
 BBCC's first musical in 31 years  
 at Wallenstien Theater November 30!



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

**Governing Board Members:**

*Juanita Richards*  
Chair

*Jon Lane*  
Vice Chair

*Anna Franz, J.D.*

*Stephen McFadden*

*Thomas Stredwick*

*Terry Leas, Ph.D.*  
President

**Values**

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

**Vision**

**Big Bend Community College**  
**inspires every student to be**  
**successful.**

**Mission**

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

<i>Board Actions</i>	<i>YTD</i>
<i>E-1 Mission</i>	<i>10</i>
<i>E-2 Student Success</i>	<i>2</i>
<i>E-3 Excellence Teaching/Learning</i>	<i>1</i>
<i>E-4 Community Engagement</i>	
<i>E-5 Integrity &amp; Stewardship</i>	<i>4</i>
<i>E-6 Inclusion &amp; Climate</i>	
<i>Prior to this meeting</i>	

- |     |  |     |  |     |
|-----|--|-----|--|-----|
| A   |  | 1.  | Call to Order/Roll Call<br>Pledge of Allegiance – Veteran  |     |
| I   |  | 2.  | Introductions – New Employees<br>Men’s Basketball Team<br>Phi Theta Kappa Honors In Action Presentation  |     |
| I/A |  | 3.  | Consent Agenda   | E-1 |
|     |  | a.  | Meeting Minutes Retreat October 27, 2017 (A)<br>November 14, 2017  |     |
|     |  | b.  | President’s Activity Update  | (1) |
|     |  | c.  | Accreditation  | (1) |
|     |  | d.  | Student Success  | (1) |
|     |  | e.  | Assessment   | (1) |
|     |  | f.  | Finance & Administration Report  | (1) |
|     |  | g.  | Human Resources Report   | (1) |
|     |  | h.  | Classified Staff Report  | (1) |
|     |  | i.  | Enrollment Report  | (1) |
|     |  | j.  | Safety & Security Report   | (1) |
|     |  | k.  | Public Correspondence  | (1) |
| I   |  | 4.  | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) | E-4 |
|     |  | a.  | ASB President – on winter break  |     |
|     |  | b.  | Classified Staff Representative – Alicia Wallace   |     |
|     |  | c.  | Faculty Association President – Salah Abed   |     |
|     |  | d.  | VP Finance & Administration – Linda Schoonmaker  |     |
|     |  | e.  | VP Learning & Student Success – Dr. Bryce Humpherys  |     |
|     |  | f.  | VP Human Resources & Labor – Kim Garza   |     |
|     |  | g.  | Executive Director BBCC Foundation – LeAnne Parton   |     |
| I/A |  | 5.  | BP1000 Policy Governance Review  | E-5 |
| A   |  | 6.  | BP8001 Smoking/Tobacco Policy – Exec Director Char Rios  | E-6 |
| I   |  | 7.  | Data Center Program Presentation –<br>Computer Science Specialist Tom Willingham   | E-3 |
|     |  |     | -----BREAK (if needed)-----  |     |
|     |  |     | Executive Session  |     |
| A   |  | 8.  | Presidential Contract – Trustees   | E-1 |
| I/A |  | 9.  | Assessment of Board Activity – Trustees  | E-1 |
| I/A |  | 10. | Next Regularly Scheduled Board Meeting – Trustees  | E-1 |
| I/A |  | 11. | Miscellaneous – Chair Juanita Richards, President Leas   | E-1 |
| I   |  |     | Adjournment  |     |

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

**NEXT MEETING REMINDER – Wednesday, January 17**

*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: 12/14/17

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board retreat meeting October 27, 2017, and the regular board meeting November 14, 2017, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Board/Administrative Strategic Summit Friday, October 27, 2017, at 9:00 a.m. in the Samaritan Healthcare Building, Room 407.

Attendees: Faculty Association President Salah Abed, STAR Co-Chair Barbara Collins, Executive Assistant Melinda Dourte, Trustee Anna Franz, VP Kim Garza, VP Bryce Humpherys, Trustee Jon Lane, President Terry Leas, ASB President Marisol Lozano, Trustee Stephen McFadden, Dean Valerie Parton, Board Chair Juanita Richards, Executive Director of Business Services Char Rios, Director of Facilities James Saucedo, VP Linda Schoonmaker, Trustee Thomas Stredwick.

Board Chair Juanita Richards called the meeting to order at 9:00 a.m. with introductions of all participants.

### 1. Strategic Planning Overview

President Leas introduced VP Bryce Humpherys to facilitate the Strategic Planning Overview agenda item.

VP Humpherys explained that strategic planning ties back to accreditation. The accreditation recommendation BBCC received from the Northwest Commission on Colleges & Universities (NWCCU) requires accomplishing “enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes (4.A.3)” by August 2018.

Accreditation is required to receive federal funds. NWCCU accredits schools in the Northwest following a peer-review process to ensure the quality of education standard is met. Standards are written by the NWCCU, and each school interprets the standards. We define our purpose through the college mission. In 2011, the NWCCU accreditation standards changed from a compliance model to a more logic-based model of continuous improvement. Standard 2 is the compliance standard, and the other standards focus on continuous improvement and student learning. NWCCU uses a seven-year cycle. A recommendation is given when an educational institution is not in compliance with a standard.

A focused report was submitted to NWCCU on recommendation two in 2017. NWCCU determined that BBCC had not satisfied the recommendation and imposed a private sanction.

*“The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and*

*comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3)”*

The next accreditation step is submission of a report and an ad-hoc visit in 2018. The next step, if BBCC does not resolve the recommendation, is a public sanction.

Trustee Stephen asked how BBCC got behind on the recommendation. He also stated BBCC should have been ahead of this story before it was published in the newspaper. VP Humpherys stated he has talked with NWCCU staff about how BBCC arrived at this place. Colleges within the NWCCU region have been evaluated under the new 2011 standards. NWCCU is adding heat to all colleges and universities with the expectation that we have adjusted to the new standards. Before VP Humpherys joined BBCC, there was some confusion about the mid-cycle report. The new NWCCU standards took effect in 2011; BBCC had a comprehensive visit in 2012, and BBCC was adjusting to the new NWCCU approach, expectations, and standards.

VP Humpherys recently served as an NWCCU accreditation evaluator and conducted a mid-cycle visit at another institution. Based on that experience, he said the BBCC mid-cycle report did not give examples of student learning as it should have. Peers serve as accreditation evaluators, and they sometimes have different expectations. BBCC has consistently conducted assessment, and we needed to close the loop between assessment and strategic planning. Other colleges have similar processes to BBCC's and have not received recommendations or private sanctions. Trustee McFadden commented that he could see that BBCC was pioneering with the new accreditation standards, and we fell short by not articulating the process the way the evaluators expected.

President Leas set the philosophical concept of BBCC being a student-ready educational institutional based on the League of Innovation monograph by Jim Riggs. He stated that structurally the procedures are in place to fully implement the accreditation standards. VP Linda Schoonmaker is making the budgetary process more open and transparent. VP Humpherys is updating BBCC's planning and assessment processes, including annual planning, assessment, and strategic planning development.

Trustee Jon Lane reported that he heard the accreditation evaluators' verbal report, and it did not include frustration about not meeting the recommendation. He said the trustees want to know the good news and the bad news. VP Humpherys agreed that the spring visit evaluators were very positive and said that BBCC's implementation plan is "one of the best models he had ever seen." The report went to the NWCCU board, and they determined the results. BBCC needs to show results of full implementation by 2018.

President Leas noted some of the work is housekeeping as BBCC is doing outstanding work according to national benchmarks. Dr. Leas and VP Humpherys expressed that they both previously worked at institutions accredited by the North Central Accreditation body, which is more mature than the NWCCU. Nonetheless, BBCC must interpret the standards and fully implement the assessment and strategic planning work that has been outlined.

President Leas stated there is good alignment between accreditation expectations and BBCC's modified Carver model. BBCC has six Ends Statements, which include the mission and core themes that are required by the NWCCU. Ends 1, 2, and 3 match with the core themes and Ends 4, 5 and 6 support student engagement. VP Humpherys advised the Ends and core themes should not be revised during the current accreditation cycle. The mission and core themes are policy level, and the indicators and objectives are at the operations level. President Leas stated he plans to provide the board with policy-level dashboards.

Next steps per BBCC's timeline include finalizing the yearly plans and begin implementation during fall quarter, evaluating work and developing budget requests during winter quarter, and summarizing accomplishments and making plans for the next year during spring quarter.

Trustee McFadden emphasized the importance of providing the board with updates, including the challenges and accomplishments.

Dr. Humpherys discussed accreditation terms such as course outcomes, which state what students will learn in class and are included on syllabi. Faculty assess course outcomes constantly, and there are lots of examples that can be used as evidence of this work.

Program and degree outcomes are core concepts and skills learned by students by the end of their program. They also need to be listed in the catalog, on brochures, and on the website to show what students learn in each program. This documentation has been spotty in the past. The Nursing Program has a separate accrediting body, so they have this covered. Faculty (full time and part time) from each program need to collaborate on implementing and assessing at the macro level and changing individual courses. An example of a program learning outcome is the four types of welds. Indirect measures and the number of graduates are not learning outcomes. Learning outcomes ripple into budgets to increase funds for certain activities. During the faculty in-service in May, all workforce faculty updated their learning outcomes.

General education and related-instruction learning outcomes are important accreditation terms. General education learning outcomes involve math, science, and humanities, and it is difficult to develop learning outcomes incorporating all the disciplines. It requires cross conversations between multiple-discipline faculty members. Last year, BBCC had 20 general education outcomes. NWCCU does not require a certain number of general education outcomes. Faculty proposed reducing the 20 outcomes identified last year to six outcomes to make assessment more realistic. Related-instruction learning outcomes is the term for general education in work force programs contextualized to the profession. Faculty are working to articulate more examples of general education and related-instruction outcomes within each department.

The board meeting accreditation update following the February in-service will include crucial information about general education and related-instruction learning outcomes.



During winter quarter, college staff will implement connecting assessment activities to budget requests which will fulfill the mission to help students succeed. BBCC will prioritize budget requests.

The strategic plan is a living document. Extensive employee feedback will increase connection between work and monitoring reports to provide more feedback, which was lacking in the past.

Mission fulfillment is another important part of the NWCCU standards. We evaluate and measure against the mission and implement improvements to current practice to close gaps between specific student groups. BBCC is establishing a baseline based on the accreditation cycle beginning in 2012. The student achievement initiative model breaks students into groups of historically underrepresented groups (HUGs) and Asian/White (AW). Employees are developing a target aligned with the accreditation cycle. The monitoring report that will be presented to the board in the spring will include targets aligned with the Ends, core themes, indicators, and objectives from which we can evaluate how we are fulfilling our mission.

Board chair Juanita Richards announced a five-minute break 11:00 a.m. The meeting reconvened at 11:05 a.m.

VP Humpherys explained that based on the mission, Ends, and core themes, Cabinet members recently identified three strategic priorities: comprehensive advising & student support, student-ready instruction and operational practices, and employee experience.

The guiding principles of this effort include:

- Timing corresponds with the accreditation cycle. After the final accreditation visit, BBCC will begin revising the mission, Ends, core themes, and strategic priorities if appropriate. We are learning how to build a strategic plan, and we will improve it in 2020 to include community forums. NWCCU evaluators will inform BBCC of commendations or recommendations the last day of the accreditation visit. These results will inform revisions to the framework for the following seven-year accreditation cycle.
- Identify a limited number of priorities. It is important to prioritize and decide what is most important; cannot prioritize every department. Employees will look for ways to help the prioritized departments.
- Aligned with core themes. Uses core themes indicators to measure progress.
- Provides guidance for other institutional and department plans.
- Living document updated yearly, consistent with the improvement model.

The Facilities Master Plan (FMP) features short-term, mid-term, and long-term plans for campus development.

Elements of the strategic plan include an environmental scan, a vision of the change we want to make in the service district, introduction of strategic priorities, and details around each priority which are updated regularly.

Trustee Anna Franz suggested that a trustee represent the board by participating in the strategic planning process. VP Humpherys said the core theme indicators were updated

with lots of feedback from employees, then a small sub-committee looked at the feedback and condensed it. BBCC will follow a similar process with the strategic plan involving trustees, employees, stakeholders, and students. This accreditation cycle is for two more years, and the next cycle will last seven years. Trustee Franz stated a smaller group could work on it for this cycle and then a larger group could begin the next seven-year cycle. Trustees McFadden, Lane, and Richards agreed the process must be streamlined for this cycle and then set the stage for wide-reaching feedback for the strategic plan in 2020.

ASB President Marisol Lozano stated the ASB officers and student body could provide feedback. The group agreed that for this cycle it is important to focus on the recommendation and get more stakeholder input involved during the next accreditation cycle.

Board Chair Juanita Richards announced a 30-minute lunch break at 11:44 a.m. The meeting reconvened at 12:14 p.m.

VP Linda Schoonmaker shared about the Facility Master Plan, including property lines. Port of Moses Lake may be interested in some of the college property. Most college campuses have a “front door” to the campus. BBCC currently does not have a logical “front door.” The location of PTEC has been moved from the west side of the Hirai Fine Arts building to the north side of ATEC with gated space behind PTEC for outside labs. There is vacant property at the original PTEC site, across from the Opportunity Center and across for the Job Corps campus. In 2007, the trustees were not interested in selling property. This board needs to consider how they think about that.

Priorities of the FMP include a health and wellness center with the gym, space for Big Bend Technology, which could be put on the 2<sup>nd</sup> floor of PTEC, and global studies.

The Port may be interested in acquiring or swapping land with BBCC. We need to identify BBCC’s growth boundary and potential for acquiring property. The SBCTC would need to sell the property or have the property designated as surplus. There may be public-private partnership opportunities. The future FMP needs a section dedicated to future land acquisition for many years out.

President Leas said we need guidance about Board’s vision about private-public partnerships. We could raise money through the Foundation and build a facility to lease. Trustee McFadden asked about robotics and mechatronics, which will be housed in the PTEC building. VP Schoonmaker is developing a mini-FMP update.

Soccer fields could be added west of the Hirai Fine Arts Building. Soccer fields would create a green space and may also be a revenue stream. The Nike Foundation, Paul Allen Foundation, and Lauzier Foundation are all options for all-weather soccer fields funded by a grant.

BBCC still owns the parcel of land near the south campus with water rights, which is currently being leased to a farmer. Trustee McFadden stated the value of water rights is rising substantially.

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

VP Humpherys led the trustees through a reflection of the past year to conduct their evaluation. The NWWCU accreditation standards for trustees is 2.A.4-8, quoted from the NWCCU website below.

***2.A.4** The institution has a functioning governing board\* consisting of at least five voting members, a majority of whom have no contractual, employment, or financial interest in the institution. If the institution is governed by a hierarchical structure of multiple boards, the roles, responsibilities, and authority of each board, as they relate to the institution, are clearly defined, widely communicated, and broadly understood.*

***2.A.5** The board acts only as a committee of the whole; no member or subcommittee of the board acts on behalf of the board except by formal delegation of authority by the governing board as a whole.*

***2.A.6** The board establishes, reviews regularly, revises as necessary, and exercises broad oversight of institutional policies, including those regarding its own organization and operation.*

***2.A.7** The board selects and evaluates regularly a chief executive officer who is accountable for the operation of the institution. It delegates authority and responsibility to the CEO to implement and administer board-approved policies related to the operation of the institution.*

***2.A.8** The board regularly evaluates its performance to ensure its duties and responsibilities are fulfilled in an effective and efficient manner.”*

Trustees reviewed the seven points under governance style and four points under job descriptions from BP1000 for commenting. Quoted text below is taken from Board Policy 1000.

**“GP – 2 Governing Style**

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

*The board will:*

1. *“Deliberate in many voices, but govern in one.”*

Rated as okay.

2. *Be responsible for excellence in governing and an initiator of policy.”*

Rated as needing periodic reviews of board policies for continuous improvement. Reviews may include stakeholder input.

3. *Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board’s values and*

*perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects."*

Rated as needing periodic reviews of board policies for continuous improvement. Reviews may include stakeholder input.

- "4. *Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability."*

Rated as okay.

- "5. *Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories."*

Discussed that there is a major disconnect between individual activity reports at meetings and the board acting as a whole. Review campus calendar to share trustee attendance responsibility at the special events and activities. The board accomplishes what is needed through meetings, how do we monitor and measure accomplishments? Policies should be included as a regular agenda item. Need a better tool to evaluate the board performance.

- "6. *Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement."*

Doing a good job but could improve.

- "7. *Seek input from staff, students, alumni, employers and other community members on Board Policies."*

Rated as there is substantial reporting to trustees, which includes faculty, classified staff and student representation during meetings. Governance Styles were rated by the trustees.

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

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

1. *Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services."*

Rated as good.

- "2. Members must avoid conflict of interest with respect to their fiduciary responsibility.*
- A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.*
  - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.*
  - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.*
  - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict."*

Rated as good.

- "3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.*
- A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.*
  - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.*
  - C. Members will give no consequence or voice to individual judgments of President or staff performance."*

Rated as good.

- "4. Members will respect the confidentiality appropriate to issues of a sensitive nature."*

Rated as good.

The trustees reviewed their 2016-17 evaluation statement and stated they want to continue to work on reviewing and strengthening their evaluation processes.

The trustees had an evaluative discussion about supporting the BBCC Foundation. Foundation board liaisons share Foundation news at board meetings not shared by Foundation Executive Director LeAnne Parton. Executive Director Parton shares

operational information, and it is appropriate for the board liaisons to share policy level information, including the linkage between the college and the foundation and any assistance the foundation board wants from the trustees.

July 3, 2017, a subcommittee met to review the board self-evaluation process. The revised draft trustee activity report form was a result of the subcommittee meeting. The trustees discussed which activities match with which Ends Statements.

E-1- attend graduation activities, board meeting attendance

E-2- attend Star Night, attend Transforming Lives Recognition, strategic planning

E-3- award Tenure, approve Exceptional Faculty Awards

E-4- attend advisory committees, attend Foundation events

E-5- monitor budget and policies

E-6- monitor policies and supporting programs, attend back-to-school meeting

The trustee activity report template helps identify individual trustee performance outside of board meetings.

Trustee Anna Franz stated the board has delegated operational and administrative duties to the president, and trustees should not be responsible for some of the Ends Statements because they have been delegated.

Trustees made revisions to the trustee activity report template, motions log, and board retreat agenda to track actions that fit within the Ends Statements.

The trustees reviewed the board job descriptions and evaluated their activities from the past year as follows: There were 23 identified activities supporting connection to the community; eight activities supporting policy governance, six activities supporting hiring and evaluating the president, and five activities supporting the link between the college and the foundation. Any activities difficult to fit into an area could be added to a fifth point about advocacy.

Trustee McFadden stated the board needs to approve the trustee activity report template and use it to track activities and monitor the year-to-date data.

Trustee Franz stated the board met its obligations and improvement areas, including continuing to define the board-evaluation process, establish periodic review of policies, and improve communication and support to the Foundation board. The board will use the trustee activity report template and monitor board actions related to the Ends Statements.

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

At 2:05 p.m., Board Chair Juanita Richards announced a 5-minute break and then a 30-minute executive session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 2:40 p.m. Board Chair Richards extended the executive session for one hour. At 3:40 p.m. Board Chair Richards extended the

executive session for 20 minutes. At 4:00 p.m. the board meeting reconvened with no action taken.

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

VP Kim Garza led the president's evaluation process discussion.

Trustee Anna Franz stated the Carver model aligns with statutory requirements; the Ends Statement evaluation and the president's evaluation are the same thing. Trustee McFadden stated the trustees have made changes to connect their activities and actions to the Ends, and this same idea could be used with the president's log by adding a column to identify the Ends related to the activity.

The board discussed updating BP1000 Board Staff Linkage 1000.4 to reflect that the president is evaluated along with the Ends Statements. BP1000 should be the first policy to review at the next board meeting.

The trustees agreed to continue to use the president's evaluation form created this year. Trustee Franz stated focus group information is valuable, but it also has a cost attached to it. The revised president's log with the Ends identified will be helpful. The president's self-evaluation, 360 survey, and work plan are also helpful with the president's evaluation. Per the Carver Policy, employees should not be contacting trustees directly.

The trustees would like VP Garza to include a summary of exit interviews, without employee identification information. The trustees discussed how their networking efforts in the service district communities inform the president's evaluation.

VP Garza shared the president's contract with additional information regarding cost of living allowance increases that has been reviewed by the AAG.

The meeting adjourned at 4:22 p.m.

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Chair Juanita Richards

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting November 14, 2017, at 1:30 p.m. in the Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

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

### 2. Introductions

Four-year Army veteran and student Jim Leland led the Pledge of Allegiance. He returned to school after learning about BBCC through WorkSource. He was initially interested in the UAS Program; due to VA funding restrictions, he switched to the Medical Simulation Program.

The Women's basketball team introduced themselves: Kelsey Foster from Utah; Maryka Jansen from Utah; Hailey Garrity from Oregon; Leah Dougherty from Idaho; Michelle VanSlyke from Republic, WA; Sunnie Martinez from Utah; Miranda Johnson from Utah; Emily Allen from Utah; Maggie Strom from Moses Lake; Callie Gronning from Idaho; and Sydney Bishop from Utah.

Dr. Leas introduced Roy Salcedo as the Director of Title V Grant. He is most recently from the University of Iowa where he worked in student affairs. He has also worked with TRIO programs, residence halls, honors program and the center for student leadership and multiculturalism. Director Salcedo is fluent in four languages.

### 3. Consent Agenda

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

Motion 17-48 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

### 4. Remarks

There were no public remarks.

- a. ASB President Marisol Lozano reported about student activities. They sponsored a presentation on Healthy Relationships, Consent, Title IX by Dr. Justine Shuey



with 46 attending. Only 55 people attended the ASB Halloween dance; ASB will change this to a daytime event next year to reach more of the student population. ASB sponsored a leadership training on parliamentary procedure for 27 attendees. ASB sponsored Bowling night, and they held Thanksgivingfest and honored Veterans with free admission. ASB officers have been very busy serving on campus committees, including three faculty probationary committees per ASB officer.

The Student Success Center and PAC Leaders coordinated and hosted a two-day Dia de los Muertos (Day of the Dead) celebration. The celebration included information about the Mexican holiday with a video, Mexican bread and a decorated altar where students could leave messages. Phi Theta Kappa provided concessions for Allied Arts, inducted 12 new members, attended a district conference at Spokane Falls Community College, dropped off 40 pounds of pop can tabs to the Ronald McDonald House, attended the ASB leadership training, and held weekly brown-bag lunch discussions. They are looking forward to a Catalyst meeting and silent auction.

ASB contributes toward student success in diverse ways. Recently the ASB officers have been developing a Recreation Center proposal. ASB President Marisol Lozano introduced ASB VP Ricardo Ruiz to present information on a future Recreation Center. They have gathered information from outside resources and VP Linda Schoonmaker to consider creating a recreation facility by students for students. According to the Facilities Master Plan, the first priority is the PTEC building, and the second priority is an Allied Health and Wellness facility. The ASB officers' research shows that a little over 9,000 square feet is needed for physical education, which is dominated by athletics. Athletics are important, and the recreation center is for other students too. There is a need for college students to have space for physical activity that is not dominated by collegiate athletes. BBCC is working toward becoming a non-smoking educational institution and providing a recreation center for students promotes health, will attract more students, and can grow intramural sports opportunities.

Wenatchee Valley College and Spokane Falls Community College are also working on new recreation centers. The space could also be utilized by community soccer teams. VP Ruiz stated research shows that students who exercise regularly raise their grade point averages. He asked for the board's permission for ASB to present a Recreation Center proposal to the student body. It would be funded by raising the S & A fee. End 2 Student Success states BBCC "assists students in completion of goals."

Trustee Anna Franz complimented ASB officers Marisol Lozano and Ricardo Ruiz for their presentation and requested a written proposal of the facility planning, fees, and facility usage. Trustee Stephen McFadden requested an assessment of the student perspective on the fees and facility before being asked to take board action. Students who would be paying the fee early on may not have access to the facility; will they agree to invest in future generations?

President Leas advised ASB Officers Lozano and Ruiz to gather information from the student body and develop a concept paper to clarify what the \$5-fee increase per credit will support. Trustee Jon Lane stated this is an exciting opportunity and will add to the health and vibrancy of BBCC.

Trustee Stephen McFadden thanked ASB President Lozano for attending the board retreat and sharing her comments.

- b. Past Classified Staff Representative Barb Collins introduced STAR Co-Chairs Barbi Johnson and Alicia Wallace. Barbi shared information from the consent agenda. VP Bryce Humpherys facilitated an accreditation workshop for Classified Staff. Additional professional development will be announced for spring quarter.
- d. VP Linda Schoonmaker was out of the office today. The finance and administration consent agenda item will stand for her report.
- e. VP Bryce Humpherys shared information from the consent agenda and referred to the accreditation timeline document on page 7 of the board packet. The next key deliverable is the adoption of core theme indicators by Cabinet due in December but will be completed in November. This early adoption will help accommodate the January data deadline. The focus is on preparing for reports and the faculty in-service, which is the first Friday of February and will include discussing assessment results for classes, departments, and programs.

Strategic planning work was discussed at the October 27 Strategic Planning Retreat. Since then a new tool developed by Achieving the Dream (ATD) called the Institutional Change Assessment Tool (ICAT) survey covering seven institutional capacities (Leadership & Vision, Data & Technology, Equity, Teaching & Learning, Engagement & Communication, Strategy & Planning, and Policies & Practices) has been conducted. Two sessions are scheduled for all employees to review the survey data and provide feedback about the results and how they relates to BBCC's strategic priorities. A study session could be scheduled to share the results with board members if desired.

Trustees Jon Lane and Stephen McFadden requested information about the results of the ICAT sessions. The board may decide to hold a study session to discuss the results. Trustee Juanita Richards stated she is interested in learning how other colleges have used their ICAT data. VP Humpherys stated the ICAT is a major theme of the ATD Conference in February. President Leas shared that the ICAT is a self-evaluation tool for BBCC to gain insight into our strengths and weaknesses.

Trustee Stephen McFadden asked about how the trustees can be part of the strategic planning process. VP Humpherys shared there are logistical challenges with including the trustees in the process and staying at the policy level. Internal

committees are working on different pieces of the planning process focused at the operations level. Do we use board study sessions or invite trustees to attend summary meetings? Dr. Leas reiterated the challenge of including all five trustees and staying at the policy level outside of a study session setting.

Trustee McFadden said it could be structured similar to his involvement in the PTEC planning. A trustee attends the meetings and then reports to the full board. This gives the trustee the opportunity to share the board's perspective in the process rather than waiting for a study session. ASB President Marisol Lozano stated the student representation is also important. There will be student representation on the standing committees.

There is one more data gathering exercise to be facilitated later this winter. The ATD work plan includes an environment scan on diversity, equity, and inclusion, which the Committee on Equity, Inclusion, and Diversity (CEID) is preparing.

The ATD Leader College designation BBCC recently earned means BBCC is recognized for sustained student success and improvement for three years, BBCC is expected to be a resource for other colleges in the ATD network, BBCC is expected to advocate on behalf of ATD efforts, and BBCC has access to grant opportunities only available to leader colleges. BBCC is one of eight leader colleges selected this year, and the designation extends for three years.

- f. VP Kim Garza is out of the office attending training. The human resources consent agenda item will stand for her report.
- g. Executive Director of the Foundation LeAnne Parton shared news from the Foundation. The Foundation hired Convergent to do a feasibility study on how much could be raised for the new Workforce Education building to finish the second floor.

The Delbert Lamb bronze dedication held October 26, went really well. The bronze will remain in the aviation building.

Five new scholarships have been created in the last three weeks. Aviation Maintenance has a new scholarship for student testing. The William Stredwick Memorial Scholarship has been started by our newest Trustee, Thomas Stredwick, in honor of his grandfather. This scholarship will be open to all Big Bend students. Bob Dompier started a scholarship in memory of his wife, Sherry Dompier, for BBCC nursing students. Sherry's care while in the hospital was exceptional, and the family wanted to turn their loss into something meaningful to assist our nursing students. Director of the Agriculture Program Landra Kosa and Executive Director Parton met with Chris Voigt, from the Washington Potato Commission. The Commission had pulled its scholarship when there were no BBCC Ag students. With Big Bend starting the agriculture program again, they reinstated their scholarship. The first year three awards will be at \$1,500 each. Northwest Farm Credit Services also started a scholarship for our agriculture

students. Northwest Farm Credit had a one-time pass through last year and have agreed to provide this funding on a yearly basis.

The BBCC Family campaign for employee donations was kicked off this month.

Trustee McFadden asked Executive Director Parton about conflict of interest with Convergent. She stated the committee discussed Convergent in detail and decided their involvement with the Grant County EDC did not create a conflict of interest for the college or foundation and provided additional knowledge of the community.

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

President Leas' 2016-17 evaluation was completed and submitted by the board as follows.

*"The Board of Trustees is satisfied with the overall performance of the college and with President Leas during this past year. Upon the review of the previous year, the Board finds that the College has met the end statements established by Board policy. Dr. Leas has continued to strive towards cultivating positive relationships with students, employees, community leaders, business and industry leaders, elected officials, members of the Washington State Community and Technical Colleges, institutional officials, and donors. Dr. Leas strives to strengthen the college and its inclusive culture, while working to ensure every new and existing program and process keeps student success at the forefront. Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion.*

*During Dr. Leas' fifth year at the college it is evident that he has made progress in deepening a culture of inclusion and collaboration. Dr. Leas encourages others to utilize their strengths, overcome their challenges, and to communicate and collaborate with others by fostering a positive and inclusive climate at the college. The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at Big Bend. His leadership style incorporates active listening skills and promotes an environment of trust and mutual respect.*

*We can all agree the success of Big Bend's current and future students depends on our continued focus on strengthening our programs, expanding innovative concepts, and fostering a culture and environment welcoming to all.*

*The Board of Trustees recognizes several successful accomplishments this past year:*

- *Earning Achieving the Dream (ATD) Leader College designation under Dr. Leas' leadership. Leader Colleges embody ATD's goal to help colleges build the institutional capacity that creates a student-focused culture and strong outcomes for all students.*

- *Grant recognition for Big Bend Community College's Opportunity Grant (OG) acknowledging that over the past five years that Big Bend had an average 83.6% retention rate with OG students.*
- *Grant recognition for Big Bend Community College Early Achievers Grant that Big Bend was one on only two colleges that both exceeded their FTE targets last year and had persistence rates about 90%. Big Bend's FTE target for this past year was a 7, and we are currently at 10.*
- *Addition of the new Committee on Equity, Inclusion, and Diversity (CEID), formerly known as the ad-hoc Multicultural Development Team. CEID is now among our college's permanent committee structure to continue to strengthen inclusivity on our campus.*

*The Board also recognizes and encourages Dr. Leas' efforts towards community involvement. Dr. Leas has continued to place a focus on his involvement with the community and serving as an ambassador of the college with his participation in several community groups such as serving on the Samaritan healthcare Strategic Planning & Finance Committee, Rotary, Grant County Economic Development board, Adams County Industry Council, CTC statewide focus group, and Chair for the WACTC Capital Committee, and North Central Washington Workforce Development Council for Grant & Adams counties.*

*The Board of Trustees expects that the findings from the NWCCU evaluation that led to the "Notice of Concern" will be corrected in the suggested timelines from the NWCCU. The Board acknowledges and supports the plan developed by Dr. Leas' cabinet to meet those timelines and expects that procedures will be in place to secure successful accreditation reviews into the future.*

*As Dr. Leas enters his sixth year at Big Bend, the Board encourages and supports Dr. Leas in maintaining the positive contributions to the institution highlighted above while focusing on leading the college through the many challenges it faces. The Board is setting high expectations in the areas of transparency, advocacy, and communication, but has full faith that Dr. Leas will rise to the challenge.*

*In order to support the forward growth and stability of Big Bend, the Board requests that Dr. Leas strengthen the level of transparency in developing and implementing changes to structures, programs, and future planning. The Board encourages Dr. Leas to establish, articulate, and lead an effort to examine Big Bend's professional/technical programs, identify potential areas for growth, and develop a plan to ensure that these programs are sustainable. This effort will include the creation of a plan to address the growing need for professional trades in the region and state. Any future plan should include how to best maximize campus facilities, especially the new Professional/Technical Education Center.*

*Vital to this future planning effort is the need to continue to strengthen advocacy for Big Bend. The Board requests that Dr. Leas continue and intensify his interaction with our legislative representatives to support the completion of the Professional Technical Education Center through the state capital process. Additionally, Big Bend has been presented with an opportunity to replenish and*

*maintain its aviation fleet which will ensure an active and quality aviation education program for many years to come. However, this opportunity must be fully supported through coordinated efforts with Big Bend representatives and our partners at Central Washington University. In addition to supporting these legislative efforts, the Board expects Dr. Leas to develop a plan to market Big Bend to our community and ensure access to all members by delivering a message that there is a place for everyone at Big Bend.*

*Finally, the Board encourages Dr. Leas to continue to strengthen communication with the Board of Trustees to establish a structure of continued contact, transparency, and guidance between the Board and the President's Office to ensure coordinated support of the College.*

*With appreciation, the Board of Trustees congratulates our President, Dr. Terrence Leas, on his fifth successful year of leading Big Bend Community College."*

Motion 17-49 Trustee Stephen McFadden moved to approve the president's evaluation. Trustee Jon Lane seconded and the motion passed.

The trustees thanked President Leas for his exceptional service to the college and highlighted several achievements and placed a focus on goals to achieve. Trustee Jon Lane also complimented Dr. Leas on his involvement at the state level and commented that Dr. Leas' colleagues respect him.

## **5. BP1000 Policy Governance Review**

President Leas reported this agenda item was included in response to the trustees' retreat discussion about regularly reviewing policies. Trustee Anna Franz asked about the function of the goals and characteristics portion of BP1000. VP Humpherys and Faculty Association President agreed that the goals are academic goals included in the general education learning outcomes identified by faculty. Trustee Anna Franz requested additional information about why the goals are included in policy governance and asked if they are more appropriately included on operations rather than policy governance.

The corrected version of BP1000 will be reviewed at the next meeting.

- c. Faculty Association President Salah Abed provided faculty news.

Psychology and Criminal Justice Instructor Dr. Ryann Leonard reported that she participated in a statewide criminal justice programs online meeting to discuss standardizing curriculum, strengthen programs, and help employment marketing.

Librarian Libby Sullivan reported the One Book One College book for 2017-18 is "Stories of Your Life and Other Stories" by Ted Chiang. The library will host several events around this book beginning in February. Several English Instructors are using stories from the book during winter quarter.

SAGA, formerly GSA, club still very new. Food drive, movie nights coming up, talking with Libby and getting better representation.

**6. BP8001 Smoking/Tobacco Policy**

Trustee Anna Franz asked Executive Director Char Rios to work with AAG Jason Brown to clarify vaping in draft BP8001 and present the revisions at the next board meeting.

**7. BP1020 Naming of Facilities Policy**

This is the second review of BP1020, which was recommended for deletion because it is a duplication of information contained in BP1000.

Motion 17-50 Trustee Jon Lane moved to approve the deletion of BP1020. Trustee Anna Franz seconded and the motion passed.

**8. Exceptional Faculty Award Recommendations**

The Exceptional Faculty Award (EFA) is funded by the WA state legislature and BBCC. The funding is held by the BBCC Foundation in an investment account for faculty professional development. Faculty members submit applications for funding to the EFA committee three times per year. The committee recommends awards according to the EFA guidelines. A maximum of \$13,000 is awarded annually.

Motion 17-51 Trustee Anna Franz moved to approve Exceptional Faculty Awards to English Instructor Allison Palumbo, Nursing Instructor Sherry Donovan, and Nursing Instructor Mercedes González-Aller. Trustee Thomas Stredwick seconded and the motion passed.

**9. Electronic Board Agenda**

President Leas stated moving to an electronic board agenda was discussed during the last board of trustees meeting. Laptops from the BBCC library can be made available for the trustees at meetings.

Motion 17-52 Trustee Stephen McFadden moved to approve using electronic board packets in the future. Trustee Jon Lane seconded and the motion passed.

**11. Board Self-Evaluation**

The board self-evaluation was tabled until the next board meeting.

**12. 2018 Board Meeting Schedule**

The trustees discussed the schedule and made revisions resulting in the following schedule:

Wednesday, January 17, 2018 at 1:30 p.m.

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

Thursday, April 12, 2018, at 1:30 p.m.  
 Thursday, June 7, 2018, at 1:30 p.m.  
 Thursday, August, 9, 2018, (Retreat)  
 Thursday, October 4, 2018, at 1:30 p.m.  
 Thursday, November 15, 2018, at 1:30 p.m.  
 Thursday, December 20, 2018, at 1:30 p.m.

Motion 17-53 Trustee Jon Lane moved to approve the 2018 board meeting schedule with changes. Trustee Stephen McFadden seconded and the motion passed.

**13. Assessment of Board Activity**

Trustee Jon Lane attended the strategic planning board retreat, evaluated the president, and attended a school safety presentation for the regional K-12 secretaries' group. He also attended the ACT board meeting, ACT Legislative Action Committee, and ACT Fall Conference. Dr. Leas commented that he met with ASB officers about meeting with legislators in the upcoming legislative session, and they are excited about the opportunity.

Trustee Stephen McFadden attended the strategic planning board retreat, worked on the president's evaluation. He also attended the North Central Workforce Development Meeting, debrief conference call for the Workforce Healthcare Sector Partnership, discussed the PTEC building with Rep. Tom Dent and attended the AWB Rural Jobs Summit. Trustee McFadden joined the Rural Jobs Legislative Task Force. He also attended the ACT Legislative Action Committee and the ACT Fall Conference where he connected with Cynthia DeVille regarding ASB officers collaborating about legislative matters.

Trustee Thomas Stredwick attended the strategic planning board retreat and a campus orientation tour and noted a welcoming environment of mutual support. He also worked with Executive Director of the Foundation LeAnne Parton to establish a new scholarship.

Trustee Anna Franz attended the strategic planning board retreat, worked on the president's evaluation, and attended the ACT Legislative Action Committee and ACT Fall Conference.

Trustee Juanita Richards attended the strategic planning board retreat, worked on the president's evaluation, and attended the ACT Fall Conference, and reviewed today's board agenda with President Leas.

**14. Next Regularly Scheduled Board Meeting**

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

**15. Miscellaneous**

Board Chair Juanita Richards thanked staff for their participation and support of the trustees.



President Leas stated he attended the Education Law Association Conference in San Diego. While in San Diego, he learned that BBCC's emporium math is included in research by The American Mathematical Association of Two-Year Colleges.

President Leas took WA State Senate Majority Coalition Caucus Staff Counsel Sandra Richardz on a campus tour. He also met with Andy Coe of Convergent as part of the Grant County Economic Development Council's data gathering process. Dr. Leas announced that the Dept. of Education notified BBCC that their federal student financial aid programs were approved through October of 2023.

Dr. Leas shared Athletic Director Mark Poth's congratulations to recipients of the NWAC academic excellence award volleyball players Savannah Bass, Laurissa Kisler, and Madison Powers. He also shared the AWB's compliments for the BBCC staff and facility during their recent Rural Jobs Summit. Trustee Stephen McFadden added that the AWB staff were highly complimentary of BBCC and Sodexo staff for accommodating over 250 attendees with extensive technical needs.

President Leas invited the trustees to attend one of two ICAT sessions which are scheduled on November 30 and December 1. He reminded them to please contact Melinda to ensure a special meeting is posted if there is a quorum at either session.

The board thanked staff for contributing to the president's evaluation through the survey process.

The meeting adjourned at 4:14 p.m.

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Chair Juanita Richards

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

- b. President's Activity Update

**BACKGROUND**

Highlights of President Leas' activities from November 6, through December 1, 2017, follow.

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Prepared by the President's Office.

**RECOMMENDATION:**

None.

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Ends	Location	Comments
11/6/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	WACTC Conference Call	Systems Support	E-5	BBCC	
11/7/17	North Central Workforce Development Board Mtg	Community Engagement	E-4	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	E-3	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
11/8-12	Education Law Association Conference	Professional Development	E-1	San Diego, CA	
11/13/17	Exit Lunch	Feedback	E-5	BBCC	
	Dean of IR Valerie Parton	Program Support	E-1	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Collaboration	E-1	BBCC	
11/14/17	Quincy Superintendent John Boyd	Collaboration	E-4	BBCC	
	Board of Trustees Meeting	Mission	E-1	BBCC	
11/15/17	Grant Co. EDC Meeting	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of PAHP Grant Roy Salcedo	Grant Support	E-3	BBCC	
11/16/17	Title V Meeting	Grant Support	E-3	BBCC	
11/17/17	NC Workforce Dev Board Retreat	Community Engagement	E-4	BBCC	
11/20/17	AAG Consultation	Collaboration	E-5	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Ends	Location	Comments
	NWCCU Survey Conversation	Collaboration	E-1	BBCC	
11/21/17	Cabinet Meeting	Student Success	E-2	BBCC	
	UAS Grant Director Dr. Pat Ford	Grant Support	E-3	BBCC	
11/22/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
	Trustee Phone Call	Collaboration	E-1	BBCC	
11/27/17	Transforming Lives Meeting	Planning	E-2	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	E-1	BBCC	
11/28/17	WA State Auditor's Entrance Conference	Integrity & Stewardship	E-5	BBCC	
	Director of PAHP Grant Roy Salcedo	Grant Support	E-3	BBCC	
	NC Workforce Development Meeting	Community Engagement	E-1	BBCC	
	Dean of IR Valerie Parton	Program Support	E-1	BBCC	
	VP Bryce Humpherys	Collaboration	E-1	BBCC	
	Director of Transforming STEM Pathways Grant Heidi Summers	Grant Support	E-3	BBCC	
11/29/17	Trustee Tour	Orientation	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
11/30-12/1	WACTC Meetings	System Support	E-1	Bellingham	

End	This period	YTD
<b>E-1 Mission</b>	19	32
<b>E-2 Student Success</b>	2	7
<b>E-3 Excellence Teaching/Learning</b>	6	9
<b>E-4 Community Engagement</b>	6	16
<b>E-5 Integrity &amp; Stewardship</b>	4	16
<b>E-6 Inclusion &amp; Climate</b>		

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

c. Accreditation

Northwest Commission for Colleges and Universities (NWCCU) recently granted approval for BBCC to award the following degrees and certificate:

- Associate of Applied Science degree program in Unmanned Aerial Systems Technical Management
- Certificate of Achievement program in Mechatronics
- Associate of Applied Science in Agricultural Technology and Management

NWCCU's approval allows the college to advertise and award financial aid for these programs.

Prepared by VP Bryce Humpherys.

**RECOMMENDATION:**

None.

## Key Deliverables in the BBCC Annual Planning Process

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

Black Text = Administrators    Green Text = Staff    Blue Text = Faculty    Purple Text = Mixed group or committee    Red Text = Board of Trustees

February	March	April	May	June	July/August
<input type="checkbox"/> Departments complete and submit Annual Planning & Budgeting Worksheets  <input type="checkbox"/> Winter In-service – Faculty complete & submit assessment reports and budget request	<input type="checkbox"/> Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member  <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success	<input type="checkbox"/> Cabinet members submit budget requests  <input type="checkbox"/> Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year  <input type="checkbox"/> Budget Taskforce/ Committee provides feedback on budget requests	<input type="checkbox"/> Spring In-service – Faculty submit assessment reports & annual accomplishments  <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success  <input type="checkbox"/> Departments submit annual accomplishments & goals for next year  <input type="checkbox"/> Strategic Priority Groups summarize work from the year and identify next steps for following year  <input type="checkbox"/> Vice President of Learning & Student Success prepares final draft of 2018-2020 Strategic Plan  <input type="checkbox"/> Cabinet makes mission fulfillment evaluation decision	<input type="checkbox"/> Executive Team makes final decisions on budget requests (if State allocation is known)  <input type="checkbox"/> IR disseminates final Monitoring Report  Cabinet recommends for approval by the BOT, <input type="checkbox"/> - Final monitoring report <input type="checkbox"/> - Updated Strategic Plan  Board of Trustees adopts <input type="checkbox"/> - Budget for next year <input type="checkbox"/> - Final Monitoring Report <input type="checkbox"/> - Updated Strategic Plan  <input type="checkbox"/> Departments determine changes to department indicators for following year	<input type="checkbox"/> Cabinet members complete 2018-19 work plans

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# BIG BEND COMMUNITY COLLEGE

Date: 12/14/17

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

### d. Student Success Update

#### Student Success

Scholarships make it possible for many students to attend college. In 2016-17, scholarship recipients' average GPA was 3.28 compared to 2.77 average GPA for students who did not receive scholarships. As shown below, scholarship recipients closely mirror enrollment from the respective service district communities.

The BBCC Foundation uses the scholarship recipient information to demonstrate student need to potential donors. Currently the Foundation is helping district high school students and BBCC students complete the online scholarship form by holding workshops and classroom presentations.

Intervention scholarships are intended to help students who have an emergency situation arise or find themselves unable to complete their program due to lack of funds. They are typically only awarded once. Although \$25,000 was awarded to help students in these situations, we presume there is still a great need for Intervention Scholarships that play a significant role in comprehensive student support.

#### Foundation Scholarship Recipients 2016-17

- 94 students were awarded \$153,387
- \$977 average funds awarded per student

GENDER: 61% Female, 39% Male

RACE/ETHNICITY: 51% Hispanic/Latino, 46% White, 3% Other Race

*Table 1 Percent of Scholarship Recipients by City*

City	Percent of Scholarship Recipients by City	Percent of Student in Workforce or Transfer programs eligible for Scholarships
Coulee City	1%	0%
Ephrata	12%	13%
Grand Coulee	1%	0%
Lind	1%	0%



<b>City</b>	<b>Percent of Scholarship Recipients by City</b>	<b>Percent of Student in Workforce or Transfer programs eligible for Scholarships</b>
Mattawa	1%	1%
Moses Lake	49%	51%
Odessa	0%	1%
Othello	3%	7%
Quincy	13%	6%
Royal City	3%	3%
Soap Lake	3%	3%
Warden	6%	4%
Wilson Creek	1%	0%
Out of Service District	5%	8%

Table 2 Percent of Scholarship Recipients by Major

<b>Students' Majors</b>	<b>Percent of Scholarship Recipients by Major</b>
Accounting	3%
Administrative Professional Services	4%
Agriculture	3%
Associate in Science (transfer) Pre-Engineering	8%
Aviation Maintenance Technology	4%
Business Medical Support Services	1%
Child & Family ED	2%
Commercial Pilot - Airplane	4%
Industrial Systems Technology - IET	2%
Industrial Systems Technology - MMT	1%
Nursing	19%
Software & Web Development	1%
Systems Administration	2%
Transfer	44%
Welding	3%

## FOUNDATION INTERVENTION SCHOLARSHIPS 2016-17

- 22 Students were awarded \$25,021
- Average Award Per Student \$1,137

GENDER: 55% Females, 45% Males

RACE/ETHNICITY: 41% Hispanic/Latino, 45% White, 14% Other Race

CUMULATIVE AVERAGE GPA: 3.00

CUMULATIVE AVERAGE CREDITS EARNED: 91

*Table 3 Percent of Intervention Scholarship Recipients by City*

<b>Recipients' City of Residence</b>	<b>Percent of Intervention Scholarship Recipients by City</b>
Ephrata	5%
Moses Lake	59%
Quincy	14%
Soap Lake	5%
Warden	5%
Out of District	14%

*Table 4 Percent of Intervention Scholarship Recipients by Major*

<b>Students' Majors</b>	<b>Percent of Intervention Scholarship Recipients by Major</b>
Administrative Professional Services	5%
Automotive Technology	9%
Aviation Maintenance Technology	5%
Industrial Electrical Technology	5%
Nursing	9%
Pre-Engineering	5%
Systems Administration	5%
Transfer	55%
Welding	5%

Prepared by Dean Valerie Parton and VP Bryce Humpherys.

### RECOMMENDATION:

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

e. Assessment Update

### **Student Success and Assessment**

The Assessment Committee reviewed and analyzed General Education, Program and Course Assessment Reports from 2015-16 and 2016-17. The Committee used this exercise to help them plan how to assist faculty at the Winter In-service to write complete assessment reports with analysis and a description of how assessment results will inform efforts to improve student learning.

Prepared by Dean Valerie Parton & VP Bryce Humpherys.

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/14/17

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

f. Finance & Administration Update

**ctcLink Update:** Common process development workshops continue with participants spending 3 days with representatives from all the CTCs. SBCTC was provided with an updated investment plan that will include additional annual costs to Big Bend Community College of approximately \$50,000 per year through 2024.

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

### Ongoing Capital Projects:

**Professional Technical Education Center (New Building):** First 90% set of construction specifications to review. PTEC team concentrating this month on reviewing over 2000 pages of specs and several hundred 'blueprint' plans of detail within the building—from electrical outlets to roofing to types of screws to be used.

### History:

#### **Professional Technical Education Center (New Building):**

**11/14/2017:** Constructability review provided some small cost savings options. DES is suggesting that the RFP could be delayed with no capital budget in sight before June 2018.

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

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

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

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

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

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

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

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

**8/11/2016:** the Design contract was signed July 19, and we are scheduled to meet each week until the end of September to attempt to accelerate the design and construction-document time period in order to meet a summer 2017 construction window for ground work. Without an accepted accelerated process, it may be late spring of 2018 before we could break ground.

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

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

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

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

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/14/17

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

g. Human Resources and Labor Update

### **BACKGROUND:**

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

Interviews for the UAS Operations Coordinator position are scheduled for December 11.

Interviews for the Director of Financial Aid are scheduled for December 13.

Interviews for the Custodian 1 position are complete and a memo outlining each candidate's strengths and weaknesses was sent to the president for review and a decision.

The following searches are currently open:

- Nursing Instructor, non-tenured

#### **Retention:**

Our turnover rate for the month of November was 0.521%. Our 2017 YTD rate is 10.481%. Our goal for 2017 is to have a turnover rate of 19% or less. This benchmark represents the 2016 average turnover across all industries. The turnover rate for calendar year 2016 was 11.871%.

There was 1 separation for the month of November. The employee voluntarily left BBCC in order to accept another job.

For the calendar year January through November 2017, there have been 20 separations. The reasons include 9-Retirement, 2-Resignation/Personal Reasons, 6-Resignations/New Job, and 3-Involuntary separations.

#### **Time-to-Fill:**

The average Time-to-Fill rate for calendar year 2017 remains at 109.7 days. This is the average amount of time it takes to fill a position from the date the requisition is approved to the date the offer is extended. The college has conducted thirty-three recruitments for full-time positions. Thirty recruitments are complete, while three remain open. The HR Office is continuing to look at ways to streamline the recruitment process and reduce the number of days needed to fill a position.

## **2016-17 Exit Interview Survey Results**

During the October Board Retreat, Trustees expressed interest in viewing information from exit interviews.

At the time of separation from BBCC, full-time faculty and staff have an opportunity to participate in an exit interview. The employee may choose a face-to-face exit interview with a member of the Human Resources Office or the employee may provide their feedback electronically.

Participation in the exit interview process is not required and of the 20 separations for 2016-17, only 10 employees elected to provide feedback. All feedback is confidential and individual responses are not reported, only summary data.

Overall, the responses for 2016-17 are positive with all participants indicating they would “recommend BBCC as a great place to work.”

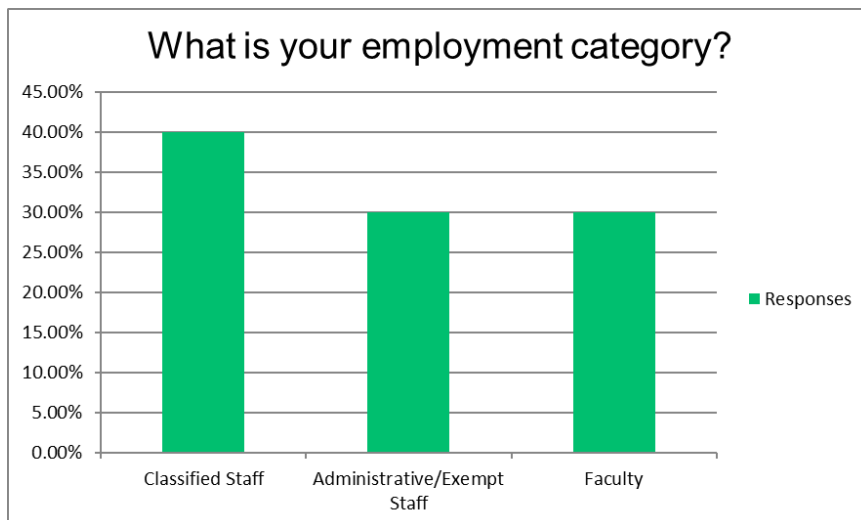
The three statements from the survey with the most positive feedback include:

- Our benefit program fits my needs.
- My supervisor communicates well.
- I am satisfied with the manner in which my supervisor handles complaints, grievances, and problems.

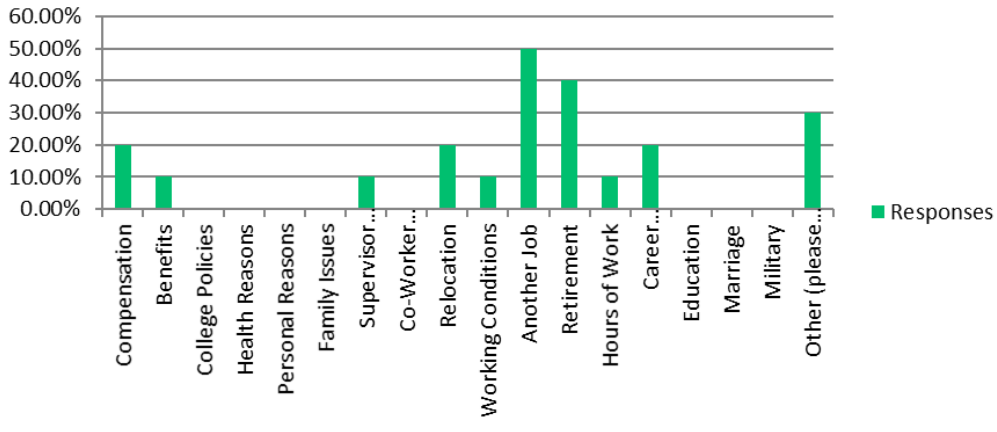
The three statements that would benefit from further review include:

- Leadership really listens to employees.
- Excellent performance is recognized here.
- Transfers and promotions are handled fairly here.

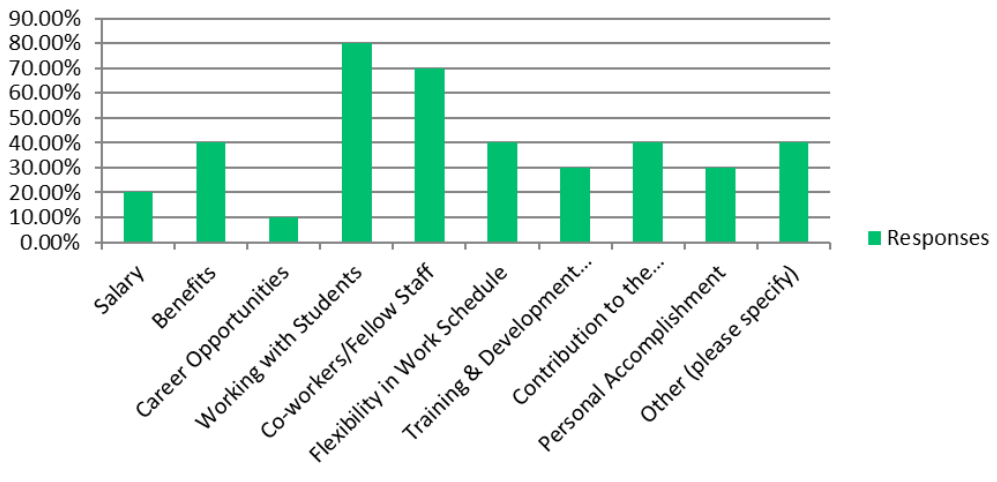
The charts on the following pages provide a summary of the responses from participants.



### Why did you decide to leave Big Bend Community College? (check all that apply)

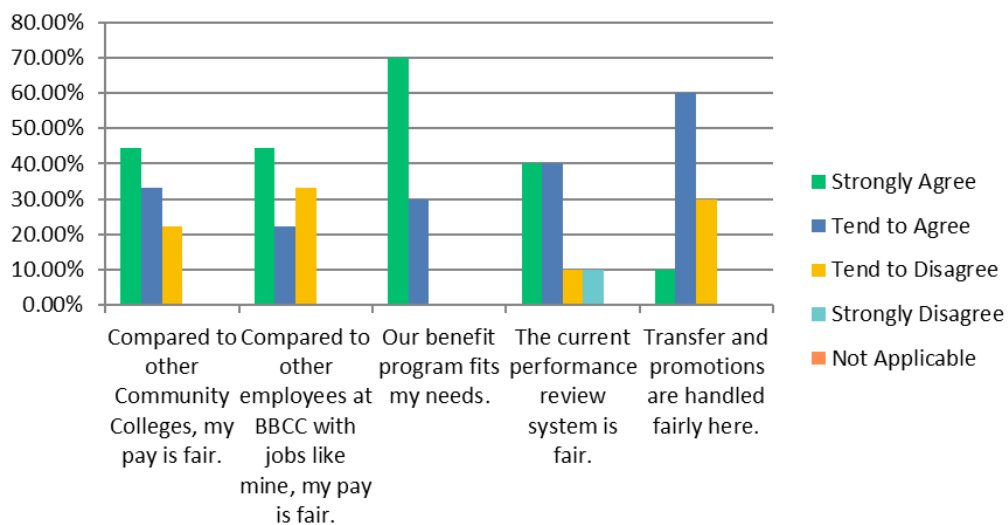


### What did you like most about your job? (check all that apply)

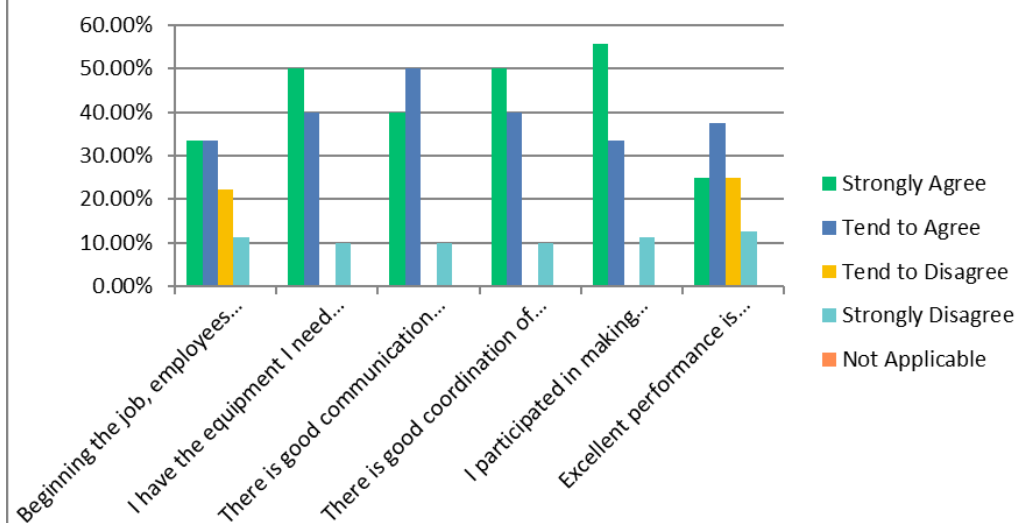




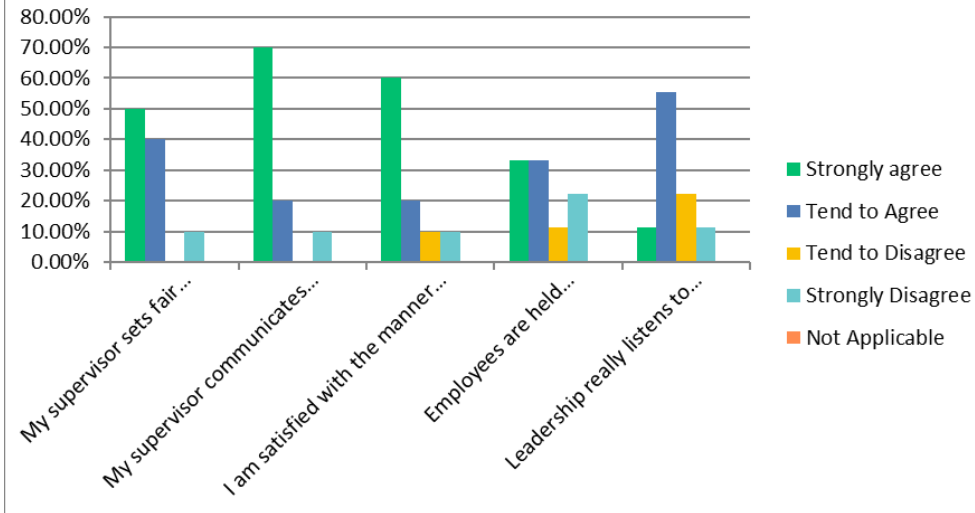
## Pay & Benefits:



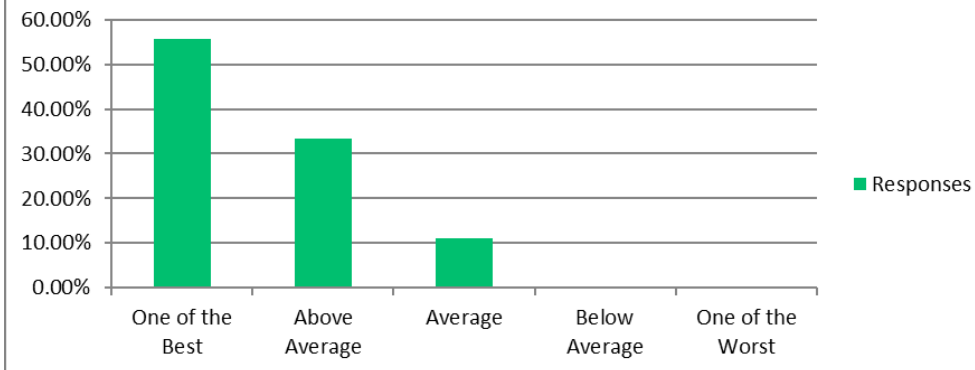
## Department and Work:

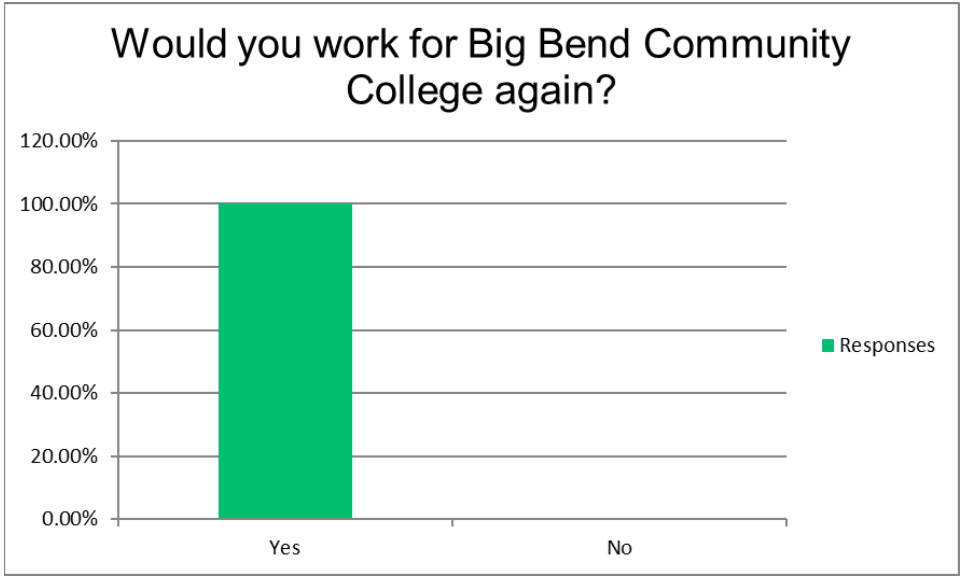


### Supervisor and Management:



### Overall, how would you rate Big Bend Community College as a place to work as compared to other organizations you know about?





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

**BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

h. Classified Staff Report

**BACKGROUND:**

Current Membership as of October 2017

<u>Lead Roles:</u> Barb Collins, Ex Officio Alicia Wallace, Co-chair Lead Barbi Johnson, Co-chair Assistant Amber Jacobs, Marketing/Publicist	<u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev
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The STAR Committee continues to discuss the 2017-18 training, and the winter quarter schedule will be sent to all classified staff members and their supervisors. Currently, this committee is focusing on the community service projects for December to February and helping to organize the activities for the holiday potluck on December 15.

With many campus-wide meetings and trainings for the college accreditation, we continue to collaborate and update the classified staff about the importance of their participation at meetings and volunteering for campus committees.

A Program Learning Experience for the STEM Center, Art Building, and Wallenstein Theater is in the planning stage for January, and our annual Local and Global Issues with Dr. Terry Leas is scheduled for February.

**2017-2018 TRAININGS:**

There were no STAR-Committee-hosted workshops scheduled during the month of November. However a variety of employees participated in other annual college and statewide trainings and webinars. Classified training hours logged for the period of November 1 to November 31 and any unreported training for October totals 133.0 hours.

<b>November Training Reported</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Location</b>
FEMA IS00100 Intro to Incident Command System	10/05	Arriaga, Robin	BBCC Campus
Cash Receipting: Fraud Prevention/Detection & Internal Controls Yakima WA	11/02	Ralph, Katie	Yakima WA
CTCLink Seattle WA	11/07-09	Fry, Cassandra	Seattle WA
Annual Cleary Campus Security Authority Training	11/09	Bergen, Anthony Cervantes, Sergio Cesario, Todd Cooley, Michael Fish, Randy Frueh, David Johnson, Elizabeth Robnett, Jeffery Russell, Robert Tincher, James Uresti, Angel	BBCC Campus
HS21 Webinar	11/09	Furman, Kerri	Webinar
Client Reporting	11/09	Riegel, Barbara	Webinar
Interpersonal Communication, Collaboration in the Workplace, Olympia WA	11/13	LaFrance, Edward	Olympia WA
First Aid/CPR	11/30	Bergen, Anthony Bjorge, Josh Cervante, Sergio Cooley, Michael Curran-Sweeney, Teresa Fish, Randy Frueh, David Johnson, Elizabeth Rakoz, Nancy Russell, Robert Sheppard, Andrew Templeton, Darrell Theis, Nancy Tincher, James Uresti, Angel	BBCC Campus

Accessibility Training: Creating Word & PDF Documents	11/30	Bernhardt, Starr Carsey, Scott Collins, Barbara Fry, Cassandra Gamboa, Julia Okerlund, Karen Ramirez, Maria Searcy, Brandy Shipley, Jordan Simonson, Abby Simpson, Debbie Starr, Jennifer Valdez, Esther Wallace, Alicia	BBCC Campus
ICAT Discussion Group	11/30	Girone, Karen	BBCC Campus

Prepared by Alicia Wallace and Barbara Collins

**RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/14/17

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

i. Enrollment Report

**BACKGROUND:**

Our current Fall Quarter headcount is 2355 – approximately 300 lower than last year at this time. Total FTEs are at 1897, state FTEs at 1511. There should be minor increases for final numbers, as Adult Basic Education enrollments wrap up.

Winter quarter headcount is 1721, which is approximately 100 less than last year at this time. Total FTEs are 1568 and State FTEs 1506. State FTEs are inaccurate, because most of our Running Start students have not yet turned in the required form and so are not coded as Running Start. Winter Quarter enrollment will continue through the first week of the quarter for most students.

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of Oct 31, 2017 we have collected \$1,423,775 or 35.6% of the budgeted amount. As of Oct 31, 2016 we had collected \$1,486,302 or 35.4%.

### TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of Oct 31, 2017	\$1,423,775	\$1,486,302
As a % of annual budget	35.6%	35.4%
Left to collect to meet budget target	\$2,573,225	\$2,713,698

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

**BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

j. Safety & Security Update

THREAT ASSESSMENT TRAINING: Director Foreman, along with Dawna Haynes, Kim Jackson, Lora Allen, Heidi Gephart, Kim Garza, Diana Villafana, and Luis Alvarez completed five days of behavior intervention team training in San Antonio, Texas.

CLERY CAMPUS SECURITY AUTHORITY TRAINING: Awaiting replies from TRiO Upward Bound and athletics coaches to get them scheduled. All other CSAs have completed training.

CAMPUS SAFETY REPORT FOR NOV 2017

MILES DRIVEN ON PATROL: 1171

HOURS IN VEHICLE: 224.2

HAZARDOUS MATERIALS STORED ON SITE: 1,384

17-BC-072	10/31/17	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1400 : PARKING
17-BC-074	11/02/17	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1100 : INTERIOR
17-BC-075	11/15/17	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [90G] LIQUOR LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 6000 : PARKING
17-BC-075	11/15/17	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [90G] LIQUOR LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 6000 : PARKING
17-BC-075	11/15/17	STUDENT CONDUCT VIOLATION : 132R-04-057(2) ANY OTHER ACTS OF DISHONESTY. : 132R-04-057(2)(C) FURNISHING FALSE INFO	BLDG 6000 : PARKING
17-BC-075	11/15/17	STUDENT CONDUCT VIOLATION : 132R-04-057(2) ANY OTHER ACTS OF DISHONESTY. : 132R-04-057(2)(C) FURNISHING FALSE INFO	BLDG 6000 : PARKING
17-BC-076	11/13/17	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 2000 : INTERIOR
17-BC-077	11/15/17	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR

Prepared by Director Kyle Foreman.

**RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

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

### **BACKGROUND:**

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

Prepared by the President's Office.

### **RECOMMENDATION:**

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

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

**BBCC Goals**

The College provides learning opportunities that include;

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

**BBCC Characteristics**

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

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

**E-2      Student Success**

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

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

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

**E-4 Community Engagement**

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

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

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

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

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

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

## **1000.2 EXECUTIVE LIMITATIONS**

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

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

### **EL – 2 Respect For Students**

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

The president may not:

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

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

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The president shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

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

#### **EL – 4 Respect For Employees**

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

The president may not:

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

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

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

#### **EL – 5 Ethical Conduct**

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

The president may not:

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

#### **EL – 6 Asset Protection**

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

The president may not:

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

### **EL – 7 Financial Planning**

Financial planning shall not deviate materially from board Ends priorities.

The president shall not fail to demonstrate concurrence between board Ends priorities and the annual budget.

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

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

The president may not:

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

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

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

The president may not:

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

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

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

### **1000.3 GOVERNANCE PROCESS**

#### **GP – 1 Governance Commitment**

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

#### **GP – 2 Governing Style**

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

The board will:

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

### **GP – 3 Board Job Descriptions**

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

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

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

#### **GP – 4 Chairperson's Role**

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

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



3. In the absence of the chair, the vice chair will assume the responsibilities of the chairperson.
4. In the absence of both the chair and the vice chair, the president shall serve as chair without privilege of vote in any official meeting of the board.

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

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

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

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

### **GP – 6 Cost Of Governance**

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

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

### **GP – 7 Naming Of Facilities**

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

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

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

### INTRODUCTION

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

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

### OFFICES OF THE BOARD OF TRUSTEES

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

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

### MEETINGS OF THE BOARD OF TRUSTEES

The board of trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the chairman of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District #18 boundaries at locations published prior to the meeting.

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

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

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

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

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

## OFFICERS OF THE BOARD

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

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

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

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

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

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

#### RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

#### FISCAL YEAR OF THE BOARD OF TRUSTEES

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

#### SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE  
DISTRICT NO. 18  
STATE OF WASHINGTON

#### CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

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

## DELEGATION OF RESPONSIBILITY

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

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

### 1000.4 BOARD-STAFF LINKAGE

#### BSL - 1 Chief Executive Role

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

#### BSL - 2 Delegation To The President

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

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

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

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

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

As the board's official link to the operating organization, the organizational performance as a total will be a significant factor in the evaluation of the president's performance.

Consequently, the board will review the president's job contributions primarily in two areas:

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

### **BSL – 4 Monitoring Presidential Performance**

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
  - A. Internal report: Disclosure of compliance information to the board from the president, or his/her designee.
  - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive

performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.

- C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual internal reports for policies on:
    - EL-2 Respect for Students
    - EL-3 Respect for Community Members
    - EL-4 Respect for Employees
    - EL-7 Financial Planning
    - EL-9 Communication and Support to the Board
    - EL-10 Emergency Executive Succession
  - B. Annual external reports or direct board inspection for policies on:
    - EL-1 General Executive Constraint
    - EL-6 Asset Protection
    - EL-8 Financial Condition and Activity
  - C. Quarterly internal reports on actual budget
  - D. Annual internal reports for all *Ends* policies contained in:
    - Academic Master Plan reports
      - Mission Fulfillment
      - Excellence in Teaching & Learning
      - Community Engagement
      - Budget Presentations
4. Each June the board will conduct a formal evaluation of the president. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the president's performance so long as such criteria have been specified one year in advance of the evaluation.
- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.



- B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.
  
- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

**ITEM #6:** Board Policy 8001 Smoking/Tobacco Policy

### **BACKGROUND:**

During the October 16 and November 14 board meetings, revisions to Board Policy 8001 were presented for consideration. Feedback received at the meeting was incorporated into the revised BP, which is presented for action today.

### **TOBACCO TASKFORCE**

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

### **Mission Statement:**

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

### **Tasks:**

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

### **Future Goals:**

Become a tobacco-free college by June 2019

### **RECOMMENDATION:**

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

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

~~A. — Effective January 1, 1989, No smoking or the use of smokeless tobacco will be allowed~~All smoking and tobacco uses, including but not limited to, tobacco smoking, the use of smokeless tobacco products, and the use of all electronic smoking devices (e-cigarettes, vaping, etc.) are prohibited in all Big Bend Community College facilities, vehicles, athletic fields, and buildings. ~~is allowed in Big Bend Community College facilities, vehicles, and buildings~~ In order to provide a smoke-free, healthyful environment, smoking and the use of tobacco and tobacco-related products is restricted to designated areas. This standard applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

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

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

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

8001.3 Definitions~~Terms~~:

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device.~~, as used in this policy, references the inhaling, exhaling, burning or carrying of any lighted or heated products such as tobacco, marijuana, other~~

~~smokable substance, or smoking instruments that emit smoke, along with any vaping.~~

“Tobacco products” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes (including clove, bidi, and kretek), cigars, cigarillos, hookah smoked products, electronic cigarettes or vapor/vaping devices, and oral tobacco (e.g. spit and spitless, smokeless, chew, dip, snuff, snus) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring and/or deliver nicotine. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-use cessation product.~~, as used in this policy, references the use of all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic vapor devices, and all forms of smokeless tobacco including but not limited to chew, snus, snuff, sticks, strips, and orbs.~~

“E-cigarette” means any electronic smoking device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Vaping” is defined as the act of inhaling water vapor through a personal vaporizer or electronic smoking device.

Revised 10/28/91  
Revised 5/27/03  
Revised 1/10/06  
Revised 12/09/14

Smoking/Tobacco Policy  
BP8001

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## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

### **ITEM #7: Data Center Program update (for information)**

#### **BACKGROUND**

Transforming STEM/Pathways Grant Computer Science Specialist Tom Willingham will discuss the Data Center Program. Quincy, WA is the location of data centers operated by Intuit, Microsoft, Oath, NTT DATA, Sabey Data Centers, and Vantage Data Centers. These and many other companies operate data centers in and around the Big Bend Community College (BBCC) service district and worldwide. The Quincy data centers and BBCC have collaborated to define the skills required for their IT entry-level positions and to create coursework that will lead students to technical proficiency in essential data center operations skills and will include direct with industry, work-based learning opportunities throughout the one or two-year program.

Prepared by Transforming STEM/Pathways Grant Computer Science Specialist Tom Willingham .

#### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

**ITEM #8:** President's Contract (action)

**BACKGROUND:**

The board will review the president's contract.

Prepared by the President's Office.

**RECOMMENDATION:**

President Leas recommends the board take action.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/14/17

**ITEM #9:** 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.

Name: \_\_\_\_\_

## 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: 12/14/17

**ITEM #10:** Next Regular Meeting (information)

**BACKGROUND:**

The next regularly scheduled board meeting is scheduled on Wednesday, January 17, 2017.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## BIG BEND COMMUNITY COLLEGE

Date: 12/14/17

**ITEM #11:** Miscellaneous (information/action)

### **BACKGROUND:**

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

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

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

The ACCT National Legislative Summit is scheduled in WA, D.C. February 11-14. Kim Tanaka, Director of ACT, suggests attendees travel on Sunday, February 11 and then travel home February 14 or 15. ACT will hold a meeting Monday, February 12 to coordinate trips to legislative offices. Please let Melinda know if you would like to attend, the early bird registration deadline is December 20.

The ACT Transforming Lives Recognition Dinner is scheduled Monday, January 22, 2018. The ACT New Trustee Orientation is scheduled January 22, and the ACT Winter Conference is scheduled January 23. The January ACT activities will be held at the Red Lion Hotel in Olympia.

The Accreditation Commission for Education in Nursing (ACEN) evaluators will be on campus Tuesday, February 6. A lunch with the evaluators is scheduled for the board members who are available. Director of Health Education Programs will provide an overview of the program during the January 17 board of trustees meeting.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

# NLS Schedule at a Glance

## Saturday, February 10

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9:00 a.m. – 11:00 p.m.	ACCT Finance and Audit Committee Meeting
9:30 a.m. – 11:30 p.m.	ACCT Member Communications and Education Committee Meeting
10:00 a.m. – 12:00 p.m.	ACCT Governance and Bylaws Committee Meeting
1:30 p.m. – 3:30 p.m.	ACCT Public Policy and Advocacy Committee Meeting
2:30 p.m. – 3:30 p.m.	ACCT Trustee Advisory Committee Meeting
3:30 p.m. – 5:30 p.m.	ACCT Diversity Committee Meeting

## Sunday, February 11

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8:30 a.m. – 11:00 a.m.	ACCT Board of Directors Meeting
9:00 a.m. – 5:00 p.m.	Registration
10:00 a.m. – 5:00 p.m.	New Trustee Academy**
11:00 a.m. – 4:00 p.m.	Advocacy Leadership Academy**
1:00 p.m. – 2:30 p.m.	AACC/ACCT Executive Committees Meeting
3:30 p.m. – 5:30 p.m.	State, Province and Territory Coordinators Orientation and Network Meeting
4:00 p.m. – 5:30 p.m.	National Council of State Association Chief Executives Meeting
3:30 p.m. – 6:00 p.m.	ACCT Regional Nominating Committees Meeting

## Monday, February 12

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7:00 a.m. – 2:30 p.m.	Registration
8:00 a.m. – 9:45 a.m.	Opening General Sessions
10:00 a.m. – 12:00 p.m.	Roundtable Seminar for Community College Lawyers
10:00 a.m. – 11:30 a.m.	Community College Priorities Session
12:15 p.m. – 2:00 p.m.	General Session Luncheon*
2:30 p.m. – 3:30 p.m.	Policy Focus Sessions
2:30 p.m. – 3:30 p.m.	Advisory Committee of Presidents Meeting
3:00 p.m. – 4:00 p.m.	Asian, Pacific Islander and Native American Trustees Meeting
3:30 p.m. – 5:00 p.m.	African American Trustees Meeting
3:30 p.m. – 5:00 p.m.	Association of Latino Community College Trustees Meeting
4:00 p.m. – 5:30 p.m.	Corporate Council Roundtable Meeting
5:30 p.m. – 6:30 p.m.	National Capital Reception

**Tuesday, February 13**

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7:00 a.m. – 10:00 a.m.	Registration
7:00 a.m. – 8:15 a.m.	State Breakfast Meetings (at hotel)
10:30 a.m. – 12:00 p.m.	General Session on Capitol Hill (tentative)
12:00 p.m. – 2:00 p.m.	Taste of D.C. (lunch on your own)
Afternoon	Visits to House, Senate, and Executive Branch Offices
4:00 p.m. – 5:30 p.m.	Community College Reception on Capitol Hill
7:00 p.m. – 9:00 p.m.	Capital Awards and Entertainment Banquet *

**Wednesday, February 14**

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8:30 a.m. – 10:30 a.m.	General Session Breakfast *
Morning and Afternoon	Visits to House, Senate, and Executive Branch Offices

All meetings take place at the Marriott Marquis Hotel unless otherwise noted

\*Tickets Required  
\*\*Advanced Registration Required