



Board of Trustees Regular Meeting

**December 20, 2018
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Big Bend Community College District #18

Governing Board:

Chair Jon Lane, Vice Chair Stephen McFadden,

Anna Franz, Juanita Richards, and Thomas Stredwick

President Terry Leas

2019 Meeting Schedule

January 31, 2019

March 14, 2019

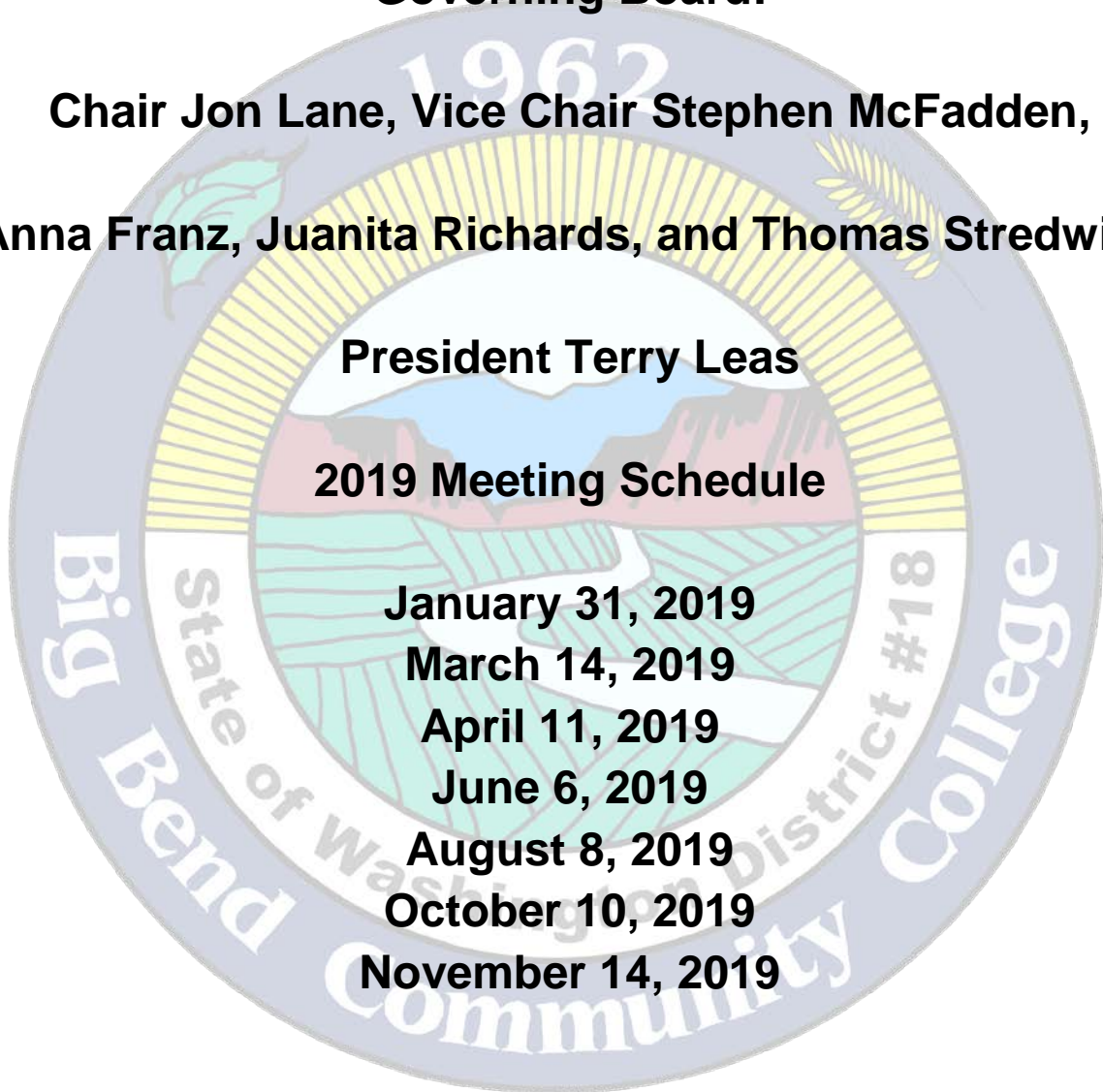
April 11, 2019

June 6, 2019

August 8, 2019

October 10, 2019

November 14, 2019



Winter 2018-19 Campus Events

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

Winter 2018-19 Campus Events		
Dec	20	Board Meeting; 1:30 p.m.; Hardin Community Rm
	25	Campus closed for Christmas Holiday
Jan	1	Campus closed for New Year's Day Holiday
	2	Basketball vs North Idaho College; Women's 5:30 p.m.; Men's 7:30 p.m.; DeVries Activity Center
	7	Winter Quarter Begins
	12	Basketball vs Yakima Valley College; Women's 2:00 p.m.; Men's 4:00 p.m.; DeVries Activity Center
		Wrestling vs Warner Pacific College; Women's & Men's 11:00 a.m.; DeVries Activity Center
	15	ASB Sponsored Blood Drive; 10:00 – 1:30 p.m.; Administration Building Parking Lot
	17	ASB Sponsored Grocery Store Bingo; 8:00 p.m.; Masto Conference Center
	21	Campus closed for Martin Luther King, Jr Day
	22	ASB Sponsored Comedian & Hypnotist; 7:00 p.m.; Wallenstien Theater
	26	Basketball vs Blue Mountain College; Women's 2:00 p.m., Men's 4:00 p.m.; DeVries Activity Center
	30	Basketball vs Columbia Basin College; Women's 5:30 p.m., Men's 7:30 p.m.; DeVries Activity Center
	31	Board Meeting; 1:30 p.m.; Hardin Community Rm
		ASB Sponsored Dodgeball Tournament; 7:30 p.m.; DeVries Activity Center
Feb	1	Columbia Basin Allied Arts presents The Yakima Symphony; 7:00 p.m.; Wallenstien Theater



The cast and crew of The Music of Andrew Lloyd Webber put on a great show led by Music Instructor Michael Dzbenski in Wallenstien Theater December 6-7.

Big Bend Community College

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

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

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

Ends Statements

E-1 Mission

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

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

Year-to-date board actions for **E-1 Mission is 11, E-2 Student Success is 1, E-3 Excellence in Teaching & Learning is 0, E-4 Community Engagement is 0, E-5 Integrity and Stewardships is 5, and E-6 Inclusion and Climate is 0.**

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

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

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Kenny Vogel
3. Introductions
New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes November 15, 2018 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Classified Staff Report **(Information)**
 - i. Enrollment Report **(Information)**
 - j. Safety & Security Report **(Information)**
 - k. Public Correspondence **(Information)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
 - a. ASB Advisor – Kim Jackson
 - b. Classified Staff Representative – Cassandra Fry
 - c. Faculty Association President – Salah Abed
 - d. VP Finance & Administration – Linda Schoonmaker
 - e. VP Learning & Student Success – Dr. Bryce Humpherys
 - f. VP Human Resources & Labor – Kim Garza
 - g. Executive Director BBCC Foundation – LeAnne Parton
6. Marketing and Outreach Report – Dr. Bryce Humpherys **(E-1, Information)**
7. Public Facility Use for Political Campaigns – Chair Jon Lane **(E-1, Action)**
8. Board Policy Review for Information – President Terry Leas **(E-1, Information)**
9. Board Self-Evaluation – Chair Jon Lane **(E-1, Action)**
Executive Session
Break (if needed)
10. Study Sessions – Chair Jon Lane **(E-1, Information/Action)**
11. Assessment of Board Activity – Trustees **(E-1, Information)**
12. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
13. Miscellaneous – Chair Jon Lane, President Leas **(E-1, Information)**
14. Adjournment

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

NEXT MEETING: Thursday, January 31, 2019

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: 12/20/18

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the special board meeting on November 8 and the regular board meeting on November 15, 2018, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting November 8, 2018, at 4:00 p.m. at Seaports Restaurant, 18740 International Blvd, SeaTac, WA.

Present: Jon Lane
Stephen McFadden

The trustees discussed coordinating policy governance training with ACT Executive Director Kim Tanaka. She will research options and provide information to Dr. Leas. No formal action was taken.

The meeting adjourned at 4:30 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting November 15, 2018, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Stephen McFadden
Thomas Stredwick

2. Pledge of Allegiance

Veteran and student Uriel Velazquez led the pledge of allegiance. He served as a combat medic in Afghanistan and is currently taking pre-nursing classes and planning to enroll in the BBCC nursing program.

3. Introductions

Career Services Coordinator Jody Bortz shared about the Explore Big Bend event held November 14. "Train local and work local" was the focus of the event which featured BBCC programs and 77 businesses and service organizations. Six hundred students from five local high schools attended.

Dr. Leas reported that The Church of Jesus Christ of Latter-day Saints coordinated another service project day at BBCC. Hundreds of organized volunteers worked to improve the baseball and softball fields and DeVries Activity Center with painting and landscaping. Church representatives Mitchell Heaps and Jim Turner thanked Dr. Leas for the opportunity to serve. Vice Chair Stephen McFadden thanked Mr. Heaps and Mr. Turner for their support of BBCC.

4. Consent Agenda

a) Approval of October 15, 2018, Regular Board Meeting Minutes (A); b) President's Update (I); c) Accreditation Update (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report; g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (A).

Motion 18-47 Trustee Thomas Stredwick approved the consent agenda; Trustee Anna Franz seconded the motion. The motion carried.

5. Remarks

There were no public comments.

a. ASB President Cydney Schaapman shared ASB and club activities. Since the last board meeting, ASB has sponsored a successful blood drive, a comedian,

and a disabilities awareness month presentation about a student with non-verbal autism, who went on to further his studies at Oberlin University.

ASB officers have also reached out to 100-150 students weekly, including Workforce Education students, with Monday Morning Treats. Next Monday ASB will share apple cider.

To honor Big Bend Veteran students, ASB has been working with James Leland, the Big Bend Veteran Co-coordinator, to distribute free bowling passes for Lake Bowl.

Several of the ASB Officers attended a regional conference for the Association for the Promotion of Campus Activities in Chicago. They attended educational workshops and auditions by impressive performers. ASB officers chose several great performers to schedule on campus. For example, Kristen Merlin, who placed fourth in the sixth season of The Voice, will entertain at the February Lunchfest.

ASB and Phi Theta Kappa are co-sponsoring the Alive! Mental Health and Suicide Prevention Fair in both the Peterson Gallery and the Conference Center today. There are four stations set up for student participation, as well as videos dealing with bullying and veterans in crisis. The Nursing Club and the Counseling office are helping ASB host the different stations throughout the event.

Tonight is ASB's quarterly free bowling event at Lake Bowl from 10:00 until midnight. Big Bend students are encouraged to attend.

The Rho Zeta chapter of PTK hosted a district conference at BBCC Saturday, November 10. Today they are conducting their annual Silent Auction. Rho Zeta members are working on the Hallmark essays for Honors in Action and College Project.

Student Success Center Coordinator Diana Villafana led the Day of the Dead event, which included a beautiful display, as well as a face painting activity. M.E.Ch.A. also put together a remarkable display in the Bonaudi library, covering the same theme.

Trustee Thomas Stredwick expressed appreciation for the efforts of ASB. Director of Communications Matt Killebrew added that ASB officers helped deliver books to the Boys and Girls Club.

- b. Classified Staff Representative Cassandra Fry shared information from the consent agenda. Classified Staff employees are completing online training modules and serving on screening committees. Several of the members met with Dr. Christine Clark to share their experiences at BBCC.

- d. VP Linda Schoonmaker reported that the Workforce Education Center project is on schedule. Dr. Leas shared that the Moses Lake School District automotive program is moving out the building that will be demolished. They have known about the building project and are actively searching for a new location.
- e. VP Bryce Humpherys highlighted the corrected FTE report. The tenth-day enrollment report gives a good idea for the number of new students and is especially important for the fall quarter. Many other credit and non-credit classes are open enrollment, so the FTE continues to fluctuate due mostly to adult education classes. Trustee Stephen McFadden asked how we compare with other colleges. VP Humpherys stated many schools are seeing a leveling out of enrollment, we are a little up in headcount and slightly down with state-funded FTE. President Leas said he heard the same report from around the state during WACTC meetings last week.

VP Humpherys reported that he attended the Northwest Commission on Colleges and University (NWCCU) annual meeting November and learned about significant changes being instituted by the new president Dr. Sonny Ramaswamy. Changes will involve accreditation processes, timelines, and communication, and each college is assigned a liaison officer. NWCCU is in the process of updating the accreditation standards and anticipating they will be concluded January of 2020. BBCC's accreditation visit is scheduled in the fall of 2020. BBCC can choose to respond to the current standards or the new standards. Dr. Humpherys consulted with our liaison Valerie Martinez, and she responded favorably to the draft report. She is the staff person who will make recommendations to the commission regarding BBCC's report.

Dr. Humpherys stated he is working with a team on academic planning and outreach and marketing planning. He will share more information during the December 20 board meeting.

Lastly, Dr. Humpherys reported that representatives from Mathematica Research are completing a case study of WSSN efforts. They visited two colleges, including BBCC, that were models of success in Washington.

- f. VP Kim Garza reported she received three unexpected resignations last week, Financial Aid Advisor Jose Hernandez, Interim Dean of Student Services Jose da Silva, and Program Assistant Abby Simonson. She said BBCC will exceed the goal of 12% turnover rate. There are several screening committees in process.

Dr. Christine Clark was on campus for focus group session regarding the BBCC employee experience. Participation by employees exceeded the 25% goal for the three full-time employee groups and was a little short in the two part-time employee groups. Her report should provide good data. Information will go to the Employee Experience and CEID work groups and then released to campus. Aggregate data will be shared with the board.

VP Garza reported that the Nursing instructor position has remained open and recruiting is difficult due to salary competition challenges. Nurses with master's degrees, as required to teach in the program, can earn more in the medical field than the education field. Full-time and part-time instructors are covering the classes. The same challenge is common in the aviation program. The Nursing Program capacity for students is limited by clinical sites rather than instructors. Trustee Stephen McFadden stated this is a good example to share with legislators.

- g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has presented Building Tomorrow's Workforce Capital Campaign opportunities to potential donors totaling \$2,500,000 and secured pledges to date for the of \$1,171,100. She is waiting to hear from some of the companies and individuals as they work through their request processes. Visits are warmly received.

Lauri at RGU Architects is helping the Foundation develop a grant application with the U.S. Economic Development Administration (USEDA), a bureau within the U.S. Department of Commerce. Executive Director Parton stated she is hoping to write the grant for \$3 million dollars for equipment. Trustee Stephen McFadden stated the USED A prefers equipment grants over building requests.

Dr. Leas reported that the potential donors he and Executive Director LeAnne Parton meet respect the college and the jobs that faculty and staff perform. Many of the donors are alumni and really value the college. Approximately 50 donor meetings have been held with about 150 in the scheduling process. Dr. Leas and Executive Director Parton will meet with representatives from data centers soon.

- c. Faculty Association President Salah Abed reported that the math department wore blue for diabetes awareness. They are also supporting the local high school science Olympiad.

6. Data Center Pilot Program

Transforming Stem Pathways Grant Computer Science Specialist Tom Willingham shared information regarding the computer science program. Specialist Willingham is a member of International Infrastructure Masons, which is a group of executives solving problems regarding data center technical training and employees. There has been a lot of industry support for the computer science program. Microsoft, Sabey, Hasher, Oath, Vantage, and their customers help students by offering facility tours and job-shadowing opportunities exceeding 1,500 hours last academic year. Microsoft and Stetner Electric donated to get the server room working. Microsoft has provided \$30,000 in scholarships, which the Foundation administers. Their representative attended Star Night and is hopeful there will be more funding available next year.

The computer science classes were full last year and this year. Forty-two percent of the enrolled students have completed the program. Seven students were hired directly into data center jobs, and two more hires are pending; most make \$50,000. Entry-level students are earning \$23 per hour.

Specialist Willingham said demand and supply is the theme of program. He learned about the needs of data centers, and BBCC promotions brought the right students to campus. Having the right product, at the right price, at the right place with the right promotion makes success. The direct, work-based learning for students works well and industry partners appreciate that the students are familiar with the data centers. The trifecta of student/community/industry is a great model for workforce education program. A second year systems administration industry specialization is being considered to provide broader appeal beyond the data centers. The maximum student load is 40 with one full-time instructor and part-time instructors. Data center employees need technical skills and knowledge of the entire infrastructure such as electricity, cooling, water, building, security, and automation. These items will be included in the second year of the program. New classes need to be created with support by the data centers. BBCC has received positive feedback, and we are one of three colleges involved in a Microsoft pilot regarding equipment donation, training, and hiring.

Trustee Thomas Stredwick asked about the cost of the programs. The one-year program with books and certifications is \$5,500 and leads to a \$50,000 job.

Dr. Leas stated that the *Building Tomorrow's Workforce Campaign* meeting with Microsoft was rescheduled to December 5. He noted how Computer Science Specialist Tom Willingham has built great relationships with the data centers.

7. 2019 Board Meeting Dates

Motion 18-48

Trustee Anna Franz moved to accept the 2019 board meeting dates as presented. Trustee Thomas Stredwick seconded, and the motion passed.

8. Public Facility Use for Political Campaigns

This item was tabled until Chair Jon Lane arrives at the meeting.

9. Board Policy Review for Information

BP 8020 Solicitation of Funds; BP 8021 Gifts, Grants, and Donations; and BP 8200 BBCC Investment Policy were reviewed with no revisions suggested by VP Linda Schoonmaker or AAG Jason Brown. There was no action necessary, and these policies do not need to be revisited during the next board meeting.

10. Board Self-Evaluation

This item was tabled until Chair Jon Lane arrives at the meeting.

Board Vice Chair Stephen McFadden announced a ten-minute break. During the break Chair Jon Lane reported he would not make it to the meeting.

Motion 18-49

Trustee Anna Franz moved to table agenda items 8. Public Facility Use for Political Campaigns and 10. Board Self-Evaluation to the next board meeting. Trustee Thomas Stredwick seconded, and the motion passed.

11. Assessment of Board Activity

Trustee Anna Franz reported that she assisted Board Chair Jon Lane with the board self-evaluation (E-1, E-5).

Trustee Thomas Stredwick reported that he learned a lot attending the ACCT Leadership Congress (E-1, E-2, E-3, E-4, E-5, and E-6). He also participated in a phone conference with the ACT Education Committee and discussed conferences. He encouraged the trustees to share any ACT training suggestions with him to share with the committee.

Trustee Stephen McFadden reported that he participated in the second annual Othello Career Showcase (E-1, E-2, E-3, E-4); he thanked BBCC for their participation. He also attended the ACT Conference (E1, E-3 and E-5) and the Manufacturing Sector Workgroup (E-1, E-2, E-3, and E-4).

12. Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting is set for December 20 at 1:30 p.m.

13. Miscellaneous

Dr. Leas shared that the BBCC leadership team met with the Moses Lake School District. They discussed the automotive program facility and dual-enrollment programming for workforce education for Running Start. They discussed the revisions the school district is making to their graduation requirements that are barriers to Running Start students. Trustee Stephen McFadden asked about the notice given to the school district for vacating the automotive building. Vice President Schoonmaker explained that the school district was notified of the need to move beginning three years ago.

Dr. Leas reported that he met with Transforming Lives nominee Jim Leland about attending the ACT winter conference and visiting legislators.

During the ACT Conference at SeaTac Dr. Leas, Trustee McFadden and Trustee Lane met with ACT Executive Director Kim Tanaka about Carver Policy Governance Model training. Executive Director Tanaka is researching information to suggest a trainer. Trustee Thomas Stredwick suggested the trustees have an annual training calendar. Trustee Stephen McFadden suggested discussing regular training and study session topics during a study session with all trustees in attendance. Dr. Leas said that the

board could consider meeting for study sessions on months when there are no regular meeting schedules.

Dr. Leas discussed the SBCTC's Reinvest in Community & Technical Colleges' talking points. Trustee Thomas Stredwick said the talking points should work strategically with BBCC's internal and external communications. Trustee Thomas Stredwick shared a strategic planning document that he learned about at the ACCT meeting.

The meeting adjourned at 10:44 a.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from November 13, through December 7, 2018, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

11/13/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Mathematica Policy Research Group	Excellence in Teaching & Learning	E-2	BBCC	
	Exit Lunch	Mission	E-1	BBCC	
	VP Bryce Humpherys	Mission	E-1	BBCC	
11/14/18	Grant Co EDC Meeting	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Convergent Campaign Wrap-Up Meeting	Mission	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
11/15/18	Board Meeting	Mission	E-1	BBCC	
11/16/18	Director of TRiO SSS Candidates (3)	Mission	E-1	BBCC	
	Coach Pete Doumit's Service	Community Engagement	E-4	BBCC	
	North Central Workforce Meeting	Community Engagement	E-4	BBCC	
11/19/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	NOA UAS Grant Meeting	Mission	E-1	BBCC	
	Sodexo Annual Expectations Meeting	Integrity & Stewardship	E-5	BBCC	
	Governor's Aerospace Industry Sector Lead Robin Toth	Mission	E-1	BBCC	
	Director of TRiO SSS Candidates	Mission	E-1	BBCC	
11/20/18	Cabinet Meeting	Mission	E-1	BBCC	
	Representative Tom Dent	Mission	E-1	BBCC	
	Moses Lake LEAD Meeting	Mission	E-1	BBCC	
	Building Tomorrow's	Mission	E-1	BBCC	

	Workforce Campaign Meeting				
11/21/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
11/26/18	Samaritan Healthcare Strategy & Finance Meeting	Community Engagement	E-4	Moses Lake	
	Audit Entrance Conference	Integrity & Stewardship	E-5	BBCC	
	Exit Lunch	Mission	E-1	Moses Lake	
	Workforce Ed Program Meeting	Mission	E-1	BBCC	
11/27/18	Convergent Conference Call	Integrity & Stewardship	E-4	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	BBCC	
	Faculty Discussion	Mission	E-1	BBCC	
11/28/18	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Moses Lake/ BBCC	
	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
11/29/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Ephrata	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Transforming Lives Event	Student Success	E-2	BBCC	
11/30/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Ephrata	
12/3/18	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Moses Lake	
	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
12/4/18	Cabinet Meeting	Mission	E-1	BBCC	
	Grant Co EDC Planning	Community Engagement	E-4	BBCC	

	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	BBCC	
12/5/18	Grant Co EDC Planning	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	WACTC/WELA Coordination	Mission	E-1	BBCC	
12/6/18	Building Tomorrow's Workforce Campaign Meeting (x3)	Mission	E-1	Moses Lake	
	Transforming Lives Debrief Meeting	Student Success	E-2	BBCC	
	Internal Monitoring Team Prep	Mission	E-1	BBCC	
12/7/18	Shared Governance Council	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting (x3)	Mission	E-1	Moses Lake	

2018-19

End	This period	YTD (11/15)
E-1 Mission	38	155
E-2 Student Success	3	13
E-3 Excellence Teaching/Learning	0	7
E-4 Community Engagement	9	63
E-5 Integrity & Stewardship	3	34
E-6 Inclusion & Climate	0	4

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

NWCCU Assessment Training

Nationally, there is a continued emphasis on assessment to assure and improve educational quality while demonstrating college value, ensuring equity and inclusion, and improving student learning and success.

Big Bend Community College is sending a team of four to the Northwest Commission on Colleges and Universities on **Assessment Essentials: Assuring Standards of Educational Effectiveness and Quality Improvement training** in preparation for the 2020 comprehensive report and visit.

The assessment training will cover:

- essentials of assessing educational effectiveness and student learning
- good practices, common challenges, and pitfalls to avoid

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

Recent Big Bend Community College graduate Francisca Juarez has officially been accepted into the Tesla START Student Automotive Technician Program at Shoreline Community College. Tesla START is a 12-week intensive training program that prepares students for a career with the electric vehicle manufacturer.

During the program, students will develop technical expertise and earn certifications through a combination of in-class work, hands-on labs and self-paced learning. Students earn a wage while they are in the program, and upon completion, are guaranteed a job at one of Tesla's many service centers across North America.

Tesla START is only offered at four other community colleges in the country. Juarez will begin the program in January.



Juarez will begin the program in January.

"I'm kind of scared, but I want to work in automotive as a technician and improve my skills so I'm really excited for it too," said Juarez.

BCC automotive instructor John Martin said he knew Juarez would make a great candidate for the program. When he first heard about Tesla START, he sent the information directly to her and encouraged her to apply.

"I felt that the Tesla program was an excellent opportunity for her to become one of the few techs diagnosing and repairing these cutting edge vehicles," said Martin. "This is not just a job; it is the beginning of a very productive career with the most up-to-date, and future focused, automotive manufacturer."

Juarez graduated from Big Bend in June with highest honors in the Automotive Technology program. She has been the only student to do so since Martin began teaching at the college.

"The reason I specifically leaned toward Francisca as a candidate is because she is the hardest working student we have had since I started in fall of 2014," said Martin.

"Francisca was also one of the most teachable, respectful, and courteous students I have ever had, which makes her very employable."

Martin said he was also impressed with how Juarez dealt with some of the obstacles she faced while at Big Bend, especially in her first year.

“Throughout the program she also had transportation problems and other non-school-related issues that could have derailed the most resilient student,” said Martin. “In spite of all these issues, she never missed a day, never showed up late, never complained, and never left early. She completed all of her work on time, and excelled at it.”

Juarez is the first in her family to attend college. Her parents brought her and her siblings from Mexico to the United States when she was a teenager. They lived in Houston, Texas for a short time before settling in Othello. “It was difficult in high school, I came not knowing anyone,” said Juarez. “A lot of people would make fun of my English, and it was difficult to talk in front of people.” However, her dream of one day being independent, owning her own home and car and earning enough to support her family is what kept her motivated to finish high school and apply for college. She said she chose the automotive program because of the influence of her older brother, Joaquin, who passed away when she was 12. He was 21 and worked as a mechanic. “He taught me all about cars when I was young, and we used to work on them together,” said Juarez.

Some of Juarez’s friends, and some family members, initially questioned her decision and her ability to work in the automotive industry. Moreover, as the only female in her class, she received some negative feedback from her peers at first. Juarez added she was a little intimidated when she showed up for the first day of classes and realized she was the only female in the group.

“The first three months were really hard. Out of 25 classmates, I was the only girl and it was difficult to interact with them,” she said. “But I started making friends and started getting more confidence and it was like a second home here.”

She hopes to serve as inspiration for other women who may be holding back from pursuing a career in automotive, or other fields, because of their gender.

“It doesn’t matter what you want to do, just be excited for it, and work for it, show up to your classes, do your work and always try to do your best,” said Juarez.

Prepared by Communications Coordinator Tiffany Sukola.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Assessment Committee Meeting

The Assessment committee met on November 19, and faculty provided a peer review of General Education assessments from the 2017-18 year. The peer review process not only meets an accreditation expectation, but also helps Assessment Committee members develop assessment expertise.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Continuing attendance at Common Process Workshops (CPW) as they are scheduled.

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

FAST FACTS:

A few items 'consumed' in the construction of WEC:

- 463 tons of steel... or 19 semi-truck loads
- 3500 yards of Concrete...or 292 concrete truck loads
- 3800 logged hours a month on average... or 24 fulltime personnel
- 2100 Pallets of CMU (concrete masonry unit)...or 105 semi-truck loads
- 120 Pallets of Brick...or 6 semi-truck loads
- 350 Pallets of Mortar ...or 18 semi-truck loads

Ongoing Capital Projects:

Workforce Education Center (New Building): On schedule. Structure taking shape now, and you can see the "bones" of the building.

Replacement Elevator Bldg 1400: Final L&I inspection scheduled for Thursday, December 13.

Replace DX Chiller Bldg 1200: Working through the final punch list.

Various Storefronts Bldgs 1100, 1300, 1500, 2000, 4200, 5000, 6000: We are approximately 50% complete. Expected completion by mid to end of January, depending on punch list.

Various Windows and Door Hardware Bldgs 1200,1600,3000:

We are waiting to until Christmas break to do the windows at building 3000 and the hardware on 1200 and 1600. Working to complete prior to Winter quarter.

UAV/ UAS Remodel project: Working with DES, as the contractor is not performing timely.

History:

UAV/ UAS Remodel project

11/15/2018: Pre-construction meeting 11/2/18. Countertops ordered. Concrete crews expected onsite week of 19th or 26th. Expected completion date of mid-December.

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

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

11/15/2018: Completed.

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

8/9/2018: Wrapping up for completion.

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

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

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

Replacement Elevator Bldg 1400

11/15/2018: Contractors on site. Estimated 11/16/2018 completion.

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

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

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

4/12/2018: DES for scheduling.

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

Repair Access Routes

11/15/2018: Completed.

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

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

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

4/12/2018: DES for scheduling.

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

Replace DX Chiller Bldg 1200

11/15/2018: Chiller replacement is complete and VAV boxes are expected to be complete by 11/30/18. We are restricted to Friday access only in the classrooms otherwise this would be completed sooner.

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

8/9/2018: Project is pending.

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

4/12/2018: DES for scheduling

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

Replace HVAC equipment Bldg 1400

11/15/2018: Completed.

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

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

11/15/2018: Sub mobilized yesterday and has started the first building (1500). Expected completion of mid-December.

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

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

Various Windows and Door Hardware Bldgs 1200,1600,3000

11/15/2018: Installation planned for Monday, Nov 12th (if glass is in). Still waiting for Door hardware since we made changes.

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

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

UAV/ UAS Remodel project

11/15/2018: Pre-construction meeting 11/2/18. Countertops ordered. Concrete crews expected onsite week of 19th or 26th. Expected completion date of mid-December.

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

Various Irrigation Projects around campus

11/15/2018: Campus irrigation now fully automated. James is thrilled!

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

11/15/2018: Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

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

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

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

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

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for action)

g. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Veronica Guadarrama accepted the position of Director of TRiO Student Support Services (SSS). This is a full-time, grant-funded, administrative/exempt position replacing Custodio Valencia who left BBCC in July. Veronica will begin her new position on December 16, 2018.

Sarah Schutt accepted the position of Program Assistant in Student Activities. This is a new, full-time, civil service position. Sarah began work at BBCC on November 19, 2018.

Edgar Zamora accepted the position of Research Analyst 3. This is a full-time, civil service position replacing Starr Bernhardt. Edgar will begin his new position on December 13, 2018.

The following searches are currently in process:

- Academic Advising Coordinator – New Opportunities in Aviation Grant
- Instructional Design Specialist – Transforming STEM Pathways Grant
- Program Assistant – Financial Aid
- Workforce Education Services (WES) Coordinator

The 2018 YTD Time-to-Fill rate is 60.375 days. This represents the time elapsed from the date a personnel requisition is approved until the date a job offer is extended. The goal for 2018 is to have a Time-to-Fill rate of less than 100 days. The 2017 rate was 76.1 days.

Retention:

There were 3 separations in November, all fell into the “New Job” category. The turnover rate for the month of November was 1.613%.

The 2018 YTD turnover rate is 13.724%. Total separations include 16-Resignation/New Job, 3-Retirement, 1-Layoff, 1-Relocation, and 5-Resignation/Personal Reasons. The goal for 2018 is to have a turnover rate of 12% or less.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

h. Classified Staff Report

BACKGROUND:

Current membership of the STAR Committee as of December 1, 2018

- Cassandra Fry – Financial Aid
- Lisa Johnson – Custodial Services
- Tana Richins - Bookstore
- Taisa Timofeyev - WES

2018-2019 Trainings:

There are currently 71 full-time, classified staff personnel. Classified staff logged 68 hours of training for campus webinars, conferences, and other professional development through November 30, 2018.

Ed Havey, Ergonomist with the Washington State Department of Labor & Industries held a 1-hour presentation on office ergonomics on November 30. He spoke about desk set up and work spaces with ergonomics in mind. He also held one-on-one meetings with staff for review and discussion of better habits.

Several classified staff have continued to sign up to attend the 7 Habits professional development series that began with *Habit 1: Be Proactive* on November 13. *Habit 2: Begin with the End in Mind* was held on December 11.

Committee Business and Updates:

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

Prepared by Classified Staff Representative Cassandra Fry

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The last day of instruction for fall quarter was December 6, 2018. As of December 10, 2018, fall headcount (2,465) was 3.9% higher than this time last year (2,372). Total FTEs for fall were 1,947.5 (a 1.4% increase over last year) and state-funded FTEs were 1,497.4 (a 2.6% decrease from last year). Final enrollment reporting for fall quarter is scheduled for December 20, 2018, and those numbers will be provided to the Trustees at their next regularly scheduled meeting.

The tuition amount budgeted for 2018-2019 is \$4,000,000. As of November 30, 2018, we have collected \$1,624,624 or 40.6% of the budgeted amount. As of November 30, 2017, we had collected \$1,667,528 or 41.7%.

TUITION COLLECTION REPORT

	<u>2018-19</u>	<u>2017-18</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Nov 30	\$ 1,624,624	\$ 1,667,528
As a % of annual budget	40.6%	41.7%
Left to collect to meet budget target	\$ 2,375,376	\$ 2,332,472

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #3: CONSENT AGENDA (for information)

j. Safety & Security Update

Case Number	Report Date	Report Time	Report Incident Types	Location	Specific Location
18-BC-085	11/19/2018	2045	CLERY OFFENSES : CRIMINAL OFFENSES : STALKING	BLDG 1900 : INTERIOR	1909
18-BC-083	11/5/2018	1410	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1700 : INTERIOR	MAIN HALLWAY NEAR MEDSIM
18-BC-082	11/2/2018	1110	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 5000 : INTERIOR	5132

In order to report on all tasks performed by the Campus Safety Department, the monthly report is divided into the program areas which are managed by Campus Safety.

Program Area 1: Clery Compliance Officer

- On Friday 11/30/2018, one new employee attended the college's Primary Prevention and Awareness Program. (Compliance with 34 CFR 668.46(j)).
- Twenty employees are scheduled to attend CPR, First Aid, AED and Bloodborne Pathogens training on January 25, 2019. (Compliance with WAC 296-800-150, WAC 296-823)

Program Area 2: Environmental Health and Safety

- Hazardous waste disposal vendor will be on campus December 11, 2018 to remove approximately 1,000 gallons of accumulated hazardous materials and waste oil from the Building 1200 Science Labs and from professional/technical program buildings. (Compliance with WAC 173-303)
- On Friday 11/09/2018, 14 employees received training on the college's online Safety Data Sheet inventory program. (Compliance with WAC 296-901-140).

Program Area 3: Emergency Management

- The college's Emergency Operations Plan is undergoing an update with completion expected by the mid-Winter Quarter.
- Brainstorming has started regarding Spring 2019 functional training exercise on campus. Possibilities include "Stop the Bleed." Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives.

Program Area 4: CARE Team (a team of trained BBCC officials who meet regularly to collect and review concerning information about at-risk community members and develop intervention plans to assist them).

- No new intakes.

Program Area 5: Site Security

- Three part-time security officers were hired in December and will start January 1. The three positions are to replace vacancies due to resignations. Of the three hired, one will be assigned to a new weekday shift (four hours per day, four days per week) in order to reduce crime incidents during periods when the college population is highest.

Director of Safety, Security & Emergency Management Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #6: Marketing & Outreach Update (information)

BACKGROUND:

Dr. Bryce Humpherys will lead a presentation that gives an overview of a Marketing & Outreach plan currently in development. The presentation will include a draft annual schedule of outreach, recruitment, community engagement, and messaging activities for the college, as requested by the Board through its 2018 evaluation of the President.

“ . . . it is imperative that Big Bend develops a comprehensive communications and marketing plan that identifies objectives and key results associated with recruitment and enrollment strategies, legislative priorities, messaging outreach activities, community engagement, advertising, and key messaging for the college. In addition, an annual schedule outlining these activities should be provided to the Board as soon as possible but no later than the end of 2018.”

Prepared by the Dr. Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #7: Public Facility Use for Political Campaigns (action)

BACKGROUND:

The trustees will discuss public facility use for political campaigns.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #8: Board Policy for Information (information)

BACKGROUND:

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

BP 6111 Electronic and Information Technology Access (EITA)

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board discuss the policy listed.

BP 6111 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESS (EITA) BP 6111

Big Bend Community College (BBCC) values diverse experiences and perspectives and strives to fully include everyone who engages with BBCC. Inaccessible electronic and information technology (EIT) negatively impacts all people, including those with disabilities. EITA means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and use the same services as a person without a disability in an equally effective and integrated manner. BBCC is committed to providing access to all EIT that it develops, procures, or uses, such as college websites, learning management tools, student information systems, training materials, instructional materials, and assessment tools. Ensuring equal and effective EITA is the responsibility of all BBCC administrators, faculty, and staff.

BBCC makes its offerings accessible to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended (ADA), the Washington Law Against Discrimination, and the Washington OCIO policy 188.

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #9: Board Self-Evaluation (information/action)

BACKGROUND:

This agenda item was tabled during the November 15, 2018, board meeting. The board may develop a self-evaluation statement based on information discussed during the study session on October 15, 2018.

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

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

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

RECOMMENDATION:

None.

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input type="checkbox"/> 1/21 ACT Transforming Lives Event <input type="checkbox"/> 1/22 ACT Conference <input type="checkbox"/> 1/31 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C.	<input type="checkbox"/> 3/14 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> 4/11 Board of Trustees Meeting	<input type="checkbox"/> 5/23-24 ACT Conference	<input type="checkbox"/> 6/6 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Action Updated Strategic Plan <input type="checkbox"/> Celebration Luncheon <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation

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

**Clark College
President Evaluation
2016-2017**

Name: Bob Knight

Date: _____

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

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

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

Core Theme: Academic Excellence

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

Core Theme: Social Equity

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

Core Theme: Economic Vitality

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

14. Leverage resources to create and sustain future innovations.

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

Comments, including noteworthy areas and areas for improvement:

Core Theme: Environmental Integrity

15. Incorporate environmental sustainability priorities into all college systems.

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

2016-2017 GOALS

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

POSITION RESPONSIBILITIES

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

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

Comments, including noteworthy areas and areas for improvement:

24. Fiscal Management (Responsibility 5)

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

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

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

Comments, including noteworthy areas and areas for improvement:

Clover Park Technical College Presidential Evaluation Process

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

PRESIDENT PERFORMANCE APPRAISAL

Please rate the President in the following key functional areas.

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

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

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

COMMENTS:

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

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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



Presidential Performance Review

Presidential Functions – 2017/2018

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

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

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

Performance Scale

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

1. Community Relations

Performance

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

Comments:

[Click here to enter text.](#)

2. Legislative Relations

Performance

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

Comments

[Click here to enter text.](#)

3. Educational Planning

Performance

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

Comments

[Click here to enter text.](#)

4. Budget Control

Performance

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

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

Comments

5. Personnel and Labor Relations

Performance

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

Comments

[Click here to enter text.](#)

6. Management Activities

Performance

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

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

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

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

Comments

[Click here to enter text.](#)

7. Board Relations

Performance

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

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

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

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

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

Comments

[Click here to enter text.](#)

8. Constituency Relations

Performance

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

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

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

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

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

Comments

[Click here to enter text.](#)

9. College Activities

Performance

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

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

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

Comments

[Click here to enter text.](#)

10. Professional Growth

Performance

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

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

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

Comments

[Click here to enter text.](#)

11. Strategic Planning

Performance

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

Comments

[Click here to enter text.](#)

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

Board Chair

Date

President

Date

**Renton Technical College
Presidential Evaluation Process**

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

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

Presidential Review

The Evaluation Process

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

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

Presidential Performance Review

Use of this Material

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

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

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

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

1. Community Relations

Performance

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

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

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

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

Specific community relations objectives for coming year

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.....
.....

2. Legislative Relations

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

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

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

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

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

Special legislative relations objectives for coming year

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.....
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3. Educational Planning

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

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

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

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

Specific educational planning activities for coming year

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.....

4. Budget Control

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

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

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

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

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

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

Specific budget control objectives for coming year

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.....
.....

5. Personnel and Labor Relations

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

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

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

6. Management Activities

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

7. Constituency Relations

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

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

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

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

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

Specific constituent relations objectives for coming year

8. Professional Growth

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

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

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

Specific professional growth activities for coming year

9. Strategic Planning

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

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

Specific strategic planning objectives for coming year

10 Board Relations

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

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

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

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

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

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

Specific board relations objectives for coming year

Discussed with the president:

Board Chair

Date

President

Date

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #10: Study Sessions (information/action)

BACKGROUND:

During the study session held October 15, the trustees discussed the possibility of holding study session regularly for discussion and training. The trustees will continue their discussion on study session topics and potential dates.

Prepared by the President's Office.

RECOMMENDATION:

None.

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input type="checkbox"/> 1/21 ACT Transforming Lives Event <input type="checkbox"/> 1/22 ACT Conference <input type="checkbox"/> 1/31 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C.	<input type="checkbox"/> 3/14 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> 4/11 Board of Trustees Meeting	<input type="checkbox"/> 5/23-24 ACT Conference	<input type="checkbox"/> 6/6 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Action Updated Strategic Plan <input type="checkbox"/> Celebration Luncheon <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #11: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

Trustee Activity Report

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #12: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, January 31, 2019.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/20/18

ITEM #13: Miscellaneous (information/action)

BACKGROUND:

President Leas and Chair Jon Lane may discuss miscellaneous topics.

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

Confirmed attendees for the legislative luncheon at Big Bend Community College Thursday, December 27 at noon include: Senator Judy Warnick, Representative Mary Dye, and Representative Tom Dent. Trustees confirmed to attend include Juanita Richards and Thomas Stredwick.

Upcoming Trustee Events:

ACT Winter Conference, January 21-22, 2019, Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502 (BBCC attendees: Jon Lane, Stephen McFadden, Anna Franz, Thomas Stredwick, and Terry Leas)

Transforming Lives Award Dinner, January 21, 2019

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

Dinner: 6 to 8 p.m.

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502
(BBCC attendees: Jon Lane, Stephen McFadden, Anna Franz, Thomas Stredwick, Terry Leas, Jim & Aslyn Leland, Matt Killebrew, and Tiffany Sukola)

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

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Prepared by the President's Office.

RECOMMENDATION:

None.