



February 14, 2020

Board of Trustees

Regular Meeting 1:30 p.m.

ATEC

Hardin Community Room

Community College District No. 18

7611 Bolling St NE

Moses Lake WA 98837

Big Bend Community College District #18

Governing Board:

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

President Terry Leas

2020 Meeting Schedule

January 9, 2020

February 14, 2020

March 26, 2020

May 7, 2020

June 4, 2020

August 27, 2020

October 1, 2020

November 12, 2020

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

BIG BEND COMMUNITY COLLEGE

Winter Quarter 2020 Student Activities Calendar of Events

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All athletic events listed are home games. BBCC Students, staff and faculty may attend home games for FREE! Just bring your current BBCC ID!			1	2	3	4 Basketball vs Spokane Women @ 2pm Men @ 4pm
5	6 Classes Begin	7	8 Basketball vs Columbia Basin Women @ 5:30pm Men @ 7:30pm	9 BOARD MEETING 1:30 p.m. ASB Swag Day Activities Center Room 1428, 10am Students Only	10	11
12 Men's Wrestling @ 12pm	13 ASB Delivers... Monday Morning Treats! ASB Blood Drive 10am – 1pm, 1400 parking lot	14 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	15 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	16 ASB Event MLK Jr. T-shirt Giveaway - Visit Activities Center Students: Free Faculty Staff: \$10	17	18 Basketball vs Treasure Valley Women @ 2pm Men @ 4pm
19	20 Martin Luther King, Jr. Day Campus Closed	21 ASB Event: Viking Sequin Pillows! 11am – 1pm, ASB Activity Center, FREE Students Only	22 Basketball vs Wenatchee Valley Women @ 5:30pm Men @ 7:30pm	23	24	25
26	27 ASB Delivers... Monday Morning Treats!	28	29	30 ASB Event: Grocery Store BINGO!!! 7 pm Masto/A TEC, FREE for Students (only)	31	

February 2020

						1
2	3 ASB Delivers... Monday Morning Treats!	4	5 Basketball vs North Idaho Women @ 5:30pm Men @ 7:30pm	6 ASB Swag Day Activities Center room 1428, 10am Students Only	7	8 Basketball vs Yakima Valley Women @ 2pm Men @ 4pm
9 Men's Wrestling @ 10am	10 ASB Delivers... Monday Morning Treats!	11	12 ASB Event: Letter Art! 11am - 1pm ASB Activity Center, FREE Students Only	13 ASB Event: Sailesh - Hypnotist Masto/A TEC @8pm FREE for Students Faculty & Staff	14 BOARD MEETING 1:30 p.m.	15
16	17 Presidents' Day Campus Closed TRANSFORMING LIVES DINNER Olympia	18 ACT CONFERENCE Olympia	19	20 ASB Event: Bowling Night! Lake Bowl, 10pm – midnight, FREE for students (only)	21	22 Baseball vs Spokane @ 12pm & 3:30pm Basketball vs Blue Mountain Women @2pm Men @ 4pm
23	24 ASB Delivers... Monday Morning Treats!	25	26 Basketball vs Walla Walla Women @ 5:30pm	27	28	29 Baseball vs Centralia @ 12pm & 3:30pm

March 2020

1 Baseball v Centralia @ 12pm & 3:30pm	2 ASB Delivers... Monday Morning Treats! DR. SEUSS DAY! Students with kids are heroes we say, working so hard, every single day. We want to tell you, we see what you do, we at ASB have a gift, just for you! BBCC Students who have children please come to Activity Center (1400 bldg.) for a gift!	3	4	5 ASB Swag Day Activities Center Room 1428/ 1400 Bldg. 10am Students Only ASB Event: Movie Night! Lee Theater in Ephrata - Watch for movies titles and show times.	6	7
8	9 ASB Delivers... Monday Morning Treats!	10 ASB Event: Library Campout Peterson Gallery @ 1pm Free Pizza & Soda	11	12	13 Baseball vs Grays Harbor @ 2pm	14 Baseball vs Grays Harbor @ 12pm Baseball vs Everett @ 3pm
15 Baseball v Everett @ 2pm	16	17	18 ASB Event: Campus SPA Peterson Gallery @ 1pm - FREE for Students, Staff, Faculty	19 Finals	20 Finals Softball vs North Idaho @ 2pm & 4pm	21
			Last day of classes			

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Friday, February 14, 2020, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran
3. Introductions
Wrestling Teams, New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes January 9, 21, 22, 23, 29, 30, 2020 **(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. Enrollment Report **(Information)**
 - i. Safety & Security Report **(Information)**
 - j. ASB Report **(not available)**
 - k. Classified Staff Report **(not available)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
 - a. ASB President – Madison Shrope
 - b. Classified Staff – Not available
 - 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. Probationary Tenure Review – VP Bryce Humpherys **(E-3, Information)**
7. Campus Climate Action Plan – VP Kim Garza **(E-6, Information)**
8. Board Policy for Action – **(E-1, Action)**
9. BP 1000 for Information or Action – **(E-1, Information/Action)**
Executive Session – Break
10. Presidential Search (travel dates, campus visit, special meeting)– Trustees **(E-1, Information/Action)**
11. President's Onboarding Process – Trustees **(E-1, Information/Action)**
12. Assessment of Board Activity – Trustees **(E-1, Information)**
13. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
14. Miscellaneous – Trustees, President Leas **(E-1, Information/Action)**
15. 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 REGULAR MEETING: Thursday, March 26, 2020

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 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on January 9, 21, 22, 23, 29, 30, 2020 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting January 9, 2020, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

2. Pledge of Allegiance

US Navy Veteran Michael Garoutte led the pledge of allegiance. He shared that he served as a submarine nuclear machinist mate for six years. He coaches the BBCC Softball team and is the Veteran Navigator on campus.

3. Introductions

There were no introductions.

4. Consent Agenda

Motion 20-01 Trustee Anna Franz moved to approve the consent agenda. Trustee Juanita Richards seconded the motion, and the motion passed.

Trustee Thomas Stredwick stated he would like to learn more about the risk assessment report that Dr. Leas referred to in his activities report consent agenda item.

5. Remarks

- a. ASB President Madison Shrope reported that along with purposeful programming that was reported at the last meeting, ASB is also focused on intentionality. They received feedback that students were not participating in activities due to timing and location. ASB responded by taking activities to the students. They recently took a pizza party to students in workforce education classes and Open Door program classes. ASB also plans to facilitate a sequined pillow craft activity in the student success center and in the nursing program area. Lastly, Madison showed the t-shirt designed with Martin Luther King's message that will be given to students and employees can purchase for \$10.

Trustee Jon Lane expressed appreciation for ASB's outreach activities.

- d. VP Linda Schoonmaker reported that BBCC is in the global design adoption training stage for ctcLink. Organizational Change Manager and Business

Services Assistant Manager Angela Garza will pilot the Canvas training to help her coach others through it. VP Schoonmaker provided additional information requested by the State Auditor's Office. The Workforce Education Center (WEC) is closer to completion. There are some areas in use by students and faculty; however, the Ag lab, catering kitchen, and tool room are not ready for student or employee use yet. VP Schoonmaker is working with AMT instructors to set up exterior fencing for larger planes on the new pad. She reported that updates to Wallenstein Theater did not reach the criteria for a capital project application submission. The Northwest Commission on Colleges and Universities (NWCCU) contacted VP Schoonmaker to serve on a seven-year accreditation visit using the new standards in April. VP Schoonmaker participation in the visit will help prepare for BBCC's fall 2020 accreditation visit. VP Schoonmaker also stated that Dr. Leas has reviewed the updated Emergency Operations Plan (EOP), and the VPs are also reviewing the document. The updated EOP will replace the existing multi-hazard plan and accident prevention plan.

- e. VP Bryce Humpherys reported he is coordinating the review and revisions of policies and procedures in preparation for the accreditation visit; there are policy revisions for review in today's board packet. There are also multiple catalog updates required to meet accreditation standards that he is leading. VP Humpherys stated he will be drafting the narrative of the report during winter quarter. He continues to watch for guidance documentation on the new standards on the NWCCU website.

VP Humpherys shared that he will submit a Title V application to the Department of Education in February. The Japanese Agriculture Exchange Council (JAEC) has an office in Seattle staffed by one full-time person, Takumi "Tak" Yoshinaga. Mr. Yoshinaga is retiring, and the JAEC plans to close the office in March. VP Humpherys is working with the JAEC to determine how the operational details for the Japanese Agricultural Training Program will be handled. Dr. Humpherys joined the Port of Moses Lake and Grant County delegation traveling to Japan the week before Christmas. He participated in Memorandum of Understanding signing ceremonies and recruited international students while in Japan.

- f. VP Kim Garza reported that human resources is in various stages in searches for communication, music, and nursing instructors. She also stated that the legislature's action with House Bill 2158 providing additional funding for Nursing Instructor positions resulted in a much larger pool of candidates for BBCC's open position. She asked the trustees to thank the legislators for their support. VP Garza reported that the demographic report she prepared for the SBCTC shows that employee diversity at BBCC has increased from 17% people of color to 21%, which is more reflective of the service district. Her office is also implementing the new paid family and medical leave act that took effect January 1.

- g. Executive Director of the Foundation LeAnne Parton reported the Foundation secured pledges to date for the Building Tomorrow's Workforce Capital Campaign of \$2,989,352 or 79.71% of the goal.

Executive Director Parton reported there have been 133 asks resulting in 71 pledges, with more to come. She has also submitted more grant applications and is waiting to hear back. There are more people and businesses she will meet with in 2020.

The BBCC Family Campaign "Harvesting Good" was a success with increased participation from 62 employees donating last year to 76 this year, and the dollars increased from \$31,613 to \$35,454.

Executive Director Parton is leading the Leadership Work Group and per the Campus Community Action Plan, they brought in a trainer from the Michael Nash group to deliver work-place climate and behavioral styles training. An additional four-day Nash training is scheduled in February and March for supervisors and all employees who are interested.

6. Emeritus Status to Paul Hirai

Dr. Leas recognized Paul Hirai for his long-serving and steadfast support of BBCC through his service on the Board of Trustees and the Foundation totaling 36 years. Mr. Hirai was presented with a framed certificate.

Motion 20-02

Trustee Juanita Richards moved to award Emeritus Status to Mr. Paul Hirai. Trustee Jon Lane seconded the motion, and the motion passed.

Mr. Hirai stated that he has enjoyed his time with BBCC. His wife Ginny began helping JATP trainees with interpreting, and many trainees visited their farm. Mr. Hirai stated that they raised their three daughters in Moses Lake, and he is very grateful to the community and for his association with BBCC. He also visited Europe while BBCC offered education to military staff there, which eventually funded the DeVries Activity Center. He continues to promote BBCC to potential international students.

7. Exceptional Faculty Award Reports

Dr. Steve Close shared his appreciation for his award. He reported that he used his award to fund coursework for his Master's in Communication at Eastern Washington University. BBCC's professional development unit and sabbatical opportunities, along with the EFA, have made it possible for Dr. Close to expand his learning and pass it on to students. He shared appreciation for BBCC's student focus, which is much different from his experiences with four-year universities' research focus. Dr. Close stated BBCC is a great place to teach. Dr. Leas presented a \$2,000 check to Dr. Close.

8. Campus Climate Action Plan (CCAP)

VP Kim Garza reported the updated CCAP is in the board packet for reference. Per the CCAP, round one of Nash Training was delivered on campus, and round two for supervisors is scheduled in February and March. Additional trainings such as GenSpeak about communication between members of different generations is also being offered. Dr. Leas has scheduled quarterly information meetings with employees beginning next week. Teams are developing recognition strategies, and other tasks are ongoing.

9. Board Policies for Review

VP Kim Garza reported per NWCCU standards, a board policy regarding the philosophy on collective bargaining is required. The draft policy is included for the board's review today, and it will be included in the board packet for action at the next meeting.

VP Bryce Humpherys also referenced accreditation standards regarding a change to the wording eliminating the president acting as board chair in any instance. Trustee Anna Franz shared wording that was used to prepare the draft revision of BP1000.

During the study session December 10, the trustees discussed adding a detailed trustee job description to BP1000. Trustee Anna Franz suggested a trustee committee draft job description revisions. Changes to the board chair election wording in BP1000 was also suggested at the study session.

Motion 20-03

Trustee Jon Lane moved to create a temporary committee of Trustee Anna Franz and himself to draft a trustee job description and revise the board chair election wording in BP 1000. Trustee Thomas Stredwick seconded the motion, and the motion passed.

8. Exceptional Faculty Award Reports

Dr. Tyler Wallace shared his EFA experience and greeted the trustees in Spanish. He stated BBCC is a Hispanic Serving Institution (HSI), and English is not the first language of many students. He referenced the value of inclusion and the challenge for faculty members to reflect the student population. He decided to connect with students' experiences by learning a different language and traveled to Ecuador, stayed in a host home, and worked with a private tutor learning Spanish and grammar. He became fluent in the academic register by teaching his tutor statistics and algebra in Spanish for four weeks. The result of his experience is not only improved his fluency in Spanish, he also developed more empathy for students learning new concepts in a new language. Dr. Wallace is providing math tutoring to Spanish speaking students. Dr. Leas presented a \$2,000 check to Dr. Wallace.

Board Chair Stephen McFadden announced at 2:23 p.m. an Executive Session for 30 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a

public employee . He asked VP Kim Garza and AAG Jason Brown to attend the executive session.

At 2:53 p.m., a five-minute break was announced. The meeting reconvened at 2:58 p.m.

- c. Faculty Association President Salah Abed shared that faculty members are off to a good start for winter quarter. Early Childhood Education Instructor Michele Reeves reported that she is excited to provide her students the opportunity to present mini-lessons to their peers as an active learning assignment.

10. Presidential Search

Board Chair Stephen McFadden thanked the Presidential Search Advisory Committee (PSAC) members for their work reviewing 19 candidate files and recommending five candidates to the board of trustees. PSAC members took their difficult task very seriously and worked through the process. He recognized VP Kim Garza's hard work and organization of the search on top of her regular work. He also thanked Executive Assistant to the President Melinda Dourte for support work. Chair McFadden thanked Trustee Jon Lane for his guidance and input on the search committee work guidance and input. The names of the five finalists will be released after VP Kim Garza confirms with each candidate that they will remain in the process.

Motion 20-04

Trustee Jon Lane moved to accept the five presidential candidates recommended from the PSAC. Trustee Anna Franz seconded the motion, and the motion passed.

VP Kim Garza shared the draft presidential candidate visit schedule, which includes dinner and a community tour to provide the best exposure for the candidates. Fridays are not good days for visits because students and some employees are off campus. The schedule is expanded from the 2012 schedule to include the Foundation Board and ASB officers for dinner with the trustees and candidates. There will also be a "meet and greet" with faculty leadership outside of the two open forums. The proposed visit dates include January 21, 22, 23, 29, and 30. Each date includes a two-hour executive session with the trustees for their interview. Setting the dates and visit schedule is an action item. All trustees are needed for the executive session and dinner with the candidates. Trustees are welcome to attend the other activities; they were encouraged to RSVP their attendance, and Melinda will ensure open public meeting notices are published in case of a quorum. The open forums will be recorded, and the trustees may watch them.

Motion 20-05

Trustee Anna Franz moved to set special meetings, including executive sessions, for the purpose of interviewing candidates January 21, 22, 23, 29, and 30 from 4:00-6:00 p.m. with dinner to follow. Trustee Jon Lane seconded the motion, and the motion passed.

Draft interview questions were shared by VP Kim Garza. She stated the candidates should each be asked the same questions and encouraged the trustees to choose 12-15 questions for the interviews. Trustee Jon Lane also shared draft questions for the board to consider.

At 3:25 p.m., Board Chair Stephen McFadden announced a 30-minute recess for the trustees to review the questions. The meeting reconvened at 3:55 p.m.

The trustees discussed their preferred questions.

Motion 20-06 Trustee Anna Franz moved to choose questions 1, 2, 5, 6, 8, 10, 11, 13, 15, 18, 19 and CCAP question for the presidential interviews. Trustee Juanita Richards seconded the motion, and the motion passed.

Motion 20-07 Trustee Anna Franz moved to set a special meeting, including an executive session, February 6 to deliberate and identify the finalists for the position of president. Trustee Juanita Richards seconded the motion, and the motion passed.

11. Presidential Onboarding Process

Chair Stephen McFadden asked Trustees Anna Franz and Thomas Stredwick to serve on a temporary committee to draft a presidential onboarding process for the board to review.

Motion 20-08 Trustee Jon Lane moved that Trustees Anna Franz and Thomas Stredwick serve on a temporary committee to draft a presidential onboarding process. Trustee Juanita Richards seconded the motion, and the motion passed.

Chair McFadden said VP Garza would share presidential onboarding information with the trustees. Chair McFadden advised that the draft process should be ready for the next board meeting in February. VP Kim Garza is available as a resource to Trustees Anna Franz and Juanita Richards.

12. Board Self-Evaluation and Goals

Chair McFadden stated the trustees discussed revising the board goals during the study session on December 10.

Motion 20-09 Trustee Jon Lane moved that board goals 4 through 7 be removed and re-approve board goals 1 through 3. Trustee Anna Franz seconded the motion, and the motion passed.

13. Assessment of Board Activity

Trustee Jon Lane attended the English and math student presentations on campus (E-1, E-2, E-3, E-6). He also attended the GED Graduation ceremony (E-1, E-2, E-3, E-4, E-6) and three PSAC meetings ((E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Juanita Richards attended the holiday potluck (E-1, E-6) and met with Dr. Leas today (E-1, E-5).

Trustee Anna Franz attended the holiday potluck (E-1, E-6).

Trustee Stephen McFadden attended three PSAC meetings (E-1, E-5, E-6), and reference check calls (E-1, E-5). He also prepared for and attended the board study session and met with Dr. Leas about the agenda for today's meeting (E-1, E-3,). Lastly, he attended the Holiday Potluck (E-6).

14. Next Regularly Scheduled Board Meeting

Motion 20-10

Trustee Anna Franz moved to reschedule the February 13, 2020 board meeting to February 14, 2020 at 1:30 p.m. Trustee Thomas Stredwick seconded the motion, and the motion passed.

15. Miscellaneous

President Leas reminded the trustees about the statewide Transforming Lives Recognition Dinner February 17 in Olympia. He also reported that he is meeting with the new Executive Director of the Port of Moses Lake, Don Kersey, and the new City Manager in the near future. Dr. Leas stated it is an honor to have VPs Linda Schoonmaker and Bryce Humpherys recognized as experts and invited by the NWCCU to participate on accreditation evaluation visits. BBCC benefits from their participation in evaluation visits.

Trustee Jon Lane asked if BBCC could provide support to Boeing locally. Dr. Leas stated he and Dr. Humpherys have talked with Boeing officials, and there are no concrete plans at this time.

Adjourned 4:29 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Tuesday, January 21, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

Call to Order

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

1. Presidential Search

Chair Stephen McFadden announced that VP Kim Garza will attend the executive session portion of the meeting when the Board interviews Presidential Candidate Bill Belden. Chair McFadden directed VP Garza to provide guidance to the Board during the interview if necessary.

VP Kim Garza provided guidance regarding interview notes. All notes and rubrics will be turned in to VP Kim Garza for the retention file. Each person has their own process documenting and assessing the candidate. She cautioned against noting any physical characteristics or behaviors. Trustees can keep their notes and hand them in at the end of the process on February 6, 2020.

Chair McFadden stated there was good participation at the open forums today and he encouraged the trustees to watch the open forums on YouTube. Melinda sent the links to the YouTube videos this morning.

During the interview, 90 minutes are allotted for questions to the candidate and 30 minutes are allotted at the end for the candidate to ask questions. It is important to ask all candidates the same questions to inform fair and equitable inquiry.

At 4:07 p.m. Chair Stephen McFadden announced the Board would adjourn to an executive session for approximately two hours to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:00 p.m. the executive session ended and the meeting moved to the Executive Dining Room for discussion over dinner.

The meeting adjourned at 7:00 p.m. with no action taken.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Wednesday, January 22, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Presidential Search

Chair Stephen McFadden announced that VP Kim Garza will attend the executive session portion of the meeting when the Board interviews Presidential Candidate Dr. Maria "Chio" Flores. Chair McFadden referred the trustees to the interview process reminders stated during the January 21 meeting.

At 4:01 p.m. Chair Stephen McFadden announced the Board would adjourn to an executive session for approximately two hours to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:00 p.m. the executive session ended and the meeting moved to the Executive Dining Room for discussion over dinner.

The meeting adjourned at 7:15 p.m. with no action taken.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Thursday, January 23, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Presidential Search

Chair Stephen McFadden announced that VP Kim Garza will attend the executive session portion of the meeting when the Board interviews Presidential Candidate Dr. Theresa Rich. Chair McFadden referred the trustees to the interview process reminders stated during the January 21 meeting. A rubric will be added to NEOGOV. Trustees will use the rubric to assess the candidates' overall qualifications for the position. The campus and community forum survey data will be shared with the trustees after 5:00 p.m. on February 4, 2020. Trustees were encouraged to complete their reviews prior to viewing feedback from the campus community. During the Special Board Meeting on February 6, the trustees will discuss the results of their review and the feedback from the campus.

At 4:10 p.m. Chair Stephen McFadden announced the Board would adjourn to an executive session for approximately two hours to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:00 p.m. the executive session ended and the meeting moved to the Executive Dining Room for discussion over dinner.

The meeting adjourned at 7:30 p.m. with no action taken.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Thursday, January 29, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Presidential Search

Chair Stephen McFadden announced that VP Kim Garza will attend the executive session portion of the meeting when the Board interviews Presidential Candidate Dr. Suzanne Ames.

At 4:05 p.m. Chair Stephen McFadden announced the Board would adjourn to an executive session for approximately two hours to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:00 p.m. the executive session ended and the meeting moved to the Executive Dining Room for discussion over dinner.

The meeting adjourned at 7:30 p.m. with no action taken.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Thursday, January 30, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Presidential Search

Chair Stephen McFadden announced that VP Kim Garza will attend the executive session portion of the meeting when the Board interviews Presidential Candidate Dr. Sarah Thompson-Tweedy.

VP Garza reported candidate survey responses being submitted; the submission deadline is February 24 at 5:00 p.m. Aggregate survey data will be shared with the trustees before the February 6 Special Board meeting. Chair McFadden encouraged the trustees to score the candidates in the NEOGOV rubric by the end of Monday, February 3, and VP Garza will compile and share the information. During the February 6 Special Board meeting, the trustees will briefly discuss calendar dates available for traveling to candidates' campuses. Chair McFadden stated campus staff, faculty, and students have been great hosts, and every candidate has shared how welcomed they have felt. Stephen will provide an update to the campus. The trustees plan to choose the finalists during the February 6 meeting. Site visits to home campuses were very helpful in the 2012 search, and trustees similarly will conduct home campus visits this year.

At 4:05 p.m., Chair Stephen McFadden announced the Board would adjourn to an executive session for approximately two hours to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:00 p.m., the executive session ended, and the meeting moved to the Executive Dining Room for discussion over dinner.

The meeting adjourned at 7:35 p.m. with no action taken.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from January 1, through January 31, 2020, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate		
1/6/20	Aviation Meeting	X	X	X	X	X			
1/7/20	Grant Co EDC Executive Director Brant Mayo	X			X				
	Title V Director Tammy Napiontek	X		X		X			
1/8/20	Grant County EDC Executive Committee Meeting	X			X				
	Executive Team Meeting with Vice Presidents	X							
	Rotary Lunch Meeting	X			X				
	WEC Communication Meeting	X			X	X	X		
1/9/20	Board Meeting	X							
	Trustee Lunch	X							
1/10/20	Interview Nursing Instructor Candidates (x2)	X	X	X					
1/13/20	Interview Nursing Instructor Candidates	X	X	X					
	Director of Communications Matt Killebrew	X	X	X	X	X	X		
	Executive Director of the Foundation LeAnne Parton	X				X			
1/14/20	Quarterly Dialogue with Dr. Leas	X						X	
	Tour for Don Kersey, Port of Moses Lake Executive Director	X			X				
1/15/20	Grant County EDC Board Meeting	X			X				
	Executive Team Meeting with Vice Presidents	X							
	Rotary Lunch Meeting	X			X				
	Interview Communication Instructor Candidates (x2)	X	X	X					
	WEC/AMT Grand Opening Planning	X			X	X	X		
	Quarterly Dialogue with Dr. Leas	X						X	
1/16/20	WEC Building Tomorrow's	X			X	X			

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
	Workforce Appointments						
	Birthday/Service Award Celebration	X					X
	Interview Communication Instructor Candidates	X	X	X			
1/17/20	WACTC Legislative Action Conference Call	X			X	X	
1/21/20	Project Force Mini-Tour of WEC	X			X		
	Meet Presidential Candidate	X					
	Director of Transforming STEM Pathways Director Rafael Villalobos	X	X	X		X	
	Title V Director Tammy Napiontek	X		X		X	
	Rotary Scholarship Foundation Board Meeting		X		X		
1/22/20	Meet Presidential Candidate	X					
	CWU President Jim Gaudino	X				X	
1/23/20	Meet Presidential Candidate	X					
	WACTC Meetings in Olympia	X				X	
1/27/20	VA Withdrawal Meeting	X	X	X	X	X	
	Fiscal Health Measures	X					
1/28/20	Trustee Lunch	X					
	WACTC Strategic Visioning Committee	X				X	
1/29/20	Meet Presidential Candidate	X					
	Columbia Basin Herald Open House	X			X		
1/30/20	Meet Presidential Candidate	X					
	President's Onboarding Process	X					
	CBC President Rebekah Woods Call	X					
1/31/20	WACTC Legislative Action Conference Call	X			X	X	

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
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2019-20

End	This period	YTD (9/2019)
E-1 Mission	43	264
E-2 Student Success	9	69
E-3 Excellence Teaching/Learning	10	61
E-4 Community Engagement	17	90
E-5 Integrity & Stewardship	15	86
E-6 Inclusion & Climate	6	56

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

NWCCU is holding two training sessions on March 3-4. BBCC staff will attend the training to learn how to prepare for the Fall 2020 accreditation visit, which will take place on October 12-14, 2020.

- March 3 is focused on the new standards and policies, and the updated Accreditation Handbook. There will also be a presentation on assessing Student Learning Outcomes, which is always a primary focus of accreditation.
- March 4 will cover the processes for Evaluation of Institutional Effectiveness Self-Study Report, with a focus on the new standards and policies.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

BBCC recently submitted their grant proposal for the TRIO Student Support Services (SSS) Program. The TRIO SSS program provides support services to low-income students, first-generation college students, and disabled students. The goal of the program is to increase college retention and graduation rates and help students transfer.

In addition to the TRIO SSS grant proposal, BBCC also submitted a TRIO STEM grant proposal. BBCC found that 81% of students (non-dual enrolled students) were eligible for SSS and of those students, 34% also met the STEM criteria.

BBCC Students served by TRIO SSS have higher grade point averages and retention rates. If BBCC is awarded the TRIO STEM grant, the college will provide intensive services to 120 more students.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Winter In-Service took place on February 7. It is a major event for institutional assessment and evaluation. BBCC gathers employee feedback on institutional efforts and ways for the college to improve.

Employees provided valuable feedback last year about how to improve Winter In-Service activities. The institutional assessment activity at In-Service was changed based on the employee feedback. Changes included giving more time to have in-depth conversations, providing more context to the institutional data being reviewed, and having a more diverse set of employees facilitating discussions about institutional improvement.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/2020

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: We are beginning to review the Global Design Adoption (GDA) online classes in preparation for the Business Process Fit Gap (BPFG) in-person meetings with the other DG5 colleges. We do not have a schedule of BPFG's yet, as DG4 classes are currently being reviewed and rescheduled.

State Auditor's Office (SAO) Financial Statement Audit update: Audit exit occurred February 3. We have now completed our fifth year of audited college financial statements with no findings.

SAO Federal Grants Attestation update: SAO is ready. We are waiting for the engagement letter to arrive from SAO.

Enterprise Risk Management (ERM): In the attempt to be proactive, we use ERM as a strategy to identify, assess, and prepare for any dangers, hazards, and other potential for disasters that may disrupt our operations and/or objectives. A risk assessment helps identify events or conditions that could keep us from being successful and allows us to decide how to handle those risks. Knowing and planning could save lives, dollars, jobs, embarrassment, etc. In 2017-18, we compiled a risk register from the risks identified by sixty college departments. The Executive Team ranked all identified risks and assigned an average weighted score to each risk. The results were then taken to Cabinet to respond and determine follow-up actions. Cabinet decided to accept the risks for those that fell below a 7.0 score, leaving 39 risks to be assessed. In 2019-20, departments were requested to evaluate their previously reported risk listing for additions, reductions, or no change status. When responses are completed and compiled, we will use the same process, running through Executive Team then Cabinet, to finalize the updated risk register.

Ongoing Capital Projects:

Workforce Education Center (New Building): Work on 2nd floor and punch list items on 1st floor continue.

Aviation Maintenance Technology (New Building): Reviewing electrical outlet placements/additional needs for new equipment with instructors and electrical engineer.

Wallenstein Review for Updating/Renovating: Reviewing the architect's assessment and recommendations for improvements to the functions of the theater spaces.

Various Roofs: Expecting to place the RFP out for bid this month.

Concrete and Asphalt work for ADA: Concrete work to commence in the spring.

History:

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

01/09/2020: We will have full first floor occupancy for Winter Quarter class start on January 6th!

11/14/2019: New furniture begins arriving November 12-15. Discussion with DES and Lydig (construction co) begins on dates for completion.

10/10/2019: While the building has an occupancy permit for portions of the first floor, and did open to students in 7 classrooms and 2 labs, the first floor is not complete. Classrooms and labs will be completed during the Fall quarter, and move in dates for programs will begin in early December for full occupancy beginning Winter quarter in January. New furniture will begin arriving in mid-November. Demolition of 3300 begins—all hazardous materials have been removed.

6/6/2019: Remains on Schedule. While still pouring cement on the east side, the west side is getting some drywall, mudding, and even painting.

4/3/2019: Remains on Schedule. Rapidly taking shape. Roof decking on in some places. Storefronts going in.

3/14/2019: Construction site closed for the week of Feb 11th for weather related issues. Still on the original completion date as days were built into the construction schedule for such weather related events.

1/31/2019: The building continues to grow with rooms taking shape!

12/20/2018: On schedule. Structure taking shape now, and you can see the “bones” of the 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. Waiting for Grant Co permit, fence is up and both Lydig Construction & Apollo construction trailers on site. Construction cost approx \$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.

Aviation Maintenance Technology (New Building):

01/09/2020: We have masonry walls at over 12 feet high on all sides!

Wallenstein Review for Updating/Renovating:

01/09/2020: Architect provided building assessment and recommendations for renovation. There are some safety issues with electrical power and theater lighting needing to be addressed.

11/14/2019: Waiting for Notice to Proceed (NTP).

10/10/2019: DES has engaged an architectural firm to review the building and provide us with a ‘laundry list’ of items to be attended to and in which order.

Various Roofs:

01/09/2020: Creating the Request for Proposal (RFP), expecting to advertise in February.

11/14/2019: Hazardous materials survey completed architectural review/design in process.

10/10/2019: Architect engaged for describing the specific work for an RFP.

Concrete and Asphalt work for ADA:

01/09/2020: Asphalt work is completed; concrete work to commence in the spring.

11/14/2019: RFP completed. Contract has been awarded. Scheduled work for springtime.

10/10/2019: RFP in draft form for additional concrete sidewalk and access ramp repair work.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for action)

g Human Resources and Labor
BACKGROUND:

Recruitment & Selection:

Hannah Capelo accepted the position of Nursing Instructor. This is a full-time, tenure-track position replacing Sherry Donovan. Hannah starts work at BBCC on March 30, 2020.

Dr. Barbara Bush accepted the position of Communications Instructor. This is a full-time, tenure-track position replacing Mark Poth. Dr. Bush starts work at BBCC on September 14, 2020.

Reza Sharifi, our new Industrial Technology Automation Instructor, began work on January 27. Reza replaces Bill Autry who retired in June 2019.

Interviews for the Music Instructor and Director of Workforce Education Services are scheduled from February 12 through 21.

Interviews for the Agriculture Program Specialist are complete. A decision is expected by February 10.

The following searches are currently in process:

- Director of Health Education Programs
- Nursing Instructor, non-tenured
- JATP Director
- Math Instructor, tenure-track
- Business/Accounting Instructor, tenure-track

Anticipated searches for the remainder of the 2019-20 academic year include:

- Disability Services Coordinator
- Psychology/Sociology Instructor, tenure-track
- English Instructor, tenure-track
- Education Planner
- Director of BEdA (Basic Education for Adults) and Open Doors

Retention:

There were no separations in January 2020.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

As of February 1, 2020, winter headcount (2,507) is 4.9% higher than this time last year (2,390). Total FTEs for winter are 2,012.0 (a 5.8% increase over last year) and state-funded FTEs are 1,427.9 (a 0.3% decrease from last year). Online and evening FTEs are higher (7.8% and 16.2%, respectively) than this time last year.

The tuition amount budgeted for 2019-2020 is \$4,000,000. As of December 31, 2019, we have collected \$2,641,462 or 66.0% of the budgeted amount. As of December 31, 2018, we had collected \$2,536,637 or 63.4%.

TUITION COLLECTION REPORT

	<u>2019-20</u>	<u>2018-19</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Dec 31	2,641,462	2,536,637
As a % of annual budget	66%	63.4%
Left to collect to meet budget target	\$1,358,538	\$1,463,363

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

BIG BEND COMMUNITY COLLEGE

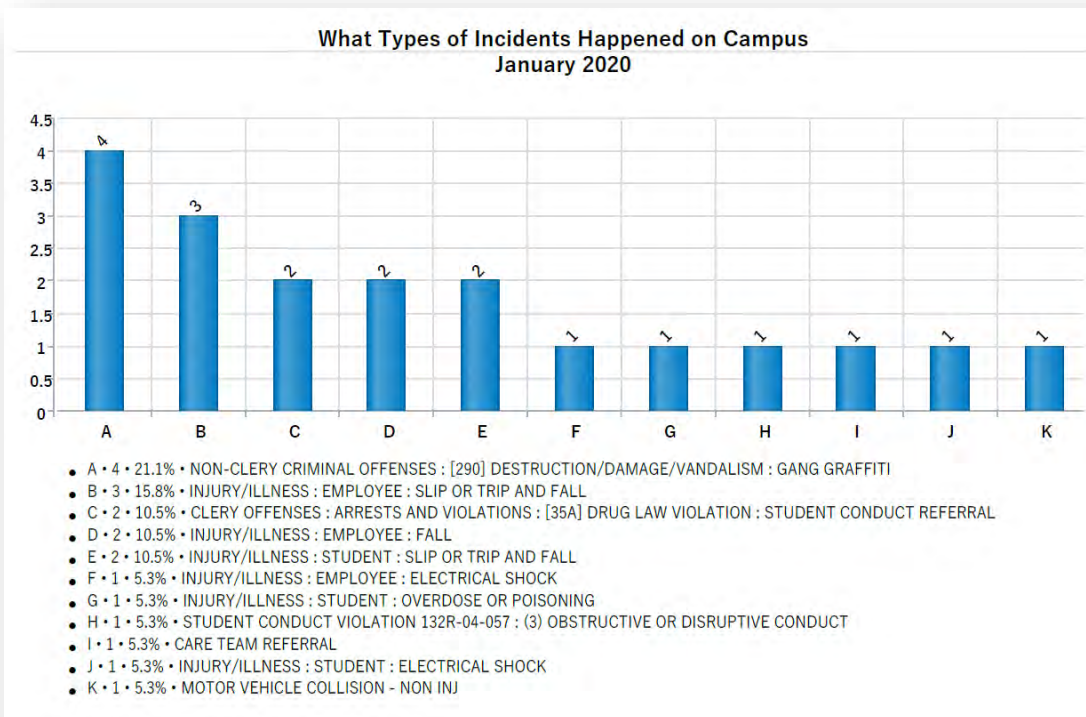
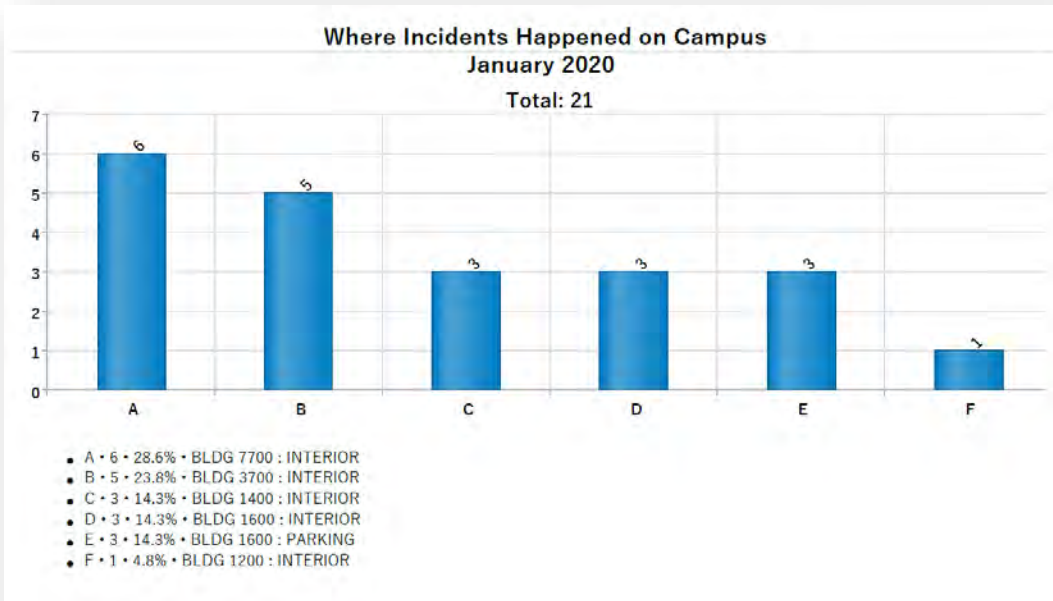
Date: 2/14/20

ITEM #3: CONSENT AGENDA (for information)

i Safety & Security Report

January 2020 Campus Safety Report

Campus Safety's Promise: Excellent Customer Service by Nice People, Candid and Transparent Communication, Your Safety Comes First. #StudentReady



SIGNIFICANT INCIDENTS OR TRENDING ISSUES

1. Building and Occupant Protection

- a. Campus Safety continues to work with BEDA/Open Doors Program staff to address the increase of gang graffiti on campus, specifically inside Building 7700. From September 2019 to January 30, 2020, nine gang graffiti incidents have been recorded. Gang graffiti indicates the presence of gang members and the availability of drugs on campus.
- b. Campus Safety will be assisting BEDA/Open Doors Program with addressing possible drug activity in the Building 7700 parking lot. Multiple concerns from staff and stakeholders have been expressed.

In order to report on all tasks performed by the Director of Safety, Security and Emergency Management, this report is divided into the program areas.

CLERY COMPLIANCE OFFICER

1. Primary Prevention and Awareness Program

- a. Trained one new employee in January. (One-hour class).

2. Ongoing Prevention and Awareness Program

- a. No tasks completed.

3. Monthly Clery Compliance Tasks

- a. Each year, a list of 59 administrative tasks must be completed in order to maintain Clery Act compliance. Per the checklist, two tasks were completed in January. These tasks are in addition to the Annual Security and Fire Report and all other disclosures.

ENVIRONMENTAL HEALTH AND SAFETY

1. Incidents

- a. Several safety issues involving the new Building 3700 have been addressed. These issues include complaints of falls due to the extremely slippery polished concrete floors in the main hallways and entrances, two employees injured from falls while attempting to mount elevated chairs in classrooms and labs, and instructors and students sustaining electrical shocks in the welding lab. A state [LNI&I](#) inspector visited 3700 after receiving an employee complaint. The inspector made no findings to substantiate the complaint, and the case was closed.

2. Bloodborne Pathogens Plan

- a. Draft submitted. Awaiting approval to publish.

3. Hazardous and Universal Waste Management Plan

- a. Draft submitted. Awaiting approval to publish.

4. Accident Prevention Plan

- a. Draft submitted. Awaiting approval to publish.

5. Chemical Hygiene Plan

- a. Working with new lab tech to establish Chemical Hygiene Plan.

6. Hazardous Waste

- a. Hazardous waste from Building 1200 science labs is scheduled for removal on Friday, February 7.
- b. The annual Hazardous Waste Report will be submitted to the state Department of Ecology.

EMERGENCY MANAGEMENT

1. Emergency Drills and Exercises

- a. Tabletop exercise designed for college's response to a suicide of a student. The training is designed around the college's yet-to-be-published Emergency Operations Plan. The pilot of exercise was held with Transitional Studies on 01/02/2020. Once the exercise was verified through pilot, the exercise was then conducted with TRiO Student Success Services staff, Humanities Department faculty, and is scheduled to be conducted with Cabinet members in early February.
- b. Director Foreman and Criminal Justice faculty Dr. Ryann Leonard instructed a 2.5-day Incident Command System 300 course to employees of the Grant PUD's Incident Management Team (IMT), and then a four-hour course on ICS for elected officials and administrators. The training prepares their staff to manage emergencies using the National Incident Management System standard. Ideas are being explored to offer this training to members of the BBCC's Emergency Management Team (BBCC's term for an Incident Management Team).
- c. Director Foreman will be assisting the Columbia Basin Job Corps with their annual active shooter response drill on Friday, February 21.

2. Emergency Operations Plan

- a. Published 02/03/2020.

CARE TEAM

1. Intakes and Referrals

- a. Assisted CARE Team with the intake, referral, or investigation of three students experiencing behavioral issues.

2. Suicide Prevention

- a. Campus Safety distributed suicide hotline posters to all buildings. Building coordinators and instructors were asked to post the handbills in classrooms, hallways, and residence halls.

SITE SECURITY

1. Coverage

- a. There is no security staff on duty:
 - Monday – Friday from 3:30 a.m. – 7:00 a.m./8:00 a.m. This coverage is by M&O staff from 6:00 a.m. – 7:00 a.m./8:00 a.m.
 - Monday – Thursday from 5:00 p.m. – 7:00 p.m. This coverage is by the custodial supervisor.
 - Fridays from 2:30 p.m. – 7:00 p.m. This coverage is by the custodial supervisor.
 - Saturdays and Sundays 3:30 a.m. – 6:30 a.m. This is not covered by any college employee.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #6: Probationary/Tenure Reviews (for information)

BACKGROUND:

The probationary tenure information for the following faculty members will be available for your review online **February 28**. The instructions for access follow this page.

The Board will consider probationary faculty contract renewal for the following faculty at the next regular board meeting.

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Theresa Calip	Biology Instructor	1 st probationary year
Johanna Doty-Fleming	Math Instructor	1 st probationary year
Rhonda Kitchens	Librarian	1 st probationary year
David Mayhugh	Math Instructor	1 st probationary year
Michele Reeves	Education ECE	1 st probationary year
Jessica Strickland	HS21+/GED/ABE	1 st probationary year
Christy Welch	Biology Instructor	2 nd probationary year

The Board will consider awarding tenure to the following faculty at the next Board meeting.

Sarah Bauer	Chemistry Instructor	3 rd probationary year
Aaron Linthicum	Flight Instructor	3 rd probationary year
Zachary Olson	Development English Instructor	3 rd probationary year
Terry Pyle	Ag/Econ Instructor	3 rd probationary year
Mariah Whitney	Biology Instructor	3 rd probationary year

Prepared by Vice President of Learning & Student Success Bryce Humpherys and President Leas.

RECOMMENDATION:

President Leas recommends that the trustees review the probationary tenure information by the next board meeting.

INSTRUCTIONS TO ACCESS PROBATIONARY FOLDERS ON THE BBCC PORTAL

All information regarding probationary faculty are maintained in secure folders on the BBCC Portal. Access to the probationary files is available by clicking the link below or by following the instructions noted below.

[Link to access probationary faculty folders](#)

Instructions for accessing probationary folders:

1. *Make sure you are using Internet Explorer as your web browser.*
2. *Go to www.bigbend.edu. Click on the "Portal" link in the upper right hand corner of the main webpage.*
3. *Use your BBCC email address and password to log into the BBCC Portal. If you don't have a BBCC email address or access to the BBCC Portal, please contact Melinda Dourte at 509-793-2001.*
4. *Click on the "Faculty and Staff Workspace" tab at the top of the page.*
5. *Click on the "Human Resources" link under the "Departments" heading located on the right side of the page.*
6. *Click on the "HR Committees" link located on the upper left side of the page under the "Documents" heading.*
7. *You should be able to see folders for each of the probationary faculty. If you do not see any folders, please contact Melinda Dourte to request access. Click on the individual folders to view the documents for each probationary faculty.*
8. *Each folder is arranged in the same format. You will find folders for each year of the probationary process and then within each year you will find the following:*
 - a. *Class Observations*
 - b. *Student Evaluations*
 - c. *Probationary Surveys*
 - d. *Probationary Committee Documents and Recommendation*
9. *Please do not print any of the candidate files or save them to your computer or a portable drive. The documents are confidential employee records and should be viewed electronically. If you prefer to view the records in hard-copy format, please contact Melinda Dourte and she will make arrangements for you to view hard copies of the materials on the BBCC Campus.*
10. *Because of the confidential nature of these documents, Trustees will have access to the records beginning on **February 28** and ending on **the date of the next regular board meeting**.*

Please email Melinda as you progress through the e-files for tracking purposes.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #7: Campus Climate Action Plan (information)

BACKGROUND:

The college continues to make progress on assignments under the Campus Climate Action Plan. January 14 and 15, Dr. Leas held two informational meetings open to all full-time and part-time faculty and staff. Employees appreciated the opportunity to talk with the college president and felt it made a difference. Some of the discussion topics are included below.

- Fundraising
 - WEC
 - Other Capital Needs – Wallenstein Theater & DeVries Activity Center
- Graduations for Transitional Studies students
- Enrollment Updates
- Current legislative session and the potential impact of proposed legislation on Running Start funds.
- Student concerns including mental health, hostile/disruptive behavior, suicidal thoughts, and the crisis numbers on BBCC student identification cards.
- Concerns from our LGBTQ student population regarding the use and non-use of preferred names in the classroom.

The next informational meetings will be held during Spring Quarter.

Leadership Work Group:

The Leadership Workgroup analyzed the participant feedback from the December 2019 leadership training. The feedback was in the form of the pre- and post-training surveys. A common thread among the feedback received was a need for additional training for employees in supervisory positions. With that in mind, the next set of trainings, which kick-off on February 11, will only be mandatory for those admin/exempt and classified staff members that have supervisory responsibilities. The training will focus on building interpersonal and management skills. For a description of the upcoming training, "[Managing with Mind and Heart](#)," follow the link. This is a much deeper dive into the *Positive Workplace Culture* specifically for managers and campus leaders.

Training sessions are scheduled for full-day sessions February 11, 20, March 10, and 24. While these trainings are mandatory only for those in supervisory positions, any member of the campus community is welcome to attend. Faculty and staff who were not able to attend the leadership training in December will watch the recorded sessions

and participate in discussions and activities facilitated by Tom Willingham and LeAnne Parton. These sessions will be scheduled after the February 7 In-Service.

This workgroup is soliciting feedback from the campus community during the upcoming planning exercise held during the February 7 In-Service. The question posed to the campus is, *“The Leadership Workgroup is committed to providing training that is available to all college faculty and staff. How can we make this logistically possible? What is your preferred time of the year/time of day (morning, afternoons, Fridays) and modality (large group, departmental, online, etc.) to participate in upcoming trainings?”*

Employee On-Boarding/Orientation Work Group:

The Employee On-boarding/Orientation Work Group has worked through the pre-arrival checklist, determining what items should be included, and assigned responsibility for the items.

The workgroup is asking for input from the campus community during the upcoming planning exercise held during the February 7 in-service. The question posed to the campus is, *“What questions should be included in the 90-day new employee survey?” Tammy Napiontek, Director of Title V Grants, and Heidi Gephart, Counselor, will facilitate the table discussions. They will also provide participants with prior survey questions to jumpstart the discussion.*

The next meeting for this group is February 14.

Workplace Norms Group:

The Workplace Norms Group continues to work on defining standards in the areas of Community, Communication, Accountability, and Customer Service.

This workgroup is soliciting feedback from the campus community during the upcoming planning exercise held during the February 7 in-service. The question posed to the campus is, *“As part of the Campus Climate Action Plan, there is a workgroup that is developing workplace standards. What steps should BBCC take to make this part of who we are and how we interact with our students, coworkers, and campus visitors?”*

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #8: Board Policy for Action (action)

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 second reading for the following policy.

BP#### Collective Bargaining
(see following page)

Prepared by the President's Office.

RECOMMENDATION:

None.

BP__ COLLECTIVE BARGAINING

PURPOSE

Big Bend Community College will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. The Board of Trustees is authorized to sign agreements on behalf of the district, except where that authority has been specifically delegated. The terms of an approved collective bargaining agreement may amend Board policy.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #9: Board Policy 1000 for Information or Action (information/action)

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 second reading for the following policy.

During the January 9 board meeting the trustees took action to form a committee of Jon Lane and Anna Franz to draft revised wording regarding board chair elections and trustee job descriptions. Trustees Anna Franz and Jon Lane provided revised wording regarding the board chair elections, which is included in the following version BP1000. They continue to develop the job descriptions.

BP1000 Policy Governance is attached with suggested revisions:

Per new accreditation standards, the president cannot act as Chair of the board. The trustees discussed revising the wording of *GP – 4 Chairperson’s Role* and Trustee Anna Franz offered the pro tem wording in red on page 8.

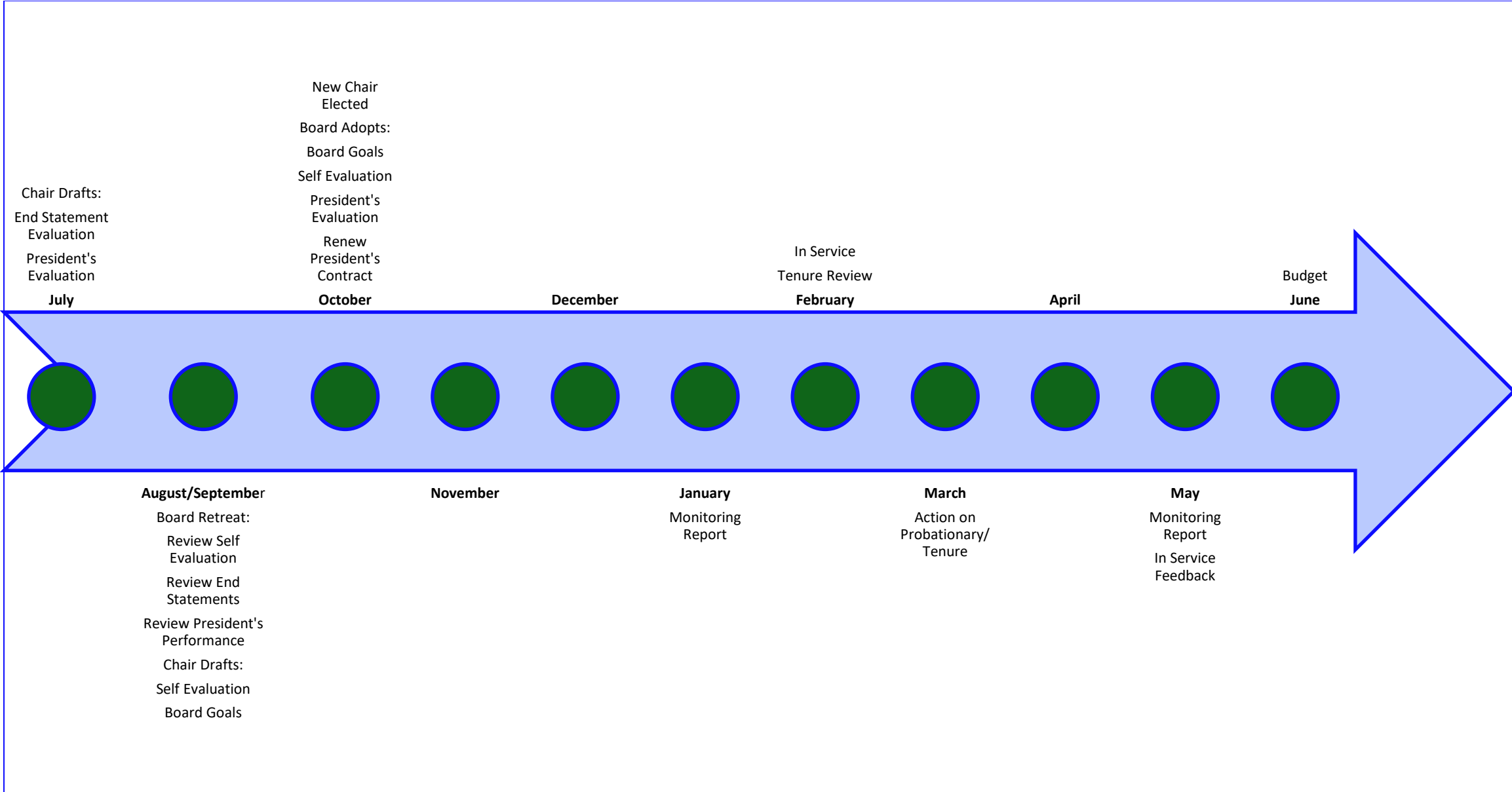
The board discussed developing a more detailed trustee job description; section *GP – 3 Board Job Descriptions* on page 6 is highlighted in yellow. Trustees Anna Franz and Jon Lane continue to develop job descriptions.

The trustees also discussed changing the timing of the board chair election from “the first regular meeting of the board each fiscal year” to October following the board self-evaluation work at the board’s annual retreat. Trustees Anna Franz and Jon Lane provided revised wording, which is incorporated into the current version.

Prepared by the President’s Office.

RECOMMENDATION:

The board may choose to approve the current revisions or wait until the job descriptions are also included.



1000.1 ENDS**E-1 Mission Statement**

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

BBCC Goals

The College provides learning opportunities that include;

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

BBCC Characteristics

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

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

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

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

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

EL – 2 Respect For Students

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

The President may not:

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

EL – 3 Respect For Community Members

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

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

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

EL – 4 Respect For Employees

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

The President may not:

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

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

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

EL – 5 Ethical Conduct

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

The President may not:

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

EL – 6 Asset Protection

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

The President may not:

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

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

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

EL – 8 Financial Condition And Activity

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

The President may not:

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

EL – 9 Communication And Support To The Board

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

The President may not:

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

EL – 10 Emergency Executive Succession

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

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

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

GP – 2 Governing Style

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

The board will:

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

GP – 3 Board Job Descriptions

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

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

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

GP – 4 Chairperson's Role

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

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

3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson. **In the absence of the Chair and Vice Chair, the members of the Board shall select a member to assume the responsibilities of the Chairperson during the continuance of the absences.**

4. ~~In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.~~

GP – 5 Board Members Code Of Ethics

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

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

- B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

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

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

GP – 7 Naming Of Facilities

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

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

capacity such that their contributions are widely recognized by the community and their peers.

GP – 8 By Laws Of Community College District #18

INTRODUCTION

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

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

OFFICES OF THE BOARD OF TRUSTEES

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

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

MEETINGS OF THE BOARD OF TRUSTEES

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

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

received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.

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

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

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

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

OFFICERS OF THE BOARD

At the ~~first~~ **((October))** regular meeting of the board each fiscal year the board shall elect, from its membership, a chairman and vice-chairman to serve for the ensuing ~~year~~ **((twelve months))**. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state

law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

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

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

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

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

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

RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

FISCAL YEAR OF THE BOARD OF TRUSTEES

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

SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE

DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

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

DELEGATION OF RESPONSIBILITY

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

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

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

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

BSL - 2 Delegation To The President

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

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

3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.
4. Only decisions of the board acting as a body are binding upon the President.
 - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
 - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

BSL – 3 President's Job Description

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

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

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

BSL – 4 Monitoring Presidential Performance

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

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.

- B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual Internal Reports for policies on:
 - EL-2 Respect for Students
 - EL-3 Respect for Community Members
 - EL-4 Respect for Employees
 - EL-7 Financial Planning
 - EL-9 Communication and Support to the Board
 - EL-10 Emergency Executive Succession
 - B. Annual External Reports or direct Board inspection for policies on:
 - EL-1 General Executive Constraint
 - EL-6 Asset Protection
 - EL-8 Financial Condition and Activity
 - C. Quarterly Internal Reports on Actual Budget
 - D. Annual Internal Reports for all *Ends* policies contained in:
 - Academic Master Plan Reports
 - Mission Fulfillment
 - Excellence in Teaching & Learning
 - Community Engagement
 - Budget Presentations
4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.
- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any

specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.

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

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #10: Presidential Search (information/action)

BACKGROUND:

The trustees will discuss the presidential search including potential travel dates, campus visits, and special meetings.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #11: President's Onboarding (information/action)

BACKGROUND:

During the January 9, 2020 board meeting, the board created a committee of Trustees Anna Franz and Thomas Stredwick to develop a draft onboarding plan. The trustees may discuss and seek action on a proposed onboarding process for the successful presidential candidate.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #12: Assessment of Board Activity (for information)

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.

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

(Adopted during November 14, 2019 Board Meeting, revised January 9, 2020.)

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/14/20

ITEM #13: Next Regular Meeting (information)

BACKGROUND:

The next regular board meeting is scheduled on Thursday, March 26, 2020. The probationary/tenure review timeline requires that the board take action before the end of winter quarter (March 20). The board may reschedule the March 26 meeting to the morning of March 12 or set a Special meeting on March 20 or before.

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: 2/14/20

ITEM #14: Miscellaneous (information/action)

BACKGROUND:

President Leas and the trustees may discuss miscellaneous topics.

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

The ASB calendar is included in the packet to inform trustees about activities on campus.

Upcoming Trustee Events:

Statewide Transforming Lives Award Dinner February 17, Olympia. Legislative visits February 18.

Viking Booster Club Hall of Fame Dinner & Auction February 28, 5:30 p.m. Masto Conference Center.

Prepared by the President's Office.

RECOMMENDATION:

None.