



Board of Trustees Regular Meeting

**March 14, 2019
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 Jon Lane, Vice Chair Stephen McFadden,
Anna Franz, Juanita Richards, and Thomas Stredwick**

President Terry Leas

2019 Meeting Schedule

January 31, 2019

March 14, 2019

April 11, 2019

June 6, 2019

August 8, 2019

October 10, 2019

November 14, 2019

Continued involvement at the State and Federal Level.

Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.

Development of an “on-boarding” process for new trustees and others who are in leadership positions.

Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.

Spring 2019 Campus Events

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

| Spring 2019 Campus Events | | |
|---------------------------|-------|---|
| March | 14 | Board Meeting; 1:30 p.m.; Hardin Community Rm |
| | 14 | ASB-Sponsored Bingo Night; 7:00 p.m.; Masto Conference Center |
| | 15 | Baseball vs Grays Harbor & University of Calgary; Time tbd |
| | 16 | Baseball vs Grays Harbor & University of Calgary; Time tbd |
| | 17 | Baseball vs Grays Harbor & University of Calgary; Time tbd |
| | 19 | ASB-Sponsored Campus SPA; 10:00 – 2:00 p.m.; Peterson Galley |
| | 20 | Instruction Ends, ASB-Sponsored Library Campout; 7:00 p.m., Peterson Gallery; STEM Center Campout 6:30 p.m. |
| | 23-31 | BBCC Spring Break |
| April | 1 | Spring Quarter Begins |
| | 11 | Board Meeting; 1:30 p.m.; Hardin Community Rm |



More than 400 participants came to learn about the power of the pocket-sized Raspberry Pi computer. Nearly 260 pounds of food went to the Viking Pantry!

Big Bend Community College

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

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

Ends Statements

E-1 Mission

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

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

Year-to-date board actions for **E-1 Mission is 16, E-2 Student Success is 1, E-3 Excellence in Teaching & Learning is 1, E-4 Community Engagement is 0, E-5 Integrity and Stewardships is 6, and E-6 Inclusion and Climate is 0.**

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

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

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Aaron Wilder
3. Introductions
 - New Employees
 - Job & Career Fair Report – Jody Bortz Career Services Coordinator
 - AMT Instructor Dan Moore and AMT Students
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes January 31, 2019 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Classified Staff Report **(Information)**
 - i. Enrollment Report **(Information)**
 - j. Safety & Security Report **(Information)**
 - k. Public Correspondence **(Information)**
5. Remarks

(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)

 - a. ASB Public Relations Officer – Leah Dougherty
 - b. Classified Staff Representative – Robin Arriaga
 - 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

Executive Session – Break (if needed)
6. Probationary Tenure – VP Bryce Humpherys **(E-3, Action)**
7. Board Policy Review for Action – President Terry Leas **(E-1, Action)**
8. Employee Focus Group Report – President Leas, Board Chair Jon Lane **(E-1, Information/Action)**
9. Study Sessions – Chair Jon Lane **(E-1, Information/Action)**
10. Assessment of Board Activity – Trustees **(E-1, Information)**
11. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
12. Miscellaneous – Chair Jon Lane, President Leas **(E-1, Information)**
13. Adjournment

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

NEXT MEETING: Thursday, April 11, 2019

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting on January 31, 2019, 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 31, 2019 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

Veteran and student Jim Leland led the Pledge of Allegiance. Board Chair Jon Lane announced that the board meeting was being streamed live on Media Site.

3. Introductions

There were no introductions.

4. Consent Agenda

a) Approval of Board Meeting Minutes December 20, 2018 (A); b) President's Activity Update (I); c) Accreditation, Assessment, & Student Success (I); d) Finance & Administration Update; (I); e) Human Resources Report (I); f) Classified Staff Report (I); g) Enrollment Report (I); h) Safety & Security Report (I); i) Quarterly Budget Update (I).

Motion 19-01 Trustee Anna Franz moved to approve the consent agenda with a slight change to the December 20, 2018 minutes. Trustee Thomas Stredwick seconded, and the motion passed.

5. Remarks

- a. ASB Programming Director Brynn Brown reported ASB and club activities. The ASB officers have provided opportunities to connect with other students across campus this past month with distribution of Monday morning treats. They served students in three main campus buildings and various Work Force Education buildings delivering coffee, hot chocolate, and freshly baked donuts from Sodexo averaging 100 contacts per Monday.

ASB also sponsored a successful blood drive with five new donors as part of the event. Grocery Store Bingo was a hit, and ASB will hold a Gift Card Bingo in March.

ASB hosted a comedian and nationally-known hypnotist last week. Currently, there are eight teams signed up to compete in a Dodgeball Double Elimination Tourney tonight in the gym.

Tomorrow morning Melissa Ruiz from SwiftKick will facilitate the quarterly ASB/Club leadership training. She introduced Dance Floor Theory, which includes how to bring more people to our events and clubs.

ASB is holding their quarterly Lunchfest (Pastafest) on Tuesday, February 12 and showcasing Kristen Merlin, who performed on The Voice during season six. For Black History Month, ASB will honor Rosa Parks and her birthday by giving out t-shirts to students and selling them to faculty and staff for \$10.

The Multicultural program hosted a Martin Luther King reading, in which students read portions of his "I Have a Dream" speech. There was also an "I Have a Dream" board as part of this event, where students and staff could write down their dreams.

Upcoming Club events include the Nursing Club sponsoring a "Be The Match Donor" for blood stem cell donation February 12. The Brazilian Jiu-Jitsu Silent Auction is scheduled for February 13.

The MEChA Club will feature a Valentine's Day Fundraiser treat sale on February 14. The Writing Club will help the English department with readings by authors Joy Passanante and Mary Blew in the Masto Conference Center on February 25 beginning at 2:30 p.m.

The Student Programs Office is in the process of finishing a new Student Club and Community Organizational Handbook, which will promote the development of communities as well as clubs. The difference between the two groups is that communities tend to be small in members, not required to have a constitution and by-laws, and not requesting annual funding nor travel. We have found that there are students who are interested in forming a group to hang out, and we want to help make that happen.

- b. Classified Staff Representative Cassandra Fry reported that the Staff Training and Recognition Committee is developing a program learning experience. They will visit the UAS Commercial Pilot and Aviation Technology departments.
- c. Faculty Association President Salah Abed reported faculty news. Automotive Technology Instructor John Martin reported that some of his students were not retaining information. He gave them journals and asked them to take notes, which are turned in for grading weekly. There was a dramatic increase in retention for the students, and more reflective writing is being incorporated into the class.

Academic Support Division Chair Dawnne Ernette reported that she has accepted a position on the Washington Language Arts Council (WLAC) as a college member-at-large. She will act as a liaison to post-secondary individuals for sharing information about events, networking, and opportunities for WLAC.

Criminal Justice Instructor Jill Farman shared that students in the Criminal Investigations Class learned how to lift latent fingerprints. Communications Coordinator Tiffany Sukola took pictures and shared the activity on social media.

English Instructor Matthew Sullivan shared that the Writing Club is bringing two authors to campus for a free public reading and discussion. Joy Passanante's new memoir is about her father's experience as a medic in World War II. Mary Blew's new novel is about a young woman who returns home to a lot of drama in her small town after traveling with a country music band. The authors will present to the BBCC community Monday, February 25, and visit classes Tuesday, February 26.

Foreign Language Instructor Jennifer McCarthy shared that her French class is bubbling with enthusiasm as they learn two songs in the French language this quarter.

- d. VP Linda Schoonmaker added to the consent agenda that the contractor for the UAV and UAS update has been on campus. She also shared the time-lapse footage of progress on the Workforce Education Center. The Workforce Education Center (PTEC Project) remains on schedule and on budget.
- e. Dr. Bryce Humpherys shared the letter from the Northwest Commission on Colleges and Universities (NWCCU) confirming that the NWCCU accepted BBCC's 2018 Ad Hoc Report, removed the Notice of Concern issued on Recommendation 2, deemed that BBCC fulfilled Recommendation 2 of the Fall 2012 Comprehensive Peer-Evaluation Report, and required no further action from us. Dr. Humpherys expressed gratitude for the hard work that was accomplished by staff and faculty. The NWCCU comprehensive visit is scheduled here in 1.5 years. We are awaiting release of the new NWCCU standards and then will determine if it is best to continue with the current standards or work with the new standards. Immediately following the comprehensive visit, BBCC will address year one with the new standards.

Dr. Humpherys stated annual planning work will continue during the All-Staff In-Service tomorrow, and trustees are invited to attend and observe. All faculty and staff will review data, evaluate the college on meeting institutional objectives, and suggest actions the college can take. He also shared the 2018-19 Core Theme Indicators Dashboard, which shows Ends, objectives, targets and current scores. Some indicators are qualitative and not noted on the sheet.

Trustee Thomas Stredwick stated the dashboard is a good step toward consolidating data toward actionable effort. Dr. Leas asked the trustees to consider what information is useful and to share feedback to ensure they are

receiving necessary information to fulfill their roles. VP Humpherys said the indicators can be revised annually based on campus and trustee feedback. Trustee Stredwick commented that having all information in one spot, rather than pivoting through different reports, is helpful.

Dr. Humpherys shared an updated service district map showing the number of students from each zip code. More information about the student population will be shared as the Bachelor of Applied Science feasibility study is prepared. Employer and student surveys are being conducted, and a summary will be presented to the board. Trustee Stredwick suggested that the Grant County Economic Development Council may have helpful resources for the study. Dr. Humpherys also stated that Yakima Valley College may help fund this effort as a partner in a federal Title V collaborative grant. He also responded to Trustee Lane's question about competition with CWU stating that BBCC must demonstrate there is unmet need and noted that a Bachelor of Applied Science in Management is not offered by CWU.

VP Humpherys reported that BBCC hosted a visit by a delegation of educators from Korea earlier this month, which was an outgrowth of his visit to Gunpo, Korea in the spring of 2018. The delegates were impressed with BBCC and are considering endorsing a scholarship program for their students to come to BBCC.

- f. VP Garza stated she had nothing additional to add to the Human Resources consent agenda item.
- g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has secured pledges of \$2,059,950 for the Building Tomorrow's Workforce Capital Campaign. They have made 87 asks and received 46 pledges with 11 "no" responses. She is waiting to hear back from 30 potential donors. Director Parton has submitted two grant applications, one to CHS Sunbasin Growers and the other to Simplot. There are 74 people or businesses remaining to talk to or write grants for in 2019. Scholarship applications are due February 25, 2019. Cellarbration! is gearing up, the date is May 18, 2019, this year.

6. Sabbatical Request

Dr. Humpherys referenced the sabbatical request by Dr. Steve Close in the board packet. Dr. Leas commented that Dr. Close's request clearly articulates his learning activities and how they will benefit BBCC students. Dr. Close commented that he is in his seventh year of teaching at BBCC. Learning more modern teaching theories will make him a better instructor.

Motion 19-02

Trustee Anna Franz moved to approve the sabbatical request by Dr. Steve Close. Trustee Juanita Richards seconded, and the motion passed.

Trustee Thomas Stredwick asked if we can provide additional funding for sabbaticals. VP Kim Garza explained that the sabbatical process is conducted as outlined in the

negotiated agreement with the Faculty Association. Dr. Close will receive a portion of his salary while he is on sabbatical leave.

7. Exceptional Faculty Award (EFA) Report

Automotive Instructor Dick Wynder shared about his EFA-funded attendance at the North American Council of Automotive Teachers Conference (NACAT) in Williamsport, PA. The conference is especially beneficial because they focus on pedagogy as well as current automotive technology trends. Instructor Wynder learned about autonomous vehicles, adaptive intersection mapping, and drivers' preferences. He also shared that BBCC's WEC Building is a potential hosting location for the NACAT Conference. Instructor Wynder thanked the EFA Committee, President Leas, and the Trustees for the opportunity.

8. Probationary Tenure Review

Dr. Humpherys reported that the probationary tenure review process has been modernized, and the files are now online. The trustees will review the ten probationers' electronic files and take action at the next board meeting. VP Kim Garza demonstrated how to access the files.

9. Board Policy for Information

Board policy (BP) 2070 Reasonable Accommodation for Employees, BP 3014 Hiring Procedures: Administrative & Exempt Staff, BP 6113 Americans with Disabilities Act of 1990, BP 6112 Disabled Student Non-discrimination Policy, and BP 6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct were reviewed for action at the next board meeting.

10. Board Policy for Action

The trustees reviewed BP 6111 Electronic and Information Technology Access (EITA) during the last board meeting. VP Linda Schoonmaker and ATG Jason Brown agreed BP 6111 needed no revisions.

Motion 19-03

Trustee Juanita Richards moved to approve BP 6111 Electronic and Information Technology Access (EITA) as presented. Trustee Stephen McFadden seconded, and the motion passed.

Board chair Jon Lane announced a 5-minute break and a 15-minute executive session at 2:53 p.m. 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; VP Kim Garza and AAG Jason Brown were asked to attend the executive session. The executive session was extended by 5 minutes three times. The meeting reconvened at 3:28 with no action taken.

Public Comments

Music Instructor Michael Dzbenski introduced community members Ron and Becca Sawyer and Nancy Hanson. Mr. Sawyer stated he has been a supporter of the music program for many years, and he is interested in forming a support group to raise money for needed improvement to Wallenstien Theater such as sound system, wall and stage drapes, roofing and HVAC. Mr. Sawyer asked about the status of improvements to Wallenstien Theater. They don't want to invest in improvements if the building will be replaced in five years. The group would like to raise money and deposit into the BBCC Foundation. Trustee Jon Lane stated that the board has not discussed renovations or replacement of Wallenstien Theater. VP Linda Schoonmaker reported that the roof should be funded in the next biennium, and the HVAC work should be funded this year. She also said that Wallenstien Theater scored in the renovation category; there are multiple issues around wiring, the sound system, the projection room, and ADA access. She said it is possible that Wallenstien Theater could be the next replacement project after the WEC Building. VP Schoonmaker estimated it would take \$60,000-100,000 for professional renovators to do the work necessary for Wallenstien Theater. Music Instructor Dzbenski reported that a company visited campus, and they are developing an estimate of costs for improvements to Wallenstien Theater. If Wallenstien Theater was updated, more community events could be held there providing support for the community and generating revenue for BBCC.

11. Employee Focus Group

Dr. Leas shared that in 2017 the Committee on Equity, Inclusion, and Diversity (CEID) developed a proposal for an environmental scan of BBCC. At that time there was no funding available; in 2018-19, funding was allocated for the scan. Dr. Christine Clark was chosen to conduct the scan. She was presented with some survey data, and she met with several employee focus groups in October of 2018. The report was received and included critical candid comments of BBCC leadership. The report was released to all employees and the trustees. Cabinet members have met to discuss the report to determine themes for focus and improvement plans. Dr. Leas said a plan should be developed by spring quarter. Trustee Stephen McFadden asked Dr. Leas to share the plan with the trustees before implementing.

Trustee Anna Franz asked Faculty Association President Salah Abed about the faculty perspective of the report. Instructor Abed stated there are varying opinions and responses across campus. The Faculty Association is meeting February 1, and the report will be one topic of discussion. Trustee McFadden requested Instructor Abed share the faculty perspective and feedback on the report. The trustees want to learn more and support the process. Trustee Lane asked Instructor Abed if faculty members understand how policy governance works. Instructor Abed stated faculty members are aware of policy governance, and they want to be involved with improvements. President Leas offered to attend the Faculty Association meeting to share more about policy governance. Instructor Abed advised that Dr. Leas could share at an in-service. Trustee Franz emphasized the importance of transparency and communication. Instructor Abed said he knows that administration is taking the report seriously.

12. Study Sessions

Board Chair Jon Lane asked the trustees to complete the study session feedback form to determine study session topics and format. Chair Lane and President Leas will work together to coordinate the study session based on the trustees' feedback.

13. Assessment of Board Activity

Trustee Thomas Stredwick reported that he had a discussion with Board Chair Lane (E-1, E-2, E-3, E-4, E-6). He also discussed policy governance with Dr. Leas (E-1, E-2, E-3, E-4, E-6) and WEC funding prospects (E-1, E-2, E-3, E-4, E-5). Lastly, he attended the Legislative Luncheon December 27 (E-1, E-4, E-5, E-6).

Trustee Juanita Richards reported that she attended the Holiday Potluck (E-1, E-2, E-3, E-4, E-5, E-6) and a basketball game (E-2, E-3, E-4, E-6). She also held a meeting at BBCC (E-6) and attended the local Transforming Lives event (E-1, E-2, E-3, E-4, E-5, E-6). Trustee Richards also talked with Dr. Leas on the phone (E-1, E-6).

Trustee Stephen McFadden reported he attended the Legislative Luncheon December 27 (E-1, E-2, E-3, E-4, E-5, E-6) and the ACT Transforming Lives event (E-1, E-2, E-3, E-4, E-5, E-6). He also advocated for BBCC with legislators (E-1, E-4, E-5), and talked with the board chair and the college president (E-1, E-5).

Trustee Jon Lane attended two BBCC Wrestling meets (E-1, E-2, E-4, E-5, E-6) and an audit exit meeting (E-1, E-2, E-3, E-4, E-5, E-6). He attended the ACT Conference and Transforming Lives dinner (E-1, E-2, E-3, E-4, E-5, E-6), and he met with Dr. Leas (E-1, E-2, E-3, E-4, E-5, E-6). Finally, he met with the South Korean delegation (E-4, E-5, E-6).

14. Next Regularly Scheduled Board Meeting

Motion 19-04

Trustee Juanita Richards moved to set a board study session on March 7, at 9:00 a.m. Trustee Thomas Stredwick seconded, and the motion passed.

The next regular meeting was confirmed on March 14, 2019, at 1:30 p.m.

15. Miscellaneous

Dr. Leas reported that he, Trustee Lane, and Trustee McFadden visited legislators in Olympia and discussed support of BBCC and three trustee confirmations in the Senate.

Dr. Leas also reported that the BBCC Job & Career Fair is scheduled on February 28 with 55 employers registered, and it will include a community resource fair. The Spring ACT Conference will be held at Walla Walla Community College May 23-24.

Board Chair Jon Lane stated he is attending the ACCT Conference in WA, DC and will visit Representatives McMorris and Newhouse and Senators Murray and Cantwell.

The trustees reviewed the local Transforming Lives budget comparison. The total sponsorships exceeded the expenses.

Trustee Thomas Stredwick shared the book *Humble Inquiry* as a resource for board members. The book is a good professional development item for board members and encourages readers to move past the culture of telling to asking good questions.

Board Chair Lane ended the meeting reiterating that the board is taking the employee focus group report seriously and urged that it will take hard work on the part of all campus community members to address the issues transparently.

The meeting was adjourned at 4:15 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from January 14, through March 1, 2019, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

| | | | | | |
|---------|--|-------------------------|-----|-----------------|--|
| 1/14/19 | Building Tomorrow's Workforce Campaign Meeting (x2) | Mission | E-1 | Ephrata, Quincy | |
| | Budget Request Review | Integrity & Stewardship | E-5 | BBCC | |
| | Review 1/31 Board Agenda | Mission | E-1 | BBCC | |
| 1/15/19 | Cabinet Meeting | Mission | E-1 | BBCC | |
| | NOA PAHP Grant Meeting Director Tammy Napiontek | Mission | E-1 | BBCC | |
| | Building Tomorrow's Workforce Campaign Meeting | Mission | E-1 | Moses Lake | |
| | Personnel Meeting | Mission | E-1 | BBCC | |
| | Meeting with Student | Student Success | E-2 | BBCC | |
| | ASB Discussion | Student Success | E-2 | BBCC | |
| | Rotary Foundation Meeting | Community Engagement | E-4 | Moses Lake | |
| 1/16/19 | Rotary Board Meeting & Rotary Lunch Meeting | Community Engagement | E-4 | Moses Lake | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| | Phi Theta Kappa Advisor Discussion | Student Success | E-2 | BBCC | |
| | Transforming STEM Pathways Director Rafael Villalobos | Integrity & Stewardship | E-5 | BBCC | |
| 1/17/19 | Audit Exit Conference | Integrity & Stewardship | E-5 | BBCC | |
| | Budget Request Review | Integrity & Stewardship | E-5 | BBCC | |
| | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| | Budget Request Review | Integrity & Stewardship | E-5 | BBCC | |
| | WACTC Strategic Visioning Conference Call | Mission | E-1 | BBCC | |
| | Discuss Student Issue | Inclusion & Climate | E-6 | BBCC | |
| 1/18/19 | Review Board Packet | Mission | E-1 | BBCC | |
| | WACTC Legislative Update Conference Call | Mission | E-1 | BBCC | |
| 1/21/19 | ACT Transforming Lives Event | Student Success | E-2 | BBCC | |
| 1/22/19 | ACT Winter Legislative Conference | Mission | E-1 | BBCC | |

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|---------|---|-------------------------|-----|---------|--|
| | Legislative Visits Senator Warnick Representative Mary Dye Sen Schoelser Rep Dent Rep Steele | Mission | E-1 | BBCC | |
| 1/23/19 | WACTC Meetings | Mission | E-1 | BBCC | |
| 1/24/19 | Samaritan Healthcare Strategy & Finance Committee | Community Engagement | E-4 | BBCC | |
| | Budget Request Review | Integrity & Stewardship | E-5 | BBCC | |
| | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| 1/28/19 | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| 1/29/19 | NOA PAHP Grant Meeting Director Tammy Napiontek | Mission | E-1 | BBCC | |
| | Aviation Meeting Preparation | Mission | E-1 | BBCC | |
| 1/30/19 | Testify at House Committee on Innovation, Technology, and Economic Development Hearing | Mission | E-1 | Olympia | |
| | Meeting with Rep Dent | Mission | E-1 | Olympia | |
| 1/31/19 | Dean of IR Valerie Parton | Collaboration | E-1 | BBCC | |
| | Board Meeting | Mission | E-1 | BBCC | |
| 2/1/19 | All Staff In-Service | Mission | E-1 | BBCC | |
| | WACTC Conference Call | Mission | E-1 | BBCC | |
| 2/4/19 | Discuss Rotary WEC Presentation | Community Engagement | E-4 | BBCC | |
| | Personnel Meeting | Mission | E-1 | BBCC | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| 2/6/19 | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| 2/11/19 | Director of Communications Matt Killebrew | Collaboration | E-1 | BBCC | |
| | Meet with Faculty Member | Collaboration | E-1 | BBCC | |

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|---------|---|-----------------------------------|-----|------------|--|
| | Transforming STEM Pathways Director Rafael Villalobos | Integrity & Stewardship | E-5 | BBCC | |
| 2/12/19 | Meet with Grant Co EDC Director Brant Mayo | Community Engagement | E-4 | Moses Lake | |
| | Building Tomorrow's Workforce Campaign Meeting | Mission | E-1 | BBCC | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| | Dean of IR Valerie Parton | Collaboration | E-1 | BBCC | |
| | Inclement Weather Discussion | Mission | E-1 | BBCC | |
| | NOA PAHP Grant Meeting Director Tammy Napiontek | Mission | E-1 | BBCC | |
| 2/13/19 | Discuss 3/7 Study Session Agenda | Mission | E-1 | BBCC | |
| 2/14/19 | Aviation Caucus | Mission | E-1 | Olympia | |
| | Meeting with Senator Warnick | Mission | E-1 | Olympia | |
| 2/15/19 | WACTC Meeting | Mission | E-1 | Olympia | |
| 2/19/19 | Cabinet Meeting | Mission | E-1 | BBCC | |
| | Probationary Tenure Reviews | Excellence in Teaching & Learning | E-3 | BBCC | |
| | Building Tomorrow's Workforce Campaign Meeting Preparation | Mission | E-1 | BBCC | |
| | PTK Induction | Student Success | E-2 | BBCC | |
| 2/20/19 | Grant County EDC Meeting | Community Engagement | E-4 | BBCC | |
| | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| | Rotary Lunch Meeting | Community Engagement | E-4 | Moses Lake | |
| | Transforming Lives Meeting | Student Success | E-2 | BBCC | |
| | TRIO SSS Discussion | Mission | E-1 | BBCC | |
| | Meet with Faculty Member | Mission | E-1 | BBCC | |
| 2/21/19 | Samaritan Healthcare Strategy & Finance Committee | Community Engagement | E-4 | BBCC | |
| | Perry Tech Discussion | Mission | E-1 | BBCC | |
| | ML LEAD Meeting | Community Engagement | E-4 | BBCC | |
| | Foundation Board Meeting | Mission | E-1 | BBCC | |
| 2/22/19 | Clery CSA Training | Inclusion & Climate | E-6 | BBCC | |

| | | | | | |
|---------|---|-----------------------------------|-----|------|--|
| | WACTC Conference Call | Mission | E-1 | BBCC | |
| 2/25/19 | Building Tomorrow's Workforce Campaign Meeting | Mission | E-1 | BBCC | |
| | Wallenstien Theater Discussion | Excellence in Teaching & Learning | E-3 | BBCC | |
| 2/26/19 | Building Tomorrow's Workforce Campaign Meeting | Mission | E-1 | BBCC | |
| 2/27/19 | Executive Team meeting with Vice Presidents | Collaboration | E-1 | BBCC | |
| | Director of Communications Matt Killebrew | Collaboration | E-1 | BBCC | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| 2/28/19 | UAS Symposium Discussion | Excellence in Teaching & Learning | E-3 | BBCC | |
| | Job & Career Fair | Mission | E-1 | BBCC | |
| | Transforming STEM Pathways Director Rafael Villalobos | Integrity & Stewardship | E-5 | BBCC | |
| 3/1/19 | Shared Governance Council Meeting | Mission | E-1 | BBCC | |
| | WACTC Conference Call | Mission | E-1 | BBCC | |

2018-19

| End | This period | YTD (12/20) |
|---|--------------------|--------------------|
| E-1 Mission | 54 | 237 |
| E-2 Student Success | 6 | 21 |
| E-3 Excellence Teaching/Learning | 3 | 10 |
| E-4 Community Engagement | 9 | 79 |
| E-5 Integrity & Stewardship | 7 | 43 |
| E-6 Inclusion & Climate | 2 | 6 |

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

The Northwest Commission on Colleges and Universities held a Mission Fulfillment and Sustainability Workshop on March 4, 2019. The workshop was designed to assist colleges in preparing for a comprehensive evaluation visit and report. Dr. Bryce Humpherys and Valerie Parton attended as Big Bend Community College prepares for its Mission Fulfillment Report and evaluation visit in fall 2020.

The Commission recently sent a draft of [new accreditation standards](#) for institutions to review. [Current standards](#) may be reviewed for comparison. In addition to meeting standards, the college must demonstrate that the college is meeting [NWCCU Policies](#).

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

Big Bend Community College is developing a Statement of Need for offering a Bachelor of Applied Science (BAS) in Applied Management. Part of the process includes gauging demand by surveying employers and students as well as analyzing regional economic data. The Washington State Board for Community and Technical Colleges (SBCTC) has a BAS approval process that we must follow. Following is the timeline the college is using to prepare and submit the Statement of Need.

2019

- | | |
|-----------|---|
| Jan-April | Conduct research for the Statement of Need. |
| March | Write a draft Statement of Need document. |
| April | Share first draft of the Statement of Need with the BBCC Board of Trustees and campus community and request feedback. |
| May | Incorporate feedback into second draft of Statement of Need. |
| June | Seek approval from BBCC Board of Trustees to offer BAS degrees Make final changes to Statement of Need. |
| July | Submit Statement of Need to SBCTC for review. |
| July-Sept | Respond to questions or concerns raised during SBCTC review process. |
| Oct | Present Statement of Need to State Board for approval. |

If the State Board approves the Statement of Need, BBCC has 12 months to develop a full program proposal.

The U.S. Department of Education recently renewed Big Bend Community College's designation as a Hispanic Serving Institution under Titles III and V of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEA). This designation allows Big Bend to apply for Title V and Title III STEM Grants. Currently Big Bend is developing a collaborative grant application with Yakima Valley College. One of the primary activities in the grant will be to support the development and implementation of the BAS degree in Applied Management.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Big Bend Community College completed its annual planning and Mission Fulfillment employee feedback session at the Employee In-Service February 1. Departments also submitted budget requests. The next steps in the process are as follows.

- | | |
|-----------|--|
| March | Cabinet reviews feedback from In-service, actions taken since last year, and identifies “Next Steps” for the 2019-20 academic year. |
| April | College staff provide input on potential updates to Core Theme Indicators. Budget Review Task Force reviews budget requests and makes a prioritized list of requests for the President. |
| April-May | Cabinet adopts Core Theme Indicators for 2019-20 and Mission Fulfillment evaluation. President makes funding decisions for budget requests, based on what is currently known about the budget. College prepares 2019-20 Operating Budget and final Mission Fulfillment Report. |
| June | Board of Trustees adopts 2019-20 Operating Budget and final Mission Fulfillment Report |

The final Mission Fulfillment Report will contain a summary of the planning and budget development process the college used this year.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/2019

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Continuing attendance at Common Process Workshops (CPW) as they are scheduled. We are Deployment Group 5 (aka DG5) with February 2021 as our current GoLive date.

Facilities Master Plan: Continuing information gathering for the 'mini' update. Budget request for 2019-20 for formal update to plan.

Ongoing Capital Projects:

Workforce Education Center (New Building): 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.

Various Storefronts Bldgs 1100, 1300, 1500, 2000, 4200, 5000, 6000: Continued work through the final punch list-down to final 5% value of contract.

Various Windows and Door Hardware Bldgs 1200,1600, 3000: We requested a few changes to glass and panel inserts on a few of the doors after initial installation, extending the time for final completion until the end of February. Down to final punch list work.

UAV/ UAS Remodel project: New date for substantial completion moved to June 5, 2019 due to weather related issues. (trenching and concrete).

History:

UAV/ UAS Remodel project:

1/31/2019: Continuing to work with DES on a resolution with the contractor performance for this project.

12/20/2018: Working with DES, as the contractor is not performing timely.

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

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

Various Storefronts Bldgs 1100, 1300, 1500, 2000, 4200, 5000, 6000

1/31/2019: Working through the final punch list.

12/20/2018: We are approximately 50% complete. Expected completion by mid to end of January, depending on punch list.

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

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

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

Various Windows and Door Hardware Bldgs 1200,1600,3000

1/31/2019: Working through the final punch list.

12/20/2018: We are waiting to until Christmas break to do the windows at building 3000 and the hardware on 1200 and 1600. Working to complete prior to Winter quarter.

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

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

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

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

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. We are waiting for the Grant Co permit, but fence is up and both Lydig Construction and Apollo have construction trailers on site. Construction cost is approximately \$300 per sq ft.

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

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

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

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for action)

g. Human Resources Report

BACKGROUND:

Recruitment & Selection:

Edwin Castro accepted the position of Program Assistant in the Financial Aid Office. This is a full-time, classified staff position replacing Abby Simonson. Edwin began his new position on February 25, 2019.

Cassandra Fry accepted a promotion to the position of Financial Aid Advisor. This is a full-time, admin/exempt position replacing Jose Hernandez. Cassandra started her new position on March 1, 2019

The screening committee for the STEM Instructional Design Specialist position completed its work and is awaiting a decision from the college president.

Interviews for the Dean of Student Services position and the Math Instructor position have been scheduled.

The following searches are currently in process:

- STEM Lab Coordinator
- HS21+ Instructor
- Open Doors Coordinator
- Director of Health Education Programs
- WES Program Assistant
- Program Specialist 2, Financial Aid
- Biology Instructor

Retention:

There were no separations in January or February.

Civil Rights Review:

Big Bend Community College is scheduled for a civil rights review from April 15 to April 19, 2019. The civil rights review, required by the Department of Education's Office of Civil Rights (OCR) is conducted through the State Board for Community and Technical Colleges (SBCTC). The college is gathering the requested documents and demographic information for the review. An entrance conference is tentatively scheduled for April 15, 2019.

2019 Administrator Evaluations:

In odd-numbered years, the campus community is invited to provide feedback on the performance of senior-level administrators as outlined in AP 3015, Administrative/Exempt Staff Performance Evaluations. Included in this year's evaluation are:

- President
- VP of Finance & Administration
- VP of Human Resources & Labor
- VP of Learning & Student Success
- Dean of Workforce Education
- Dean of Arts & Sciences
- Dean of Transitional Studies
- Dean of Institutional Research & Planning

The purpose of these surveys is to provide constructive feedback about work behavior, as others perceive it, which will be used to improve job effectiveness and aid in professional development.

Feedback surveys were distributed on February 26, 2019 using an electronic process through Survey Monkey. Survey Monkey utilizes some of the most advanced technology for Internet security commercially available today. Secure Sockets Layer (SSL) technology protects user information using both server authentication and data encryption, ensuring that user data is safe, secure, and only available to authorized persons.

Responses will be collected until 11:45 p.m. on March 14, 2019. Summary reports will be distributed to those being evaluated on or before March 28, 2019.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

With Cassandra Fry's promotion to the Financial Aid Advisor, which is an exempt position, Robin Arriaga has been asked to step back in as the classified staff STAR Committee Chair, she has previously served in this role. Kim Garza, Vice President of Human Resources & Labor will email the Classified Staff listserv with some initial information regarding the changeover of responsibilities and leadership regarding the classified staff STAR Committee.

The recruitment process for members of the committee has begun. Any classified staff member interested in possible membership on the STAR Committee should notify Kim Garza or Robin Arriaga.

Current membership of the STAR Committee as of February 25 is as follows:

Robin Arriaga-Human Resources
Heidi Bratsch-Health Education
CarlaLouise Christian-STEM Pathways Grant
Kerri Fuhrman-Student Administrative Support Services
Carmen Ramirez-Workforce Education Services
Tana Richins-Bookstore
Sarah Schutt-Student Activities

The focus of the committee moving forward will be more project based. We will review the recent Climate and Culture report authored by Dr. Clark in order to determine areas affecting classified staff. We want to focus on employee experience issues that employees feel are important to them and what changes they would like to see. We are interested in possible focus group work to determine "what process improvements, recognition, and professional development classified staff really want." We would like to work towards being more solution based. Our committee is very excited to get started working on our new focus areas.

The committee will also focus on helping provide access to more targeted training or perhaps professional development including groups or individuals as necessary. We welcome any suggestions, solutions to issues, or other comments that classified staff have moving forward.

Classified staff continue to log hours for training including webinars, conferences, and professional development. We have a few classified staff pursuing higher education degrees.

Prepared by Robin Arriaga.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

As of March 4, 2019, winter headcount (2,502) is 3.1% higher than this time last year (2,427). Total FTEs for winter are 1,937.9 (a 3.7% increase over last year) and state-funded FTEs are 1,462.1 (a 1.5% decrease from last year). Online enrollment is approximately 10% higher than this time last year.

The tuition amount budgeted for 2018-2019 is \$4,000,000. As of January 31, 2019 we have collected \$2,649,490 or 66.2% of the budgeted amount. As of January 31, 2018 we had collected \$2,690,086 or 67.3%.

TUITION COLLECTION REPORT

| | <u>2018-19</u> | <u>2017-18</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$ 4,000,000 | \$ 4,000,000 |
| Total Collections as of Jan 31 | \$ 2,649,490 | \$ 2,690,086 |
| As a % of annual budget | 66.2% | 67.3% |
| Left to collect to meet budget target | \$ 1,350,510 | \$ 1,309,914 |

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

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #3: CONSENT AGENDA (for information)\

j. Safety & Security Update

February 2019 Campus Safety Report

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

CLERY COMPLIANCE OFFICER

1. Campus Security Authority (CSA) Training
 - a. Fifty campus community members completed annual CSA training.
2. Primary Prevention and Awareness Program
 - a. One new employee completed Primary Prevention and Awareness Program.
3. Ongoing Prevention and Awareness Program
 - a. BBCC promoted National Teen Dating Awareness Month by distributing campaign informational materials via email and social media targeting employees and students. ASB published and displayed posters around the campus.

ENVIRONMENTAL HEALTH AND SAFETY

1. Dangerous Waste Disposal
 - a. BBCC is collecting for disposal all per- and poly-fluorinated alkyl substances (PFAS)-containing firefighting foam, a state-only dangerous waste, which was banned from training use on July 1, 2018. The foam had been used for aircraft rescue firefighting (ARFF) training programs.
2. Dangerous Waste Reporting
 - a. Began assessing and gathering data for the 03/01/2019 submission of BBCC's annual dangerous waste report to the state Department of Ecology.

EMERGENCY MANAGEMENT

1. Emergency Drills and Exercises
 - a. Due to severe weather throughout the month, emergency evacuation drills were suspended.
2. Emergency Operations Plan
 - a. #SNOWMAGEDDON2019: The Campus Closures Emergencies plan was reviewed after the five partial or full campus closure/suspended operations incidents in February.
 - b. The college's Emergency Operations Plan is undergoing an update with completion expected by mid-Spring Quarter.

Prepared by Director of Safety & Security Kyle Foreman,

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

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

BACKGROUND:

The Board will consider probationary faculty contract renewal for the following faculty.

| <u>Faculty Member</u> | <u>Position</u> | <u>Current Status</u> |
|------------------------------|--------------------------------|-----------------------------------|
| Christy Welch | Biology Instructor | 1 st probationary year |
| Sarah Bauer | Chemistry Instructor | 2 nd probationary year |
| Aaron Linthicum | Flight Instructor | 2 nd probationary year |
| Zachary Olson | Development English Instructor | 2 nd probationary year |
| Terry Pyle | Ag/Econ Instructor | 2 nd probationary year |
| Mariah Whitney | Biology Instructor | 2 nd probationary year |

The Board will consider awarding tenure to the following faculty.

| | | |
|-----------------|---------------------------|-----------------------------------|
| Ryan Duvall | BIM Instructor | 3 rd probationary year |
| Allison Palumbo | English Instructor | 3 rd probationary year |
| Jody Quitadamo | History/Political Science | 3 rd probationary year |
| Sean Twohy | English 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 take action on the probationary tenure candidates.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #7: 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 policies.

BP2070 Reasonable Accommodation for Employees has been revised by VP Kim Garza. AAG Jason Brown has reviewed the proposed revisions.

BP3014 Hiring Procedures: Administrative & Exempt Staff has been reviewed by VP Kim Garza and AAG Jason Brown and is recommended for elimination.

BP 6113 Americans with Disabilities Act of 1990 for BBCC is proposed to be renamed BP 6112 Reasonable Accommodation for Student; and the old BP 6112 will be eliminated. AAG Jason Brown has reviewed this and his input is included.

BP6112 Disabled Student Non-discrimination Policy has been reviewed by VP Kim Garza and AAG Jason Brown and is recommended for elimination.

BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct has been revised and reviewed by AAG Jason Brown.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board take action on the policies listed.

BP2070 REASONABLE ACCOMMODATIONS FOR EMPLOYEES POLICY

2070.1 PURPOSE

It is the policy of Big Bend Community College (BBCC) to ensure persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation in all aspects of employment. This includes good faith consideration and interactive engagement regarding reasonable accommodation requests from all candidates for employment, as well as qualified faculty, staff, and appointees. policy is to reasonably accommodate qualified faculty, staff, appointees, and job applicants with disabilities.

A disabled individual has the right to request and receive reasonable accommodation in all aspects of employment. The need for reasonable accommodation does not adversely affect an individual's consideration for employment, training, promotion, or opportunity to enjoy equal terms, benefits, privileges, or conditions of employment.

This policy is in accordance with the American with Disabilities Act (ADA) of 1990 as amended; the Washington State Law Against Discrimination, RCW 49.60; and Section 504 of the Rehabilitation Act of 1973.

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BP3014

Hiring Procedures: Administrative and Exempt Staff

BP3014

3014.1

The College President is the appointing authority for all staff of Big Bend Community College.

RCW 28B.10.528

POLICY STATEMENT:

~~No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity. All qualified applicants for admission who have disabilities may request and shall be provided reasonable accommodation in their admission process. Any qualified student with disabilities is eligible to receive reasonable academic accommodations, on a case by case basis, in his or her programs of study and in college sponsored activities. No student shall, on the basis of his/her disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity.~~ Big Bend Community College (BBCC) is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities for all aspects of college life, including but not limited to recruitment, core services, as defined in RCW 28B.10.912, the application process, enrollment, registration, financial aid, coursework, research, academic counseling, housing programs owned or operated by the institution, and nonacademic programs and services, in the most integrated setting appropriate to the student's needs, ~~in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, ch. 105. the laws of the state of Washington.~~

~~BBCC is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under the ADA and to establish clear guidelines for seeking and receiving reasonable accommodations.~~

To receive reasonable accommodations in an appropriate and timely manner, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. ~~This policy establishes the scope of and the procedures for requesting those accommodations.~~

This policy does not provide rights or obligations not provided by applicable laws.

Legal authority: Americans with Disabilities Act of 1990 as amended (42 U.S.C. § 12101), Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. § 701 et. seq.), RCW 49.60, RCW 28B.910,.912, .914.

6113.1 SCOPE:

~~Reasonable accommodations under this policy include, but are not limited to; (a) academic adjustments, such as modification of academic requirements and flexibility in~~

~~test taking arrangements; (b) adjustments in nonacademic services and other rules; and (c) auxiliary aids and services.~~

~~BBCC will make those modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and (2) do not impose an undue hardship on the college or require alteration of essential program requirements.~~

~~Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling, housing programs owned or operated by the college, and nonacademic programs and services.~~

~~**A. Section 202 of the 1990 Americans with Disabilities Act states:**~~

~~No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.~~

~~**B. Section 504 of Rehabilitation Act states:**~~

~~No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.~~

6113.2 DEFINITIONS:

~~A. "Reasonable accommodations" in college programs and services, are modifications of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to benefit from and have access to college programs and services and the provision of auxiliary aids and services.~~

~~B. "Student" is a person enrolled at the college.~~

~~C. A "qualified student with a disability" is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfilling the essential requirements of college programs or activities.~~

~~D. A "student with a disability" is a student who; (1) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life~~

activities; (2) has a record of such an impairment or; (3) is perceived to have such an impairment, or a student who has an abnormal condition that is medically cognizable or diagnosable.

- ~~E. "Undue hardship" is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services or threaten the health or safety of the college community.~~
- ~~F. "Program accessibility" means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.~~
- ~~G. "Core Services" are those services listed in State of Washington Laws of 1994, ch. 105 that are necessary to ensure students with disabilities are reasonably accommodated at the college.~~
- ~~H. "Course Substitution" is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.~~

6113.4 OBLIGATIONS OF THE COLLEGE:

~~— The college shall:~~

- ~~— A. Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as presently enacted or hereinafter amended.~~
- ~~— B. Notify students of the college's policy of nondiscrimination on the basis of disability and of steps the student may take if he/she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights with the institution of higher education. This notice shall include the phone numbers of the United States Department of Education, U.S. Office of Civil Rights, and the Washington State Human Rights Commission.~~
- ~~— C. Make available to all students information on the services available to disabled students, including the name and location of the Disabled Student Services (DSS) Coordinator, and the process for accessing those services.~~
- ~~— D. Work with the student, faculty, and staff on a case by case basis, to select and provide those accommodations/core services appropriate for each qualified student with a disability.~~
- ~~— E. Develop procedures to protect the confidentiality of information regarding the nature and extent of the documented disability.~~
- ~~— F. Maintain the academic integrity of its programs.~~
- ~~— G. Not make pre admission inquiry as to whether the applicant has a disability, except as provided by law.~~
- ~~— H. Work in collaboration with eligible students to determine what accommodations are reasonable and appropriate.~~
- ~~— To identify the accommodations that are reasonable based on the nature and extent of a student's disability, the college may require specific documentation from the student's physician.~~

6113.5 OBLIGATIONS AND RIGHTS OF STUDENTS:

~~— The college is obligated to provide reasonable accommodation to a qualified student with a known disability. What is appropriate for a student is a case by case determination. A student who seeks such accommodations is responsible for documenting the nature and~~

~~extent of the disability. The college will work in collaboration with the student in determining the appropriate accommodations.~~

~~To ensure that needed accommodations are provided in a timely manner, the student shall:~~

- ~~A. Provide timely notice and documentation of the nature and extent of the disability, and the accommodations requested, to the DSS Coordinator. Some accommodations may require some time to arrange. Requests for accommodations should be received by the college six weeks prior to the beginning of the quarter for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.~~
- ~~B. Provide such additional documentation on the nature and extent of their disability as the college may require to determine appropriate accommodations.~~
- ~~C. Work with the DSS Office to develop an appropriate curriculum plan for the degree sought.~~
- ~~D. Promptly notify the DSS Office of any problems in receiving the agreed-upon accommodations.~~

6113.6 DISABLED STUDENT SERVICES (DSS) OFFICE – COORDINATOR:

- ~~A. The DSS Office is responsible for the coordination of services to qualified students with disabilities requiring reasonable accommodations.~~
- ~~B. The DSS Office is committed to a reasonable approach in the identification of students with disabilities, including contacting all students who voluntarily self-identify during the college admission or orientation process.~~
- ~~C. Information regarding a disability will be kept confidential except as necessary to provide the reasonable accommodations as required by the student. In order to make information available to the appropriate instructor(s), administrator(s), etc., the student must sign a Release of information form.~~
- ~~D. The DSS Office will assist and advise each qualified student with a disability who requests accommodations under this policy in developing an instructional plan, identifying those reasonable accommodations appropriate for the student, and ensuring that the agreed-upon accommodations are provided.~~

6113.7 REASONABLE ACCOMMODATIONS – EXAMPLES BY CATEGORIES:

~~The process of selecting reasonable accommodations for each qualified student with a disability shall be made on a case-by case basis, based on the nature and extent of the student's disability.~~

~~**A. Academic modifications.**~~

~~Academic modifications may include, but are not limited to:~~

- ~~1. flexibility in time lines for completion of courses, certification, and degree requirements;~~
- ~~2. substitution of specific courses required for the completion of degrees;~~
- ~~3. adaptation of the manner in which specific courses are conducted;~~
- ~~4. flexibility in teaching methods and test-taking arrangements; and~~
- ~~5. flexibility in credits required to satisfy institutional eligibility for financial aid.~~

~~**B. Auxiliary Aids and Services**~~

- ~~1. flexible procedures in the admissions process, (early registration or priority registration);~~
- ~~2. qualified sign language, oral and tactile interpreters, or other technological alternatives;~~
- ~~3. access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven by seventeen inch paper, Braille devices and computer enhancements;~~
- ~~4. textbooks and other educational materials in alternative media, including, but not limited to large print, Braille, electronic format, and audio tape;~~
- ~~5. provision of readers, notetakers, and/or proof readers; and~~
- ~~6. release of syllabi, study guides, and other appropriate instructor produced materials in advance of general distribution and access beyond the regular classroom session to slides, films, overheads, and other media and taping of lectures.~~

~~**C. Access.**~~

- ~~1. ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;~~
- ~~2. facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;~~
- ~~3. referral to appropriate on-campus and off-campus resources, services and agencies; and~~
- ~~4. accessibility to tutoring, mentoring, peer counseling, and academic advising, if available on-campus, for students with disabilities.~~

6113.8 PROCEDURES FOR COURSE SUBSTITUTIONS:

A. Policy

~~Every student enrolled in a degree program at the college must meet the essential requirements of that program to receive the degree. Under the ADA, the college is not required to waive essential requirements of a student's program of instruction.~~

~~Course substitutions will be approved only when such substitution is consistent with the essential degree requirements.~~

B. Procedure for Requesting Course Substitution.

- ~~1. Requests for substitution for a required course shall be considered only when a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he/she is unable to successfully complete the course solely because of his/her disability.~~
- ~~2. All requests for course substitution shall be submitted to the DSS Coordinator in a timely manner and shall include the following information:
 - ~~a. A description of the accommodations previously provided to the student for the course;~~
 - ~~b. an explanation of the relationship of the student's disability to the lack of success in completing the course;~~
 - ~~c. the proposed substitute course, if known; and~~~~

- ~~d. a statement by the student that he/she has made a good faith effort to complete the required course with appropriate accommodations.~~

~~C. Course Substitution.~~

~~If a course substitution is permitted at Big Bend Community College, that permission in no way, obligates another institution to accept the substitution for transfer credit. Once completed, the substituted course will be indicated as a program substitution on the student transcripts.~~

~~D. Special Needs Academic Advisory Committee.~~

- ~~1. All requests for course substitutions shall be submitted to the Special Needs Academic Advisory Committee, composed of: The Chair of the Division in which the course is offered; one faculty member from that Division, the Dean of Instruction or designee; the DSS Coordinator; and the student's academic advisor.~~
- ~~2. Request for a course substitution shall be approved if the proposed substitution meets the learning objective of the degree requirement.~~
- ~~3. The Committee shall respond in writing to all requests for course substitutions within two weeks of receiving the request. The response shall include a brief summary of the basis for the decision.~~

6113.9 REASONABLE ACCOMMODATION – APPEALS:

- ~~A. If a student believes that the DSS Coordinator has not identified or provided reasonable academic adjustments or auxiliary aids, the student has the right to appeal.~~
- ~~B. The student shall submit the appeal to the DSS Coordinator Office. The DSS Coordinator shall review the student's position, and respond within five (5) days.~~
- ~~C. If resolution is not reached by the student and DSS Coordinator, the DSS Coordinator shall refer the appeal to the Dean of Students.~~
- ~~D. The Dean of Students shall review the appeal and make recommendations in writing for an appropriate resolution. Academic issues may be referred to the Vice President of Educational Services.~~
- ~~E. The decision of Dean of Students or the Vice President of Educational Services is the final decision of the institution.~~

~~THIS POLICY DOES NOT PROVIDE RIGHTS OR OBLIGATIONS NOT PROVIDED BY APPLICABLE LAWS.~~

Big Bend Community College District 18 provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, sex, or handicap in accord with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973 requiring academic adjustments and auxiliary aids.

BP6115 ~~POLICY PROHIBITING DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT~~ EQUAL EMPLOYMENT, NON-DISCRIMINATION AND ANTI-HARASSMENT

6115.1 PURPOSE

Big Bend Community College (BBCC) recognizes its responsibilities pursuant to state and federal law, rules, and regulations including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination, harassment, sexual misconduct and retaliation consistent with these provisions. The purpose of this policy is to establish BBCC's commitment to provide equal opportunities in employment and to provide a work and academic environment that is free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and/or retaliation by or against its employees, students, guests, trustees, visitors and contractors.

BBCC commits to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, or any other legally prohibited basis in accordance with federal and state laws. BBCC, consistent with the Genetic Information Nondiscrimination Act (GINA), will not obtain any genetic information (including family medical history) from applicants or employees.

~~The goal of Big Bend Community College is to provide a work and academic environment free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, and sexual misconduct. Discrimination, harassment, sexual harassment, and sexual misconduct destroy mutual respect and a trusting environment.~~

This policy applies to all employees, students, ~~faculty, staff~~, guests, trustees, contractors, visitors, or others having an association with the College while on campus, on properties leased or used by BBCC for any college activities, while conducting BBCC business off-campus such as business trips, field trips, athletic events, student activities, and internships, and/or using college resources off-campus.

This policy will be interpreted in the context of academic freedom in the educational environment. The culture of BBCC is founded in the principles of

free inquiry and free expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to ensure freedom of speech and the free exchange of ideas by reaffirming the value of all people.

6115.2 PROHIBITED PRACTICES

This policy prohibits discrimination on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit.

Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, or any other legally protected classification.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, intimate partner/domestic violence, non-consensual sexual intercourse, non-consensual sexual contact, sexual assault, stalking, and dating violence. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, sexual assault, offensive remarks about a person's gender, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex.

The Vice President of Human Resources and Labor shall develop and implement an internal complaint procedure for filing a complaint of discrimination or harassment. BBCC will implement a supporting educational program that makes the policy and complaint procedure generally known. Complaints will be investigated in a timely manner and appropriate action will be taken when violations of policy are confirmed. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

Refer to AP 6115 for the process to report discrimination, harassment, and sexual harassment.

This policy is based on: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, 29 CFR Part 1635, Regulations under the Genetic Information Nondiscrimination Act of 2008, Vietnam Era Veteran's Readjustment Assistance Act, American with Disabilities Act, the Civil Rights Act of 1991, Washington State Laws on Discrimination, Chapter 49.60 RCW, Collective Bargaining Agreements, The Campus SAVE Act,

Violence Against Women Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #8: Employee Focus Group Report (information/action)

BACKGROUND:

The trustees will discuss the Employee Focus Group Report.

Prepared by the President's Office.

RECOMMENDATION:

None.

| Priority SGC 3/1/19 | Comments Shared Governance Council 3/1/19 | Theme | Description |
|---------------------------|---|---|---|
| 2 24 Dots | <ul style="list-style-type: none"> Some supervisors don't find this a priority, well it is. | Accountability | We lack structure/stability for employees in the areas of orientation, onboarding, clear job descriptions/expectations, and performance management. Employees, including leaders, should be held accountable to rules/standards. |
| 1 36 Dots | | Communication | We must do a better job of helping employees understand how decisions are made, what is expected (recommendations, decisions, input, etc.) of employees, getting input before decisions are made, following up after decisions are made, and regular communication on standard topics such as budget, legislation, etc. |
| 3 20 Dots | | Community | We need to create a better sense of community on campus between departments and faculty/staff. We must help employees, especially new employees, make connections and create positive working relationships. We must also address a lack of trust between groups of employees and between leaders and employees. |
| 6 6 Dots | <ul style="list-style-type: none"> Should be daily reminder. This should be included throughout our work, not just one theme. So if we focus on other themes, keeping this in mind when we work on those. | Diversity, Equity, & Inclusion | Tension around diversity, equity, and inclusion continues to exist. We must provide more opportunities for "safe" discussion and training for all employees. We need to clarify leadership's and employees' expectations in this area. |
| 7 5 Dots | <ul style="list-style-type: none"> Mandatory new supervisor training, not just if they can show up. Additional leadership training for new supervisors, do they know how to supervise or just the skills to perform job? | Leadership Development | We must provide equitable, ongoing opportunities for professional development for all employees. BBCC needs to clearly define expectations for leaders/supervisors at BBCC regarding what type of environment/culture we expect supervisors to create for their direct-reports. |
| 5 8 Dots | <ul style="list-style-type: none"> If we don't take care of this issue we are going to have continuous high rate of turnover. People/employees need to be valued. We are at the point of everyone wanting to point at each other and tell them what to do and how to do it. Okay we are all adults and can figure out where we want our staples and phone, etc. put on our desk (just an example). Say thank you for a job well don't! | Value/ Recognition | Our current methods of recognition are not meeting the needs of employees, and not all employees are included. We must address the high levels of frustration, stress, and concern in this area that exist among our employees. For example, frustration exists regarding hiring processes, especially around treatment of internal applicants. |
| 4 14 Dots | <ul style="list-style-type: none"> Wider conversation about Clark Report. Only one extreme view was represented and the author is biased, as evidenced by the works she cited. This report did not reflect the collective faculty view. I think this is important as well and chose communication over this one, think both similar | Voice | A serious issue exists regarding whose voices are heard and whose are not heard. We must analyze how we invite or include voices/perspectives to ensure we are inclusive. We also need effective strategies with which to follow-up or "close the loop," so employees know their perspectives mattered or were considered. |

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #9: Study Sessions (information/action)

BACKGROUND:

During the study session held October 15, the trustees discussed the possibility of holding study sessions regularly for discussion and training. A study session to discuss the Employee Focus Group Report was held March 7. The trustees will continue their discussion on study-session topics and potential dates. They may consider a study session to learn about the bookstore, daycare, and residence halls and their revenues and expenses over the past five to ten years.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board uses, or adapts for its use, the attached form to identify study-session topics, potential dates and times, and other logistical details..

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

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

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #10: Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #11: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, April 11, 2019.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 3/14/19

ITEM #12: Miscellaneous (information/action)

BACKGROUND:

President Leas and Chair Jon Lane may discuss miscellaneous topics.

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

The JATP dinner and welcome ceremony will be held on Monday, April 1 starting at 5:00 p.m.

Upcoming Trustee Events:

ACT Spring Conference, May 23-24, 2019, Marcus Whitman Hotel and Conference Center, 6 W Rose Street, Walla Walla, WA 99362. Trustees as asked to confirm attendance plans with Melinda.

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Prepared by the President's Office.

RECOMMENDATION:

None.