

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18**

**SPECIAL BOARD OF TRUSTEES MEETING
Big Bend Community College**

**Thursday, July 30, 2020
1:00 p.m.**

The Board of Trustees of Community College District 18 have scheduled a special Board Meeting on Thursday, July 30, at 1:00 p.m. via Zoom Webinar.

Please register in advance as an audience member:

https://bigbend.zoom.us/webinar/register/WN_5n6OaGECR7q7dqt3maGFMQ

- Purpose:**
1. Title IX WAC (action)
 2. Grant County PUD Easement Request (action)
 3. Revisions to BP1000 (action)
 4. Trustees' Roles in Accreditation (action/information)
 5. Trustees' Roles in Dr. Tweedy's onboarding (action/information)

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.

Information: Contact Matt Killebrew, Director of Communications (793-2003) or President Terry Leas (793-2001), Big Bend Community College.

BIG BEND COMMUNITY COLLEGE

Date: 7/30/20

ITEM:#1 Title IX WAC Wording (action)

BACKGROUND:

Dean of Student Services André Guzman, VP Kim Garza, and Assistant Attorney General (AAG) Jason Brown collaborated to meet the U. S. Department of Education regulations in May. The regulations change Title IX requirements effective August 14, 2020. Title IX regulations deal with sexual misconduct. An AAG workgroup developed model wording to supplement BBCC's Student Code of Conduct reflecting the new regulations. The new wording will be added to the existing WAC (Washington Administrative Code) containing our Student Code of Conduct language. The new language is attached and has been adjusted to fit BBCC. There are no revisions to the current wording only the addition of the draft wording following this document.

There is ongoing litigation to stop the implementation of the new regulations, and there will be a court hearing on the matter in the next few weeks. A court order may state that we do not have to comply with the regulations. However, at this point we still must comply with the new regulations and proceed with making the WAC changes. According to the DOE mandate, we must have them in place by August 14, 2020. The additional wording redefines sexual harassment, narrows the Title IX jurisdiction, and also creates a "beefed up" hearing process. Current student conduct procedures remain in place for addressing all other student conduct issues.

RECOMMENDATION:

Dr. Leas, VP Kim Garza, and Dean André Guzman recommend the trustees approve the WAC wording.

WAC 132R-04-300 Order of Precedence

This supplemental procedure applies to allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. § 106. To the extent these supplemental hearing procedures conflict with the college's standard disciplinary procedures, WAC 132R-04-010 through -200, these supplemental procedures shall take precedence.

WAC 132R-04-305 Prohibited Conduct Under Title IX

Pursuant to RCW 28B.50.140(13) and Title IX of the Education Act Amendments of 1972, 20 U.S.C. §1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" encompasses the following conduct:

- (1) Quid Pro Quo Harassment. A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
- (2) Hostile Environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.
- (3) Sexual Assault. Sexual assault includes the following conduct:
 - (a) Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - (b) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - (c) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
 - (d) Statutory Rape. Consensual sexual intercourse between someone who is eighteen (18) years of age or older and someone who is under the age of sixteen (16).
- (4) Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family

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violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

- (5) Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship.
- (6) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

WAC 132R-04-310 Title IX Jurisdiction

- (1) This supplemental procedure applies only if the alleged misconduct:
 - (a) Occurred in the United States;
 - (b) Occurred during a college educational program or activity; and
 - (c) Meets the definition of Sexual Harassment as that term is defined in this supplemental procedure.
- (2) For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.
- (3) Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of Section (1)(a)-(c) have not been met. Dismissal under this supplemental procedure does not prohibit the college from pursuing other disciplinary action based on allegations that the Respondent violated other provisions of the college's student conduct code, WAC 132R-04-010 through -200.
- (4) If the Student Conduct Officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Student Conduct Officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

WAC 132R-04-315 Initiation of Discipline

- (1) Upon receiving the Title IX investigation report from the Title IX Coordinator, the Student Conduct Officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the Respondent for engaging in prohibited conduct under Title IX.
- (2) If the Student Conduct Officer determines that there are sufficient grounds to proceed under these supplement procedures, the Student Conduct Officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the Chair of the Student Conduct Committee and serving the notice on the Respondent and the Complainant, and their respective advisors. The notice must:
 - (a) Set forth the basis for Title IX jurisdiction;
 - (b) Identify the alleged Title IX violation(s);
 - (c) Set forth the facts underlying the allegation(s);
 - (d) Identify the range of possible sanctions that may be imposed if the Respondent is found responsible for the alleged violation(s); and
 - (e) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - (i) The advisors will be responsible for questioning all witnesses on the party's behalf;
 - (ii) An advisor may be an attorney; and
 - (iii) The college will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so; and
- (3) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

WAC 132R-04-320 Pre-Hearing Procedure

- (1) Upon receiving the disciplinary notice, the Chair of the Student Conduct Committee will send a hearing notice to all parties, in compliance with WAC 132R-04-130. In no event will the hearing date be set less than ten (10) days after the Title IX Coordinator provided the Final Investigation Report to the parties.
- (2) A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five (5) days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties and the student conduct officer.
- (3) In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

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WAC 132R-04-325 Rights of Parties

- (1) The college's Student Conduct Procedures, WAC 132R-04-010 through -200, and this supplemental procedure shall apply equally to all parties.
- (2) The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the Respondent is responsible for a Title IX violation by a preponderance of the evidence.
- (3) The Respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.
- (4) During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX Coordinator will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

WAC 132R-04-330 Evidence

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

- (1) Relevance: The Committee Chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
- (2) Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.
- (3) Questions or evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:
 - (a) Is asked or offered to prove someone other than the Respondent committed the alleged misconduct; or
 - (b) Concerns specific incidents of prior sexual behavior between the Complainant and the Respondent, which are asked or offered on the issue of consent.
- (4) Cross-examination required: If a party or witness does not submit to cross-examination during the live hearing, the Committee must not rely on any statement by that party or witness in reaching a determination of responsibility.
- (5) No negative inference: The Committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.
- (6) Privileged evidence: The Committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
 - (a) Spousal/domestic partner privilege;

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- (b) Attorney-Client and attorney work product privileges;
- (c) Privileges applicable to members of the clergy and priests;
- (d) Privileges applicable to medical providers, mental health therapists, and counsellors;
- (e) Privileges applicable to sexual assault and domestic violence advocates; and
- (f) Other legal privileges identified in RCW 5.60.060.

WAC 132R-04-335 Initial Order

In addition to complying with WAC 132R-04-140, the Student Conduct Committee will be responsible for conferring and drafting an Initial Order that:

- (1) Identifies the allegations of sexual harassment;
- (2) Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
- (3) Makes findings of fact supporting the determination of responsibility;
- (4) Reaches conclusions as to whether the facts establish whether the Respondent is responsible for engaging in Sexual Harassment in violation of Title IX;
- (5) Contains a statement of, and rationale for, the Committee's determination of responsibility for each allegation;
- (6) Describes any disciplinary sanction or conditions imposed against the Respondent, if any;
- (7) Describes to what extent, if any, Complainant is entitled to remedies designed to restore or preserve Complainant's equal access to the college's education programs or activities; and
- (8) Describes the process for appealing the Initial Order to the college President.
- (9) The Committee Chair will serve the Initial Order on the Parties simultaneously.

WAC 132R-04-340 Appeals

- (1) The Parties shall have the right to appeal from the Initial Order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and timeframes set forth in WAC 132R-04-150.
- (2) The President or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the Initial Order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).
- (3) President's Office shall serve the Final Decision on the parties simultaneously.

BIG BEND COMMUNITY COLLEGE

Date: 7/30/20

ITEM: #2 Grant County PUD Easement Request (action)

BACKGROUND:

Property owner Ryan Doumit is constructing a multisport athletic training facility at 6708 College Parkway Rd NE, almost directly across the street from the BBCC Baseball and Softball fields. The Grant County PUD is requesting a utility easement to provide electric connection as noted on the map. Following action by the board, Executive Director of the State Board for Community and Technical Colleges Jan Yoshiwara will sign the required documents granting the easement.

RECOMMENDATION:

Dr. Leas and VP Linda Schoonmaker recommend approving the easement request.

Return to: **Lorie Butterly**
Name: Public Utility District No. 2 of Grant County
Address: PO Box 878
City, State: Ephrata, WA 98823

**EASEMENT AND RIGHT OF WAY
ELECTRIC DISTRIBUTION LINE(S)
AND COMMUNICATION FACILITIES**

Grantor(s): WASHINGTON STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Grantee: Public Utility District No. 2 of Grant County, Washington
Legal Description (abbreviated): POR N2 & N2SW, 29, 32 & 33 20 28
Additional legal page 1.
Assessor's Tax Parcel ID #17-1036-000

GWO #
ACCOUNT ID #
PREMISE #
SERVICE POINT #

Tract No. S32 T20 R28

The Grantor(s): **WASHINGTON STATE BOARD FOR COMMUNITY COLLEGE EDUCATION**
7662 CHANUTE ST NE
MOSES LAKE WA 98837-3293

in order to assist in the continued improvement of electric, telecommunication, and other services in Grant County, Washington, and for and in consideration of the mutual benefits to themselves, other landowners of Grant County and other persons, hereby grant and convey to PUBLIC UTILITY DISTRICT NO. 2 OF GRANT COUNTY, its agents, contractors, licensees, permittees, successors and assigns, hereinafter collectively called the Grantee, a perpetual right of way and easement: (1) to construct, reconstruct, operate, patrol, maintain and remove overhead and/or underground electrical distribution line(s) with multiple conductors including appurtenant signal lines, poles, wires, cables, anchors, guys and appliances necessary or desirable in connection with said distribution lines; and (2) to construct, reconstruct, operate, patrol, maintain and remove communication, fiber optic, telecommunication, telephonic, television, telecomputing, or any other communication or cable facilities, equipment, or other devices, in, upon, over, and under the following described land located in Grant County, Washington, to wit:

THAT PART OF LARSON AIR FORCE BASE LOCATED IN SECTIONS 29, 32 & 33, TOWNSHIP 20 NORTH, RANGE 28 E.W.M., DESCRIBED AS:

BEGINNING AT A POINT 4683.53 FEET NORTH AND 9607.35 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 33, TOWNSHIP 20 NORTH, RANGE 28 E.W.M. (WHOSE WASHINGTON STATE GRID SOUTH ZONE COORDINATES ARE Y=674,047.08, X=2,298,909.20 AND ARE REFERRED TO U.S.C. & G.S. STATION "SPAD" WHOSE W.S.G.S. ZONE COORDINATES ARE Y=676,911.66, X=2,288,625.74); THENCE SOUTH 43°48'25" EAST, 774.42 FEET TO THE CENTERLINE OF A PRIVATE ROAD; THENCE NORTH 46°11'05" EAST ALONG THE CENTERLINE OF SAID PRIVATE ROAD, 678.24 FEET TO THE CENTERLINE OF A PRIVATE ROAD KNOWN AS 9TH AVENUE; THENCE SOUTH 0°19'10" EAST ALONG THE CENTERLINE OF 9TH AVENUE, 807.48 FEET; THENCE CONTINUING ALONG THE CENTERLINE OF 9TH AVENUE, SOUTH 0°52'25" EAST, 681.00 FEET TO THE NORTHERLY RIGHT-OF-WAY OF A COUNTY ROAD KNOWN AS CHANUTE ST.; THENCE NORTH 89°02'50" EAST ALONG THE NORTH RIGHT-OF-WAY OF CHANUTE, 760.00 FEET TO THE CENTERLINE OF A PRIVATE ROAD KNOWN AS 8TH AVENUE; THENCE SOUTH 00°52'25" EAST ALONG THE CENTERLINE OF 8TH AVENUE, 710.00 FEET TO THE NORTHERLY RIGHT-OF-WAY OF A COUNTY ROAD KNOWN AS DOVER ST.; THENCE NORTH 89°02'50" EAST, 1490.00 FEET TO THE WESTERLY RIGHT-OF-WAY OF A COUNTY ROAD KNOWN AS 6TH AVENUE; THENCE NORTH 0°52'25" WEST ALONG THE WESTERLY RIGHT-OF-WAY OF SAID 6TH AVE, 710.00 FEET TO THE NORTHERLY RIGHT-OF-WAY OF CHANUTE ST.; THENCE NORTH 89°07'25" EAST ALONG THE NORTH RIGHT-OF-WAY OF CHANUTE, 420.00 FEET TO THE WESTERLY RIGHT-OF-WAY OF A COUNTY ROAD KNOWN AS 5TH AVENUE; THENCE NORTH 0°52'25" WEST ALONG THE WEST RIGHT-OF-WAY OF 5TH AVE, 681.00 FEET TO THE CENTERLINE OF A PRIVATE ROAD KNOWN AS BOLLING ST.; THENCE NORTH 89°07'35" EAST, ALONG THE CENTERLINE OF BOLLING ST., 790.00 FEET TO THE CENTERLINE OF A PRIVATE ROAD KNOWN AS 4TH AVENUE; THENCE NORTH 0°52'25" WEST ALONG THE CENTERLINE OF 4TH AVE, 789.00 FEET TO THE SOUTHERLY RIGHT-OF-WAY OF A COUNTY ROAD KNOWN AS ANDREWS ST.; THENCE SOUTH 89°07'35" WEST ALONG THE SOUTH RIGHT-OF-WAY LINE OF ANDREWS ST., 790.00 FEET TO THE WESTERLY RIGHT-OF-WAY OF SAID COUNTY ROAD KNOWN AS 5TH AVENUE, SAID POINT BEING THE TERMINATION OF COUNTY ROAD FOR ANDREWS ST.; THENCE NORTH 0°52'25" WEST, 30.00 FEET TO THE CENTERLINE OF A PRIVATE ROAD KNOWN AS ANDREWS ST.; THENCE SOUTH 89°07'35" WEST ALONG THE CENTERLINE OF ANDREWS ST., 390.00 FEET TO THE CENTERLINE OF A COUNTY ROAD KNOWN AS 6TH AVENUE; THENCE CONTINUING ALONG THE CENTERLINE OF ANDREWS ST., SOUTH 89°07'35" WEST, 1532.00 FEET; THENCE NORTH 0°56'55" WEST, 593.55 FEET; THENCE SOUTH 89°02'50" WEST, 553.13 FEET; THENCE NORTH 01°00'40" WEST, 174.87 FEET; THENCE SOUTH 89°01'05" WEST, 481.27 FEET; THENCE SOUTH 46°14'50" WEST, 994.25 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM A 60 FOOT RIGHT-OF-WAY CENTERED ON THE FOLLOWING DESCRIBED LINE: BEGINNING AT AN INTERSECTION OF COUNTY ROADS KNOWN AS ANDREWS ST. AND 5TH AVENUE; THENCE SOUTH 0°52'25" EAST ALONG THE CENTERLINE OF 5TH AVENUE, 819.00 FEET.

ALSO EXCEPTING THEREFROM A 60 FOOT RIGHT-OF-WAY CENTERED ON THE FOLLOWING DESCRIBED LINE: BEGINNING AT THE INTERSECTION OF COUNTY ROADS KNOWN AS CHANUTE ST. AND 6TH AVENUE; THENCE NORTH 0°52'25" WEST ALONG THE CENTERLINE OF 6TH AVENUE, 1530.00 FEET.

ALSO EXCEPTING THEREFROM A 60 FOOT RIGHT-OF-WAY CENTERED ON THE FOLLOWING DESCRIBED LINE: BEGINNING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY OF 6TH AVENUE, AND THE CENTERLINE OF CHANUTE ST.; THENCE SOUTH 89°02'50" WEST, 1490.00 FEET.

AND EXCEPTING THEREFROM ASSESSOR'S TAX NUMBER 5796 (KNOWN AS WELL 2).

THE EASEMENT AREA and right of way hereby granted covers a 10 foot strip of land, lying over, under and across the above described land, the exact location of which is 5 feet on each side of a centerline which is currently staked on Grantor's property.

Grantee shall have the right at all times of ingress to and egress from the easement area across adjacent lands of Grantor for the purpose of exercising any of its rights. Grantor shall have the right to use the easement area for purposes not inconsistent with Grantee's full enjoyment of the authority and rights hereby granted. Such determination shall be made solely by the Grantee.

The Grantors for themselves and their successors, assigns, lessees and licensees, hereby covenant and agree that they shall not place, construct or maintain any buildings, structures or other improvements within the easement area; they shall not reduce or enlarge the clearance between the ground and any electric distribution lines or communication lines or facilities within the easement area; and they shall not do or permit any other act that will damage or endanger the Grantee's electrical or communication lines, facilities, or other property.

The Grantee shall have the right to level, grade or regrade the easement area as may be necessary for the purpose of constructing, reconstructing, patrolling, maintaining and operating said electrical lines and communication lines and facilities. The Grantee shall have the right at any time to clear the easement area and keep the same clear of brush, trees, timber, structures, improvements, and all fire hazards, together with the right to remove dangerous trees, if any, located beyond the limits of said easement areas, which by falling would endanger said electrical lines or communication lines or facilities; however, it is understood and agreed that all said brush, trees, timber, structures and improvements, other than those structures constructed by the Grantee, are Grantor's property and are there at the risk of Grantor, and Grantor is responsible for any damages caused thereby.

Grantor's covenants shall run with the above-described lands and be binding upon Grantor's successors and assigns. All of the authority and rights of Grantee as herein provided shall inure to the benefit of Grantee's successors and assigns.

Parcel# 171036000

X
Parcel: [171049011](#)
[District Information](#)
Owner: Coco Ventures LLC
Address: 6708 NE COLLEGE
PARKWAY, MOSES
LAKE RURAL

College

Bolling



BIG BEND COMMUNITY COLLEGE

Date: 7/30/20

ITEM #3: Board Policy 1000 (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 March 12, 2020 the board approved the changes below.

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 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.

Another reference to the president acting as the Chair of the Board was found in BP1000 (page 12). There are also several places throughout the BP where the Chair of the Board is called chairperson and chairman, and they were all revised to “chair.”

A reference to deleted AP3500 is recommended for deletion.

Prepared by the President’s Office.

RECOMMENDATION:

Dr. Leas recommends the board approve the additional housekeeping corrections as shown on the BP1000 document.

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 [the President's Job Description in the Human Resource Office](#). 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 polices in 2A and 2B).
- 4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chairperson's Role

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

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

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

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 Chair~~man~~ 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 chair~~man~~ 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 chair~~man~~ 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 chair~~man~~ 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 October regular meeting of the board each year the board shall elect, from its membership, a chair~~man~~ and vice-chair~~man~~ to serve for the ensuing 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 chair~~man~~, 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-chair~~man~~, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chair~~man~~ of the board in the absence of the chair~~man~~.

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: 7/30/20

ITEM: #4 Trustees' Roles in Accreditation (information/action)

BACKGROUND:

VP Bryce Humpherys will discuss the trustees' roles in accreditation.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 7/30/20

ITEM: #5 Trustees' Roles in President Tweedy's Onboarding (information/action)

BACKGROUND:

The college is actively working to ensure a smooth transition from retiring President Dr. Terry Leas to new President Dr. Sara Tweedy.

Dr. Tweedy completed all required new employee paperwork online through NEOGOV Onboard. Her employee ID number and college email account have been activated. Required online training modules will be assigned to Dr. Tweedy after August 1 when the new online training platform, Foundry, is launched.

Dr. Tweedy attended the WACTC Retreat meetings July 27-30 along with Dr. Leas. A portion of the retreat was devoted to orienting new and interim college presidents. Participation in this retreat is considered work time. A system contract for Dr. Tweedy was generated using the salary in her 2020-21 employment contract to determine the daily rate for the period of July 27-30.

Melinda Dourte, Executive Assistant to the President, is scheduling internal stakeholder meetings for Dr. Tweedy. The purpose of these meetings is to provide an opportunity to meet with campus leaders, learn more about the campus culture and climate, and discuss short and long-term issues facing the college.

The trustees adopted an extensive onboarding plan designed to connect the new president with external stakeholders within the district. Trustees selected communities/stakeholders within the district to lead introductions of the new president. Melinda Dourte, Executive Assistant to the President, is available to reach out to each designated entity to gather information regarding preferred meeting dates, times, and modality (in-person, Zoom, etc.). Melinda will coordinate calendars for trustees and Dr. Thompson Tweedy to ensure appointments are scheduled and itineraries distributed.

Trustees who prefer to make those arrangements separately are asked to share that information with Melinda so that she can maintain an accurate calendar of appointments for Dr. Thompson Tweedy.

RECOMMENDATION:

Dr. Leas and VP Garza recommend the trustees discuss and clarify their role in Dr. Tweedy's onboarding process.