

Board of Trustees/Administrative Retreat
Big Bend Community College/WorkSource Office
Thursday, August 29, 2012

8:30 am	Arrive Big Bend Community College	
Hardin Community Rm	Topic: 2013-15 Negotiated Agreement Outcome: Ratification of Negotiated Agreement	Reference Material: 2013-15 Negotiated Agreement Summary of Changes
9:15	Arrive WorkSource Conference Room (309 E 5 th , Moses Lake)	
WorkSource Office	Topics: Ends Statement Evaluation & Revision Facilitator: CBC President Rich Cummins Outcome: Ends Statement Evaluation Ends Statement Draft Revision	Reference Material: Mission, Vision, Values, Core Themes (current & former) Ends Statements Policy Governance Policy Governance Evaluation Tool
11:15 11:30	Travel to Lunch Lunch (Michael's on the Lake)	
1:00 WorkSource Office	Topics: 2012-13 Board Self-Evaluation 2013-14 Board Goals Facilitator: CBC President Rich Cummins Outcome: Board Self-Evaluation Statement Board Goals	Reference Material: Mission, Vision, Values, Core Themes Ends Statements 2012-13 Board Goals Board Goal Evaluation sheets 2012-13 Board Activities 2012-13 Board Motions Previous Meeting Minutes
3:00 WorkSource Office	Topics: 2012-13 President's-Evaluation 2013-14 President's Evaluation Process Outcome: Statement for presentation at next regular Board meeting. Adjourn	Reference Material: President's Activity Log President's Evaluation Tool Previous Meeting Minutes

2013-15 Negotiated Agreement

August 29, 2013

8:30 – 9:00 a.m.

<p>Topics: 2013-15 Negotiated Agreement</p> <p>Facilitator: VP Kim Garza</p> <p>Outcome: Ratification of 2013-15 Negotiated Agreement</p>	<p>Reference Material: 2013-15 Negotiated Agreement Summary of Changes</p>
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**SUMMARY OF TENTATIVE AGREEMENT
BETWEEN
COMMUNITY COLLEGE DISTRICT #18 & THE BCC FACULTY ASSOCIATION
August 6, 2013**

All Articles & Sections noted in this document pertain to original numbering where applicable. When the final document is prepared all sections will be renumbered.

All underlined language is new.

Article VII: Provisions of the Salary Index Matrix (SIM) Faculty Salaries (renamed Compensation)

Effective 7/1/13, the SIM Base will increase 3%. In addition, part-time faculty rates increased 3%, some faculty stipends were increased by 5.4%, and a promotional step of \$1500 for the award of tenure was added. An MOU Committee will be formed to develop a second promotional step.

Several sections of this article were reorganized. See ***Attachment #1*** for full article.

Article IX: Professional Development Units (PDUs)

Revised language to reflect a change in notification deadline, requirements for pre-approval of PDUs, added new PDU activities for teaching learning, and assessment. Several sections of this article were reorganized. See ***Attachment #2*** for full article.

Article XIV: Instructor Loads – FTEF Divisor

Added divisors for Education and Computer Science. Both are included in Lab/Lecture (a) with 16-18 contact hours weekly.

Article XIV, Section D: Minimum Class Size

Added new section 6, “Faculty members wishing to explore alternative strategies for enrollment are encouraged to share ideas with their Division Chair, Dean, and/or the VP of Instruction and Student Services. Final authority for implementing alternative strategies rests with the VP of Instruction and Student Services.”

Article XXI: Evaluation of Academic Employees

A new tenured faculty evaluation process was negotiated. Please see **Attachment #3** for the full article.

Article XXX: Calendar

- A. The academic calendar is a negotiable item. The calendars for the years 2013-16 are printed in Appendix K.

- B. Representatives of the Faculty Association shall meet with the Associate VP of Student Services and representatives from ASB and the Classified Staff for the purposes of gathering input on future academic calendars. The meeting shall be called by the Faculty Association President and shall occur no later than February of each negotiating year.

Article XXXI: Assessment

Revised language to reflect a more efficient process for documenting assessment efforts and to more clearly communicate the role of the assessment committee and the committee chair. Please see **Attachment #4** for the full article.

Article XXXIII Conditions and Duration:

This agreement is for two years commencing July 1, 2013 and expiring on June 30, 2015.

Appendix C, Certifying Agencies for Professional/Technical Instructors

Updated the document to reflect changes in certifying agencies. Please see **Attachment #5**.

Appendix D, Copyright Restrictions

This appendix was removed due to current copyright laws.

Appendix E, Washington State Whistleblower Program

This appendix was removed as whistleblower provisions and protections are defined in state law and BBCC policies.

Appendix F, Return to Work

This appendix was removed as the current policy is online and available for faculty to review.

Appendix G, Reporting Absences

Updated the reporting process to reflect electronic reporting and notification systems. Please see ***Attachment #6***.

Appendix H, Tenured Faculty Evaluation Tool

A new Progress Report Form was created to replace the existing Tenured Faculty Evaluation Tool. See ***Attachment #7***.

Appendix I, Conflict of Interest

This appendix was removed as BBCC policies have been updated and are available online for faculty to review.

ATTACHMENT #1
Article VII: Compensation

- A. Full-time academic employees who meet minimum position requirements shall be placed on the Salary Index Matrix (SIM) according to relevant experience and credentials. Initial placement may exceed that provided for in Paragraph B. 1 and 2 below upon recommendation of the appropriate Vice President or his/her designee and the concurrence of the President. Such placement is to be recommended only for those positions where a college assessment of the market value of such a position within the Community and Technical Colleges of Washington requires a higher entering salary to contract with the most appropriate candidate. This placement is subject to review as provided in Article VIII C.
1. The appropriate Vice President or his/her designee shall place each new full time academic employee on the Salary Index Matrix.
 2. A Credential/Experience Verification Form will accompany the initial contract showing determination of SIM placement and indicating the right to appeal the placement according to this Article. To apply for a change in initial salary placement, the employee must submit evidence to support his/her appeal for re-evaluation by the end of the second academic year of employment to the appropriate Vice President or his/her designee; decisions will be subject to re-evaluation by the Professional Rights and Responsibilities Committee within 30 working days of receipt of the appeal, with the committee's recommendation forwarded to the President for consideration within that stated time period.
 3. All newly hired, full-time academic employees paid from State funds will be placed on probationary status, except those hired for specially funded programs as referenced in Article XV-A.5.
 4. SIM advancement for completion of degrees shall be subject to provisions of Article IX. The academic employee must notify the appropriate Vice President's office and the Human Resources office in writing by **April 1** of the intent to move on the SIM due to degree completion.

B. Placement on the Salary Index Matrix (SIM)

This is a method of determining an academic employee's salary by multiplying the base salary by a decimal value (salary index number) as negotiated for full-time academic employees. The base salary shall be **\$43,343** equaling an index of 1.0000. Placement on the SIM shall be according to Placement Points. There are two components to Placement Points consisting of Experience Points and Credential Points. The sum of both subsets of points equals the placement points used to determine a starting salary.

Placement Points are awarded on formal verification of relevant experience, credentials and/or degrees from accredited institutions. New hires will provide verification of relevant experience, credentials and/or degrees from accredited institutions in the manner prescribed in the official BBCC Credential/Experience Verification form and all

documentation will be maintained in the academic employee's personnel file in the H.R. Office. The Credential/Experience Verification form will be developed and/or revised jointly with the Vice President of Human Resources and Labor and the Faculty Association President. An initial placement will be made upon hire, and the new employee has six (6) months from the date of hire to provide completed Credential/Experience Verification forms for confirmation of credentials and potential upward adjustment of placement points.

1. **Experience Points** for initial placement are calculated first and are awarded for each full or pro-rated year of employment experience directly related to the position being filled, up to a maximum credit of 10 years. Experience points will identify an experience-only based salary. To identify the index for Experience Points, each year of relevant employment experience would increase the index value by 0.01, such that 10 years (maximum allowed) of relevant experience would increase the index value to 1.10. Pro-ration would lead to fractional points, e.g., one-half year of full-time relevant experience would equal one-half of an experience point that is equal to .005 on the SIM. Teaching experience is based on the academic year while industry work experience is based on the calendar year. The index of that salary is then adjusted upward with the Credential Points as determined below.

2. **Credential Points** (added to base of 1.00) are awarded as follows:
 - a. Certifiable as per WAC 131-16-091 (Technical/Professional standards) OR relevant Baccalaureate Degree = .00

 - b. Journeyman credentials from appropriate program of certification OR verification of at least 5 years full-time relevant work experience for those trades that do not have formal journeyman criteria OR relevant Master's Degree = .06

 - c. Qualified* Masters of Fine Arts (MFA) = .09
 (*MFA will be placed at master's level if there were comparable credits in a master's program at that school. If the MFA program at that school required at least 30 more credits than a master's program, then placement can be at the MFA level)

 - d. Certification of at least 10 years of full time related work experience with at least two of those years full time teaching in the field, OR a relevant Doctorate = .15

The same years of full-time work and/or teaching experience that qualify an employee for Credential points cannot also be counted as years of experience for Experience points.

C. SIM Movement/Promotional Steps

1. After hire, when a full-time academic employee is awarded an advanced degree as part of a pre-approved professional development plan, and submits an official transcript verifying the degree, the employee will be awarded movement of 0.10 on the SIM. The salary adjustment will be effective July 1 of the next fiscal year, subject to legislative funding.

If completion of a degree is a condition of employment for a new academic employee, there will be no movement on the SIM upon completion of that degree.

2. **Promotional Step 1:** The base salary of each tenure-track faculty member will increase \$1,500.00 upon the award of tenure effective the following instructional year.
3. **Promotional Step 2:** In accordance with Article 5, Section L, a MOU Committee shall be formed to develop a recommendation on a second promotional step. The recommendation shall include promotional criteria, application process, and compensation. The committee shall complete the recommendation no later than June 30, 2014. Implementation of the second promotional step shall be determined based upon funding and finalized through negotiations, in accordance with Article XXXIII, Section B.3.

D. Compensation for Additional Responsibilities (not subject to tenure)

- | | |
|--------------------------------------|--------------------|
| 1. Division Chair | <u>\$4647/year</u> |
| 2. Chief Pilot | <u>\$4647/year</u> |
| 3. Assessment Committee Chair | <u>\$4647/year</u> |
| 4. Phi Theta Kappa Advisor (primary) | <u>\$1864/year</u> |

E. Nursing

1. Summer Session salaries for full time practical nursing faculty shall be at the same daily rate as their regular contract that is defined as 173 days for purposes of salary proration. The daily rate is computed by dividing the employee's regular contract salary by 173 days. An employee can be paid in half day or full day increments.
2. During the academic year, full-time Nursing Academic Employees traveling offsite for clinicals or preceptorships shall receive the following stipends in addition to standard Washington State OFM mileage rates. Distances are calculated from the BBCC main campus.

25-50 miles one way	<u>\$25</u> per day
51+ miles one way	<u>\$50</u> per day

- F. Salaries for full-time contracted faculty will be paid in 24 equal payments starting on the October 10 pay date and concluding with a paycheck on June 25, equal to one regular paycheck plus a multiple payment equal to 6 paychecks.
- G. Leave replacement faculty filling in for full-time faculty on approved long-term leave (one-quarter or more) will be placed on the appropriate entry level of the Salary Index Matrix, but granted one experience step for each full-time academic year of experience at Big Bend Community College up to three years of experience. Accumulated part-time and/or full-time substitute faculty status does not apply toward meeting tenure.

H. Employment in extended assignment (non-teaching) at the same level of responsibility beyond the contract year (except as specified in Section F above) shall be at the same daily rate as the regular contract that is defined as 173 days for purposes of salary proration. The daily rate is computed by dividing the individual's regular contract by 173 days. An employee can be paid in half day or full day increments.

I. **Adjunct/ Part-time Academic Employees and Overload Assignments for Full-time Faculty:**

Adjunct/Part-Time Faculty Salary Schedule: These assignments are not subject to tenure.

Payment is for all duties of the assignment as outlined in the job description for part-time instructors in Article XIII, D.

1. Adjunct faculty members, excluding those paid on an hourly basis, will be issued quarterly appointment notices that state the course(s) to be taught, gross salary, and the duration of the appointment.
2. An adjunct faculty member's appointment for a course assignment may be cancelled if his/her services are not needed, if there is insufficient enrollment in the course he/she is appointed to teach, or the course he/she is appointed to teach is needed to make a full-load for a tenured faculty member.
3. Part-time Academic Employees – payment for less than .76 FTEF (Full-time Equivalent Faculty) is determined on a per class basis, according to the part-time salary schedule at the end of this section.
4. Part-time Academic Employees – payment for .76 FTEF or more (Full-time Equivalent Faculty) is determined by the actual percentage of FTEF, based on an index of 1.0 on the SIM, divided by three (3) to indicate a quarterly base. This rate is adjusted to 75% as part-time duties do not include non-instructional duties, e.g., academic planning, program development and review, academic advising, committee work, or participation in institutional governance.
5. The part-time salary rate will be used to compute adjunct salaries of lecture/lab courses when that amount is greater than that which would be received in the .76 FTEF percentage as described above.
6. Year-long (3 quarters – fall, winter, spring) full-time emergency hire replacement positions will be placed on the SIM appropriate to their relevant experience and appropriate academic credentials for the position. Year-long full-time emergency hires will carry out all the responsibilities of full-time academic employees. In the event the emergency hire continues into a probationary contract, the year spent as an emergency hire will not be counted towards tenure.

A. 5. ADJUNCT/PART-TIME AND OVERLOAD SALARY RATES

Lecture Credit	<u>\$582.16</u>
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Lab Credit/Nursing Clinical	<u>\$947.05</u>
NUR Campus Lab/Additional Flight Hours	<u>\$729.82</u>

J. Substitute Rates

Substitute rates will be based on the part-time salary paid for that class and will be computed by using the number of instructional days that class meets, plus the pay for the final, pro-rated to 70%.

K. Committee Work Performed Outside of Normal Contract Days

Committee work performed outside of normal contract days, screening or hearing committee work, required by the *Negotiated Agreement* or requested by the college outside the normal academic employee workload, specifically weekends, vacations (academic recess periods), and during the summer, shall be compensated by a set amount of \$50 per committee meeting per day, up to a maximum of \$250 per full-time academic employee per committee. It is understood that this is payment for any and all meetings, regardless of the number, and the final recommendation of the committee. Should the college president or a vice president desire faculty input on a particular issue during the summer, the Division Chair will be asked to attend those meetings. The Division Chair stipend includes up to four summer meetings, including screening or hearing committee meetings as defined in Article II. If the Division Chair is not available a division representative shall attend in his or her place. A stipend of \$50 per meeting shall be paid to the division representative and this amount shall be deducted from the Division Chair stipend for the year.

- L. Stipends may be offered to academic employees for special non-teaching assignments such as the following: placement testing; curriculum development; portfolio reading; lecture/film series; presentations at workshops, seminars, and in-services, etc. The pay for these assignments will be determined by the Vice President of Instruction after consultation with the Dean and the academic employee.
- M. All salary rates defined in this article do not apply to Special Assignments/Community Ed/Contract Services/Grants, and/or those academic employees paid from special funds where rates are established in the funding source.

ATTACHMENT #2

Article IX: Professional Development Units (PDUs)

Professional Development Units (PDUs) may be earned for activities that provide a faculty member with information, training or experience that will either benefit them in the performance of their job as an instructor or benefit the college. Professional development units shall be granted subject to the provisions of the article.

- A.** Full-time academic employees are eligible to receive a professional development stipend of \$1250 upon completion of 15 PDUs. Stipends will be issued to a faculty member that accumulates a minimum of 15 PDUs prior to April 1. Those faculty members with less than 15 PDUs by March 31 must communicate their intent to claim a stipend by April 15 with approved documentation on file in the HR office by August 31. Faculty may communicate their intent to claim a stipend via email or written note to the HR Office. Stipends will be paid to those eligible faculty members on the last payday in September.

Professional development units may be earned in one or more of the following eight competency areas:

1. **Communication:** increasing classroom/counseling/library presentation, writing, speaking, and/or listening skills, or learning a language that facilitates working with students from different cultures.
 2. **Discipline/area knowledge:** learning new themes, concepts, applications, or enhancing expertise in professional assignment.
 3. **Technology:** selecting and applying technology to enhance student learning or service, or teaching effectiveness.
 4. **Pedagogy (learning about teaching):** learning how students learn, acquiring and using critical thinking, assessment, cross-curriculum, and collaborative learning strategies.
 5. **Cultural diversity:** activities that lead to improving knowledge and understanding of cultural diversity and including cultural diversity in the curriculum.
 6. Courses that are part of an approved degree program.
 7. Safety and first aid courses offered by recognized organizations, e.g., a state agency, fire or police department, etc.
 8. Preparation for an approved certification, recertification process and/or the actual testing time during that certification/recertification process.
- B.** Professional development activities in the area of work experience or that require travel must be pre-approved by the appropriate Dean and Vice-President.
- C.** Those academic employees who are in pre-approved degree programs continue accruing degree credits with no buy-outs as they will move on the SIM upon completion of the degree. Professional development other than for the pre-approved degree programs for those employees will count towards accumulation of PDUs eligible for payouts. If completion of a degree is a condition of employment for a new academic employee, there will be no movement on the SIM or PDUs granted upon completion of that degree.
- D. Professional Development Units (PDUs) are granted for the following activities:**

Activity	One PDU Earned by Completing
Pre-planned, pre-approved work experience outside of regular college teaching or counseling, not to exceed ten PDUs in any calendar year.	40 hours of work experience
Courses from an accredited university or college in compliance with a professional development plan.	1 quarter credit, 2/3 semester credit
Participation in training programs and non-credit institutes and workshops of significant educational value.	<u>One full day (8 hours, normally 9:00 a.m. to 5:00 p.m.)</u>
<u>Participating in training programs in the areas of teaching, learning, or assessment.</u>	<u>One full day (8 hours, normally 9:00 a.m. to 5:00 p.m.)</u>
Publication, professional exhibits, presentations, talks or written speeches, not to exceed ten PDUs in any calendar year.	40 hours of work related to preparation and presentation of original work.

College-assigned meetings and committee attendance are considered normal duties and cannot be used under Article IX.

- E. Forms for pre-approval of professional development activity or to report completion of activity are available in Appendix tbd of this agreement.
- F. Appeals for denial of PDUs will be reviewed by the Professional Rights and Responsibilities Committee with a recommendation to the Vice President of Instruction & Student Services. The final decision on PDUs will be made by the Vice President of Instruction & Student Services.
- G. If a financial emergency has been declared by the State Board for Community and Technical Colleges, and is in effect at the time the stipend is due, the total amount of stipends may be limited to \$10,000 that year. In such years, faculty who have received stipends in the previous calendar year may not receive a stipend until all other eligible faculty have received their stipend. In addition, during a financial emergency no faculty member may receive more than one stipend until all eligible faculty have received one stipend. Priority for funding a stipend will be based upon the earliest date of completion of the 15 completed PDUs. Any remaining PDUs, including any unfunded blocks of 15 PDUs, carry over for future payments.
- H. Stipend dollars will be made available from funds other than COLA, increments, and turnover dollars.

ATTACHMENT #3

Article XXI: Evaluation of Academic Employees

- A.** The purpose of Tenured Faculty Evaluation shall be to provide for continued development and growth of academic employees and the instructional programs available to students of Community College District No. 18. The results are intended to implement faculty development and recommendations for improvement, and not to be part of a punitive process. If the Vice President of Instruction & Student Services and Dean agree that remedial action is necessary, they will develop and monitor a plan of improvement in which the faculty member will participate.
- B.** The Vice President of Instruction & Student Services shall have final responsibility for evaluation of professional staff assigned to his/her supervision in concert with the appropriate Dean.
- C.** The Vice President of Instruction & Student Services, in conjunction with the Associate Vice President of Student Services, will have final responsibility for evaluation of professional staff assigned to his/her supervision.
- D.** In accordance with RCW 28B.50.872, tenured academic employees will be placed on a rotating schedule for Tenured Faculty Evaluation that provides for an evaluation every four (4) to six (6) years. Faculty who are due for evaluation will be notified by the Vice President of Instruction and Student services before the end of spring quarter the year before evaluation.

Each year in September, a committee will be formed consisting of all tenured faculty members due for evaluation in that academic year. The committee shall also consist of the Instructional Deans who have faculty undergoing evaluation. The committee may decide to meet as two or more sub-committees if the number of faculty under evaluation is large.

The purpose of the committee will be to provide a mutually supportive group for faculty involved in Tenured Faculty Evaluation. All members of the group agree that it is their professional responsibility to provide constructive feedback to the faculty members participating in Tenured Faculty Evaluation.

The committee or designated sub-committees will meet a minimum of one (1) time per quarter during the evaluation year. The fall meeting will involve discussion of the evaluation process, of accomplishments and challenges since the last evaluation period, and of possible plan details. The winter meeting will involve discussion of plans. The spring meeting will allow for progress reports, review of student evaluations, and additional supportive discussion before the official report is due.

The principal evidence of performance shall be a plan that addresses at least one area that will be completed by the end of the current evaluation year (May 31) and two additional areas that will be undertaken before the next evaluation year:

1. Improve or update content knowledge.
2. Improve or update skills for teaching, learning, and assessment.

3. Improve or update skills related to advising or other student services.
4. Improve or update skills for multi-cultural competency.
5. Improve or update skills for instructional technology.
6. Expand professional responsibility by participating in new, on-campus activities or off-campus service or professional development.

In addition to the Tenured Faculty Evaluation Progress Form, student evaluations will be completed in three (3) classes, chosen by the faculty, during fall or winter quarters of the evaluation year.

The Tenured Faculty Evaluation Progress Form must be submitted to the Tenured Faculty Evaluation Committee for approval no later than the second week of winter quarter of the evaluation year. The plan should indicate which of the six (6) areas listed above will be addressed, what activities will be undertaken related to each area, and how that activity is likely to benefit the faculty member, students, and the college. It is the responsibility of the Tenured Faculty Evaluation Committee to review each plan submitted to ensure that it meets the above requirements.

During the Tenured Faculty Evaluation, it is the responsibility of each faculty member participating in evaluation to carry out his or her plan and to compile relevant documentation related to each area of the plan. A progress report form will be shared with the Tenured Faculty Evaluation Committee. The progress report should address each area of the plan, the activities tied to each area, and the results of those activities including any relevant documentation. The committee will meet before the end of spring quarter to discuss the progress of their plans.

By May 31 of the evaluation year, each faculty member participating in Tenured Faculty Evaluation will submit the Tenured Faculty Evaluation Progress Form to the Vice President of Instruction & Student Services. After the report is reviewed by the Vice President of Instruction & Student Services, it will be forwarded to the Human Resources office for inclusion in the personnel file. Any faculty member can request a review discussion with the Vice President of Instruction & Student Services.

The Tenured Faculty Evaluation Progress Form and summary of student evaluations will be retained in the Human Resources office. All other source documents will be destroyed after May 31 of the subsequent year.

Modifications to this process must be agreed to by the Faculty Association and the college president.

ATTACHMENT #4
Article XXXI: Assessment

- A. The function of the College Assessment Committee is to work in conjunction with the VP of Instruction & Student Services, the Institutional Research Office and the Instructional Deans in the on-going assessment program of Big Bend Community College. The purpose of assessment is to assess student learning and the achievement of outcomes, evaluate programs and the institution, to ensure the programs are current in their content and offerings, are meeting student needs, and are consistent with the mission and goals of the college.
1. The duties of the committee include:
 - a. to aid in the identification, implementation and evaluation of instructional programs,
 - b. to assist divisions, departments, and instructors in their assessment efforts,
 - c. to help the institution, its programs, divisions, departments, and instructors maintain and implement an assessment plan,
 2. The duties of individual members of the Assessment Committee are:
 - a. to serve as the liaison between the committee and their respective divisions;
 - b. to serve as the leaders of their division's assessment efforts;
 - c. to provide input into assessment reports.
- B. Each department, division or area (counseling or library) has the responsibility of developing, implementing and evaluating an assessment plan pertinent to their area. These plans are created with the assistance of the Assessment Committee through the division representative. Assessment plan means measurable learning outcomes consistent with program purpose and college mission and goals; tools to measure the outcomes; a schedule for the use of the assessment tools; and written reports on assessment results and how those results were used for program improvement or modification. The annual assessment plan for the coming year and the report on assessment results from the previous year are due and must be posted to the designated location by the end of the first full week of fall quarter. If there is a delay in completing the plan and/or report, the department responsible for completing the report will notify the appropriate Dean and the VP of Instruction & Student Services in writing, explaining the delay and establishing a new due date for completion of the plan and/or report.

- C. All instructional divisions of the college will be represented on the College Assessment Committee. The committee will include one faculty member from each division, including one member from the English and Math departments (who may also be the respective division representative), and one counselor. The Dean of Institutional Research and Planning will serve on the assessment committee. The President of the College may appoint up to three administrators to the committee in addition to the Dean of Institutional Research and Planning. At the end of the spring quarter of each academic year, each division will select one of its members to serve as their representative on the College Assessment Committee. The President of the College and the Faculty Association President will each be notified of next year's members by the end of the current academic year.
- D. The Chair of the College Assessment Committee is a faculty member and is recommended by the committee and is paid a stipend for this duty (Refer to Article VII E).
- E. In cooperation with the VP of Instruction & Student Services, the duties of the Chair are:
1. To assist divisions, departments, and instructors in their assessment plans and efforts.
 2. To lead the formulation of the College Assessment Committee work plan for the year.
 3. To work closely with the Deans to ensure reports are completed in a timely manner.
 4. To serve as a liaison between faculty and administration on assessment issues.
 5. To provide an annual report on assessment of general education and program outcomes. This report is due by March 1 of each year.

ATTACHMENT #5
APPENDIX C
CERTIFYING AGENCIES FOR PROFESSIONAL/TECHNICAL INSTRUCTORS

PRESENTLY HELD AND/OR MANDATORY-

Professional/Technical instructor certification as described by SBCTC and WAC 131-16-080-095

Nursing-- Nursing Care Quality Assurance Commission (NCQAC), Washington State Department of Health (program and faculty certification)

Accreditation Commission for Education in Nursing (ACEN) (program and faculty certification)

Commercial Aviation--Appropriate certifications including Flight Instructor and Ground Instructor--Federal Aviation Administration (program and faculty certification)

AMT--A & P Mechanic--Federal Aviation Administration (program and faculty certification)

Automotive - Automotive Service Excellence (faculty certification), NATF (faculty certification)

CDL – Washington State Department of Licensing (faculty certification)

*Dependent on programming needs, BBCC may seek or be required to meet accreditation requirements of other agencies. If, in fact, accreditation is sought by the college in any area not already held, the instructors involved will participate in the review and application process.

ATTACHMENT #6

APPENDIX G PROCEDURE FOR REPORTING ABSENCES

Faculty are required to notify the institution when unable to meet classroom responsibilities (**see Article XI: Leaves, section C.**). Notification of absences must be reported to the Human Resources Office (H.R.) by calling 793-2008. H.R. will notify the instructional office assistants or the appropriate Vice President/Dean as soon as possible prior to the scheduled class time so that notices can be placed on the classroom door. In addition, the H.R. staff will use the campus alert system to notify students, "Instructor's Name is out today and his/her classes are cancelled." If an academic employee has additional information that needs to be passed on to the students, such as one of his/her classes will be covered by another instructor, the academic employee calling in an absence must leave that information when calling the H.R. office of his/her absence.

Providing information regarding class times and classrooms will help speed the process of notifying students of instructor absence. Any full-time instructor leaving the college mid-day, due to illness or injury, must contact the Human Resources Office at extension 2008. The H.R. office staff will contact the appropriate Vice President/Dean or Dean's assistant to post signs on the classroom(s) of the absent employee. The academic employee must notify the H.R. office each day of absence, unless there was a mutual agreement and pre-approval to do otherwise, such as a pre-arranged absence for surgery.

Counselors are required to notify the Associate Vice President of Student Services and Librarians must notify the Dean of Library Resources. Notifying co-workers does not constitute proper notice. Instructors should phone the college early enough so notices can be prepared and posted on appropriate classrooms. A message can be left on the voice mail system if calling before 7:30 a.m. or after 5:00 p.m.

For instructors who are teaching evening classes, continue to follow the procedures by calling the HR office. In addition, instructors should call the custodial cell phone (**750-3153**) and M&O will post signs. If notifications of absences for night classes are received before 5:00 p.m., students will be notified via the campus alert system. Instructors teaching a course on the weekend should contact security at **793-2286**.

Any absence from work requires a completed Leave Request form. Pre-planned absences will required a completed Leave Request form and a Class Coverage form. For unexpected absences, a Leave Request form must be completed immediately upon return to work. Absences that exceed three (3) days of work or that are the result of hospitalization may require additional paperwork to be completed. Academic employees should contact the Human Resources Office for direction.

Sick leave may be taken in less than full-day (8 hours) increments based upon the percentage of scheduled assignments missed. Personal leave may only be taken in four-hour increments.

ATTACHMENT #7

TENURED FACULTY EVALUATION PROGRESS REPORT FORM

Name: Click here to enter text.

Department: Click here to enter text.

Review Year: Click here to enter text.

Select the three (3) areas for your plan:

Areas	Area One	Area Two	Area Three
1. Improve or update content knowledge.			
2. Improve or update skills for teaching, learning, and assessment.			
3. Improve or update skill related to advising or other student services.			
4. Improve or update skills for multi-cultural competency.			
5. Improve or update skills for instructional technology.			
6. Expand professional responsibility by participating in new, on-campus activities or off-campus service or professional development.			

Each area plan will include:

- **The specific project to be completed:** This area will include a specific project, how you plan to complete the project, the benefit of the project, necessary support from Big Bend (monies, space, etc.), and any deadlines that are specific to the project.
- **Project resolution and lessons learned:** This area will outline the results of the project, lessons learned from the project or modifications made along the way, and an outline of any supporting documentation (if necessary). All supporting documentation will be attached at the end of the full progress report.

Area One: (to be completed by May 31 of evaluation year)

Specific project to be completed: Click here to enter text.

Project resolution and lessons learned: Click here to enter text.

Area Two: (to be completed by or significant progress by next evaluation cycle)

Specific project to be completed: Click here to enter text.

Project resolution and lessons learned: Click here to enter text.

Area Three: (to be completed by or significant progress by next evaluation cycle)

Specific project to be completed: Click here to enter text.

Project resolution and lessons learned: Click here to enter text.

2014-2015 Calendar

September 2014						
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	Fall	Winter	Spring
Advising & Registration	4		
Teaching	41	41	41
Finals Days	3	2	3
Commencement			
Inservice	1	1	1
Professional	10	9	9
Recordkeeping	2	3	2
Holiday			
Quarterly Totals	61	56	56
Grand Total		173	

2015-16 Calendar

September 2015						
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August 2016						
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Ends Statement Evaluation & Revision

August 29, 2013

9:15 – 11:15 a.m.

<p>Topics: Ends Statement Evaluation & Revision</p> <p>Facilitator: CBC President Rich Cummins</p> <p>Outcome: Ends Statement Evaluation Ends Statement Draft Revision</p>	<p>Reference Material: Mission, Vision, Values, Core Themes (current & former) Ends Statements Policy Governance Policy Governance Evaluation Tool</p>
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Mission

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

Vision

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

Values

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

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

Board of Trustees' Ends Statements

(Current)

E-1 MISSION

The mission of BBCC is to serve the educational needs of a diverse population throughout its service district.

E-2 ACCESS

BBCC provides quality resources and affordable access to the diverse population of its entire district.

E-3 PARTNERSHIPS

BBCC works with organizations and agencies to enhance access and service for our district population.

E-4 STUDENT ACHIEVEMENT

BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners. Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.

E-5 CLIMATE

BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.

E-6 MULTICULTURALISM

The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.

1000.1 ENDS

E-1 Mission Statement, *Vision Statement*, *Values*

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

Big Bend Community College inspires every student to be successful.

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

(Reports – annually based on performance indicators, % of institutional effort, budget allocations, Academic Master Plan, etc.)

E-2 Access

- BBCC provides quality resources and affordable access to the diverse population of its entire district.

This is manifested through resource sharing with most of the communities of community college district #18, and inclusion of representative numbers of ethnic and economic groups receiving college services and continued support of Basic Skills programs.

(Reports – annually based on student/staff profiles, special inclusion efforts, grant activity, diversity reports, evening and off campus schedules and activities, etc.)

E-3 Partnerships

- BBCC works with organizations and agencies to enhance access and service for our district population.

This is seen through active participation by the BBCC Board, staff and students at the local, state, and national and international levels, in planning and implementation of both policy and service.

(Reports – annually based on advisory committee appointments and minutes, contract training activity, grant applications (with partners), Foundation activity, etc.)

E-4 Student Achievement

- BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.

Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.

(Reports – annually the college assessment plan and each Board meeting with a discussion of current assessment activity.)

E-5 Climate

- BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.

This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.

(Reports – annually on training, assessment information, complaints, crime statistics, etc.)

E-6 Multiculturalism

- The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.

(Reports – annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)

BP 1000 POLICY GOVERNANCE – BY LAWS

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- E-2 Access
- E-3 Partnerships
- E-4 Student Achievement
- E-5 Climate
- E-6 Multiculturalism

1000.2 Executive Limitations..... BP 1000 3

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- EL-2 Respect for Students
- EL-3 Respect for Community Members
- EL-4 Respect for Employees
- EL-5 Ethical Conduct
- EL-6 Asset Protection
- EL-7 Financial Planning
- EL-8 Financial Condition and Activity
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Inclusion

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(Reports – annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

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

EL – 2 Respect For Students

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

The President may not:

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

EL – 3 Respect For Community Members

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

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

EL – 4 Respect For Employees

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

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.

3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

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

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

EL – 5 Ethical Conduct

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

The President may not:

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

EL – 6 Asset Protection

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

The President may not:

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

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

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

EL – 8 Financial Condition And Activity

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

The President may not:

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

EL – 9 Communication And Support To The Board

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

The President may not:

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

EL – 10 Emergency Executive Succession

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

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

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

GP – 2 Governing Style

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

The board will:

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

GP – 3 Board Job Descriptions

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

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
 - D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
3. The assurance of the President's performance (against polices in 2A and 2B).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chairperson's Role

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

1. The job result of the Chairperson is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chairperson consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff

Linkage, except where the board specifically delegates portions of this authority to others.

- A. The Chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
 - B. The Chairperson has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - C. The Chairperson may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - D. The Chairperson may delegate this authority, but remains accountable for its use.
- 3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson.
 - 4. In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.

GP – 5 Board Members Code Of Ethics

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

- 1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
- 2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.

- C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

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

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

GP – 7 Naming Of Facilities

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

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

GP – 8 By Laws Of Community College District #18

INTRODUCTION

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

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

OFFICES OF THE BOARD OF TRUSTEES

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

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

MEETINGS OF THE BOARD OF TRUSTEES

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

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.
- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

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

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

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

scheduled meeting. The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject.

OFFICERS OF THE BOARD

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

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

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

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

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

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

RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

FISCAL YEAR OF THE BOARD OF TRUSTEES

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

SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

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

DELEGATION OF RESPONSIBILITY

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

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

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

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

BSL - 2 Delegation To The President

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

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* polices. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.

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

BSL – 3 President's Job Description

As the board's 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
 - #1 Access
 - #2 Programs
 - #3 Outcomes
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.

POLICY GOVERNANCE AND BOARD EVALUATION SHEET

Indicate the level of accomplishment of each item by circling the rating number. Additionally, please indicate if you would like to “continue” or “modify” each of the following components of your Policy Governance. [*If modification is checked please write your proposed modification in the space below the item.]

<p><u>ENDS</u></p> <p>E-1 Mission Statement (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	4
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<p><u>ENDS</u></p> <p>E-2 Access (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	4
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<p><u>ENDS</u> <i>(*Board Evaluation Item)</i></p> <p>E-3 Partnerships (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Failed to Accomplish</td> <td style="text-align: center;">Moderately Accomplished</td> <td style="text-align: center;">Fully Accomplished</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished	0	1	2	3	4	4
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<p><u>ENDS</u></p> <p>E-4 Student Achievement (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>ENDS</u></p> <p>E-5 Climate (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>ENDS</u></p> <p>E-6 Multiculturalism (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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EXECUTIVE LIMITATIONS

EL-1 General Executive Restraints
(If no, what needs to change?)

Appropriate?

Yes ___ No ___

CONTINUE MODIFY*

EXECUTIVE LIMITATIONS

EL-2 Respect for Students
(If no, what needs to change?)

Appropriate?

Yes ___ No ___

CONTINUE MODIFY*

EXECUTIVE LIMITATIONS

EL-3 Respect for Community Members
(If no, what needs to change?)

Appropriate?

Yes ___ No ___

CONTINUE MODIFY*

<u>EXECUTIVE LIMITATIONS</u>	
EL-4 Respect for Employees (If no, what needs to change?)	Appropriate? Yes ___ No ___
CONTINUE <input type="checkbox"/> MODIFY* <input type="checkbox"/>	

<u>EXECUTIVE LIMITATIONS</u>	
EL-5 Ethical Conduct (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>EXECUTIVE LIMITATIONS</u>	
EL-6 Asset Protection (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>EXECUTIVE LIMITATIONS</u>	
EL-7 Financial Planning (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>EXECUTIVE LIMITATIONS</u>	
EL-8 Financial Condition & Activity (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>EXECUTIVE LIMITATIONS</u>	
EL-9 Communication & Support to the Board (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>EXECUTIVE LIMITATIONS</u>	
EL-10 Emergency Executive Succession (If no, what needs to change?)	Appropriate? Yes ___ No ___
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<u>GOVERNANCE PROCESS</u>	<u>Outcomes Accomplished?</u>															
(*Board Evaluation Item) GP-1 Governance Commitment (If less than 4 – what area(s) should be improved)	<table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> <td></td> <td></td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully			Accomplish	Accomplished	Accomplished			0	1	2	3	4
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<u>GOVERNANCE PROCESS</u>	<u>Outcomes Accomplished?</u>															
(*Board Evaluation Item) GP-2 Governing Style (If less than 4 – what area(s) should be improved)	<table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> <td></td> <td></td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully			Accomplish	Accomplished	Accomplished			0	1	2	3	4
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<p><u>GOVERNANCE PROCESS</u> <i>(*Board Evaluation Item)</i> GP-3 Board Job Descriptions (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u> Failed to Accomplish Moderately Accomplished Fully Accomplished 0 1 2 3 4</p>
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<p><u>GOVERNANCE PROCESS</u> GP-4 Chairperson’s Role (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u> Failed to Accomplish Moderately Accomplished Fully Accomplished 0 1 2 3 4</p>
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<p><u>GOVERNANCE PROCESS</u> GP-5 Board Members Code of Ethics (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u> Failed to Accomplish Moderately Accomplished Fully Accomplished 0 1 2 3 4</p>
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<p><u>GOVERNANCE PROCESS</u></p> <p>GP-6 Cost of Governance (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>GOVERNANCE PROCESS</u></p> <p>GP-7 Naming of Facilities (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>GOVERNANCE PROCESS</u></p> <p>GP-8 By Laws of Community College District #18 (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>BOARD-STAFF LINKAGE</u> <i>(*Board Evaluation Item)</i></p> <p>BSL-1 Chief Executive Role (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>BOARD-STAFF LINKAGE</u> <i>(*Board Evaluation Item)</i></p> <p>BSL-2 Delegation of the President (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p><u>BOARD-STAFF LINKAGE</u> <i>(*Board Evaluation Item)</i></p> <p>BSL-3 President’s Job Description (If less than 4 – what area(s) should be improved)</p>	<p><u>Outcomes Accomplished?</u></p> <table border="0"> <tr> <td>Failed to</td> <td>Moderately</td> <td>Fully</td> </tr> <tr> <td>Accomplish</td> <td>Accomplished</td> <td>Accomplished</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to	Moderately	Fully	Accomplish	Accomplished	Accomplished	0	1	2	3	4
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<p>BOARD-STAFF LINKAGE <i>(*Board Evaluation Item)</i></p> <p>BSL-4 Monitoring Presidential Performance (If less than 4 – what area(s) should be improved)</p>	<p>Outcomes Accomplished?</p> <table border="0"> <tr> <td>Failed to Accomplish</td> <td>Moderately Accomplished</td> <td>Fully Accomplished</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Failed to Accomplish	Moderately Accomplished	Fully Accomplished			0	1	2	3	4
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2012-13 Board Self Evaluation

2013-14 Board Goals

August 29, 2013
1:00 – 3:00 p.m.

<p>Topics: 2012-13 Board Self-Evaluation 2013-14 Board Goals</p> <p>Facilitator: CBC President Rich Cummins</p> <p>Outcome: Board Self-Evaluation Statement Board Goals</p>	<p>Reference Material: Mission, Vision, Values, Core Themes Ends Statements 2012-13 Board Goals Board Goal Evaluation sheets 2012-13 Board Activities 2012-13 Board Motions Previous Meeting Minutes</p>
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Mission

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

Vision

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

Values

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

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

1000.1 ENDS

E-1 Mission Statement, *Vision Statement*, *Values*

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

Big Bend Community College inspires every student to be successful.

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

(Reports – annually based on performance indicators, % of institutional effort, budget allocations, Academic Master Plan, etc.)

E-2 Access

- BBCC provides quality resources and affordable access to the diverse population of its entire district.

This is manifested through resource sharing with most of the communities of community college district #18, and inclusion of representative numbers of ethnic and economic groups receiving college services and continued support of Basic Skills programs.

(Reports – annually based on student/staff profiles, special inclusion efforts, grant activity, diversity reports, evening and off campus schedules and activities, etc.)

E-3 Partnerships

- BBCC works with organizations and agencies to enhance access and service for our district population.

This is seen through active participation by the BBCC Board, staff and students at the local, state, and national and international levels, in planning and implementation of both policy and service.

(Reports – annually based on advisory committee appointments and minutes, contract training activity, grant applications (with partners), Foundation activity, etc.)

E-4 Student Achievement

- BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.

Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.

(Reports – annually the college assessment plan and each Board meeting with a discussion of current assessment activity.)

E-5 Climate

- BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.

This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.

(Reports – annually on training, assessment information, complaints, crime statistics, etc.)

E-6 Multiculturalism

- The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.

(Reports – annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)



2012-2013 Trustee Goals

INNOVATION/PARTNERSHIPS - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.
(Champion Trustee Mike Wren/Mike Villarreal)

ACCESS- The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.
(Champion Trustee Anna Franz)

STUDENT ACHIEVEMENT- The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.
(Champion Trustee Mike Blakely)

COLLEGE CLIMATE - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.
(Champion Trustee Jon Lane)

RESOURCES - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.
(Champion Trustee Stephen McFadden)

#1 INNOVATION/PARTNERSHIPS - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate. **(Champion Trustee Mike Wren/Mike Villarreal)**

Please post your rating of how effectively the board is meeting this goal:

(0 = not effectively meeting goal; 25 = very effectively meeting goal)

0 5 10 15 20 25

Please mark which board activities provide evidence that this goal was met in 2012-13:

- Attendance and participation in college ceremonies and activities.
- Board endorsement and participation in membership activities of the state system and national higher education organizations.
- Board endorsement and participation in community, regional, and national presentations related to higher education.
- Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.
- More Trustee training opportunities.
- Organized and coordinated contacts with legislators regarding college issues.
- Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.
- Internal monitoring reports.
- Outreach to the community regarding Board outcomes.
- Succession planning for Trustees.

Please list and describe any additional supportive activities here:

Do you feel there are any areas for improvement?

Based on your assessment, what should the board do in regards to this goal?

- Keep goal Omit goal Revise goal (please note revisions below)

Suggested revisions:

#2 ACCESS- The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving. **(Champion Trustee Anna Franz)**

Please post your rating of how effectively the board is meeting this goal:
(0 = not effectively meeting goal; 25 = very effectively meeting goal)

0 5 10 15 20 25

Please mark which board activities provide evidence that this goal was met in 2012-13:

- Attendance and participation in college ceremonies and activities.
- Board endorsement and participation in membership activities of the state system and national higher education organizations.
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- Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.
- More Trustee training opportunities.
- Organized and coordinated contacts with legislators regarding college issues.
- Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.
- Internal monitoring reports.
- Outreach to the community regarding Board outcomes.
- Succession planning for Trustees.

Please list and describe any additional supportive activities here:

Do you feel there are any areas for improvement?

Based on your assessment, what should the board do in regards to this goal?

- Keep goal Omit goal Revise goal (please note revisions below)

Suggested revisions:

#3 STUDENT ACHIEVEMENT- The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success. **(Champion Trustee Mike Blakely)**

Please post your rating of how effectively the board is meeting this goal:
(0 = not effectively meeting goal; 25 = very effectively meeting goal)

0 5 10 15 20 25

Please mark which board activities provide evidence that this goal was met in 2012-13:

- Attendance and participation in college ceremonies and activities.
- Board endorsement and participation in membership activities of the state system and national higher education organizations.
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- Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.
- Internal monitoring reports.
- Outreach to the community regarding Board outcomes.
- Succession planning for Trustees.

Please list and describe any additional supportive activities here:

Do you feel there are any areas for improvement?

Based on your assessment, what should the board do in regards to this goal?

- Keep goal Omit goal Revise goal (please note revisions below)

Suggested revisions:

#4 COLLEGE CLIMATE - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college. **(Champion Trustee Jon Lane)**

Please post your rating of how effectively the board is meeting this goal:
(0 = not effectively meeting goal; 25 = very effectively meeting goal)

0 5 10 15 20 25

Please mark which board activities provide evidence that this goal was met in 2012-13:

- Attendance and participation in college ceremonies and activities.
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- Outreach to the community regarding Board outcomes.
- Succession planning for Trustees.

Please list and describe any additional supportive activities here:

Do you feel there are any areas for improvement?

Based on your assessment, what should the board do in regards to this goal?

- Keep goal Omit goal Revise goal (please note revisions below)

Suggested revisions:

#5 RESOURCES - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.
(Champion Trustee Stephen McFadden)

Please post your rating of how effectively the board is meeting this goal:
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Please mark which board activities provide evidence that this goal was met in 2012-13:

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- Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.
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- Outreach to the community regarding Board outcomes.
- Succession planning for Trustees.

Please list and describe any additional supportive activities here:

Do you feel there are any areas for improvement?

Based on your assessment, what should the board do in regards to this goal?

- Keep goal Omit goal Revise goal (please note revisions below)

Suggested revisions:

2011-12 Board Self-Evaluation Statement (November 1, 2012 Meeting Minutes)

Board Goals and Self-Evaluation

Board Chair Mike Wren read his prepared Board Self-Evaluation statement.

This has been a year of significant transformation for the Board with the resignation of the long standing president of Big Bend Community College coupled with the multiple changes in those serving as trustees.

The intensity and urgency of the presidential search process imposed a unique environment that produced very distinct and beneficial results for the Board:

- 1. A more cohesive sense of purpose and direction.*
- 2. A much higher level of engagement in the organization by the trustees.*
- 3. More depth, interaction and unity amongst the Trustees as they worked together to narrow the candidates to the ultimate selectee.*
- 4. A deeper understanding of the residents within our district as the Board participated in processes crafted to gather input from staff, students, businesses and communities within the district relating to what qualities they desired in our next college president.*

The Board's self-evaluation indicates that the board sees themselves as "Moderately Accomplishing" five of the six goals, scoring them from 3.2 to 3.5 out of a possible 4 points. The lowest score was given to the goal of Access where the Board felt that more emphasis needed to be placed on personal contact, community outreach and policies that enable Big Bend to offer more courses. The single goal that was rated as "Fully Accomplished" was Climate, which so clearly represents the heart of Big Bend Community College in giving everyone the ultimate environment in which to succeed.

In an effort to move all goals forward with more intentionality, each board member selected a goal for which they will be the "champion" throughout the year. It will be the responsibility of each trustee to evaluate and pursue opportunities to improve the Board's effectiveness for the goal they are championing.

Though self-evaluation is an important component of the board assessment; evaluation by outside organizations provides an important tool for validating the self-assessment results. The preliminary report from the NWCCU Accreditation Team affirmed both the overarching principles and the upcoming year's focus in their commendation:

"Board of Trustees' unwavering commitment to BBCC. Ensuring access to educational programs by bringing visibility to all corners of the college district, their intentional assignment of a college priority to each of the five Board members, and their unified and firm grasp of policy governance."

Overall, the board believes that they are at a high level of accomplishment of their goals but see the next year as an opportunity to be even more effective as advocates, policy setters and partners that empower the administration, faculty and staff in providing the best educational experience to be had in the State Community and Technical College System.

Motion 12-49

Trustee Mike Blakely made a motion to accept Board self-evaluation statement presented by Chair Mike Wren. Trustee Jon Lane seconded it. The motion passed.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Mike Blakely	9/10/12	Coordinated BBCC's CDL truck participation in the Quincy Farmer Consumer Awareness Days.
	11/1/12	Attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian, and the Exit meeting October 3. He also attended the Paul Hirai Building Dedication meeting, Advisory Committee meeting, and Foundation Board meeting. Trustee Blakely participated in the TACTC awards teleconference. He also attended the GISS TACTC Conference with President Leas.
	12/20/12	Trustee Mike Blakely stated former TACTC President Larry Brown is also on Governor-Elect Inslee's transition team. Trustee Blakely has contacted Governor-Elect Inslee and Larry Brown. Trustee Blakely attended the Ritzville community meeting and enjoyed a good conversation with Senator Schoesler. He encouraged the legislators in attendance to confirm BBCC Trustees Franz and Villarreal. Trustee Blakely attended the Ephrata community meeting and contacted Mayor Hemberry to discuss holding a community meeting in Quincy. He attended the BBCC holiday potluck and Joint Foundation/Advisory Board meeting. Trustee Blakely and President Leas met with Representative Warnick's legislative assistant Kyle Lynch. He also attended the WA School Directors' Association conference.
	1/25/13	Trustee Mike Blakely stated that he talked to 10-15 students about BBCC. He also contacted several legislators and is working with President Leas to facilitate a Quincy Community Meeting. Trustee Blakely attended the BBCC holiday potluck. He is also serving on the TACTC Transforming Lives Award Committee.
	2/28/13	Board Chair Mike Blakely reported that he attended the TACTC Conference and served on the Transforming Lives Award Committee. He also attended the February 8 Stakeholder Meeting as well as the community meeting in Quincy. Trustee Blakely attended the BBCC Foundation meeting. He also sent notes to the legislators, and reviewed the probationary review binders.
	4/4/13	Trustee Mike Blakely reported that he attended a BBCC baseball game. He also attended the JATP welcoming ceremony and dinner. He also noticed a few of the trainees visiting the sheep shearing school. Trustee Blakely wrote recommendations for six local students and two BBCC students. He also attended the ATS grand opening and he talked with Representative Judy Warnick and thanked her for her vote supporting the Dream Act. Trustee Blakely assisted with organizing the Paul Hirai Fine Arts Building Dedication and arranged for the color guard presentation.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Mike Blakely (continued)	5/23/13	<p>Trustee Mike Blakely reported that he participated in the Legislative Action Committee. He also completed the ACCT proposal request, and Trustee Jon Lane provided a letter of support. Trustee Blakely served on the TACTC Awards Committee, and he assisted with selection for the TACTC awards. He was also delegated to contact <u>Seattle Times</u> editor and publisher, Frank Blethen, to notify him that he won the TACTC Partnership Award. Trustee Blakely attended the TACTC Conference and met with Mr. Blethen. He also attended the Student Success Center and STEM grand openings.</p> <p>Trustee Blakely sought donations for Cellarbration! from Cenex and previous donors. He also contacted the Navy to request a representative attend the board meeting, and he arranged the executive session for the board meeting. Trustee Blakely met with legislative aide Kyle Lynch, and he attended the Quincy Leadership meeting. He also helped judge students' senior presentations at the Quincy High School and he attended the State FFA Convention and met with state CTE lobbyist.</p>
	6/14/13	<p>Trustee Mike Blakely reported that he helped with the ACCT nominations. He also contacted donors in Quincy regarding Cellarbration! He was pleased that the Foundation received more donations from the Quincy community than in the past. The manager of the Quincy Cenex is interested in serving on the advisory council, and he recently donated \$3,500 to the Foundation. Trustee Blakely met with President Leas and VP Hamburg about the south campus property. Trustee Blakely talked with President Leas to set the meeting agenda for today. He attended the kindergarten graduation, automotive BBQ, GED Graduation, and Campus Excellence Celebration luncheon. He also signed certificates of merit for employees.</p>

Trustee Activities (2012-13)

Trustee	Reported	Activities
Ms. Anna Franz	9/10/12	Trustee Anna Franz attended the Board/Administrative Retreat.
	11/1/12	Trustee Anna Franz attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.
	12/20/12	Trustee Anna Franz stated she has attended two BBCC community meetings. She commented the meetings are really good opportunities to learn about the perspectives of community members.
	1/25/13	Trustee Anna Franz stated she is looking forward to attending the TACTC Conference in Olympia.
	2/28/13	Trustee Anna Franz reported that she attended the TACTC New Trustee Orientation and Conference in Olympia. She also attended her confirmation hearing in Olympia, and reviewed the probationary review binders.
	4/4/13	Trustee Anna Franz reported she was confirmed as a Trustee by the Senate. She also attended the JATP dinner and ceremony.
	5/23/13	Trustee Anna Franz reported she enjoyed attending the Student Success Center, STEM Center grand openings, Cellarbration!, and visiting with community members.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Jon Lane	9/10/12	Attended the Grant County EDC Board meeting, and there is a lot of interest regarding industrial growth. He also serves as a Retail Task Force member and the opening of the Ross store is a good step forward for Moses Lake. Grant County currently has about 90,000 residents. The larger commercial retailers, like Target, are interested in areas with 100,000+ residents. Recently, Boeing managers toured Takata and Genie and looked at their LEAN manufacturing and expansions.
	11/1/12	Trustee Jon Lane reported he attended Star Night, and he enjoyed the keynote speaker, Ms. Susan Landon. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.
	12/20/12	Trustee Jon Lane reported that he attended the Othello and Ephrata community meetings. He welcomed Trustee Villarreal to the Board. Trustee Lane recently delivered the keynote speech for the Moses Lake High School program, "Jobs for American Graduates." One of his key points was to encourage students to pursue post-secondary education. Trustee Lane attended the Job Corps community relations meeting and noted some of the students' goals include enrolling at BBCC. Job Corps Director Peggy Hendren is leaving, and a new director will be selected. Trustee Lane attended the holiday potluck. He also attended the M&O potluck today and appreciated the opportunity to recognize the work that M&O staff perform on campus. Lastly, Trustee Lane reported that he attended the TACTC Legislative Action workshop at Highline Community College. He noted the Governor-Elect Inslee's transition team includes WSU President Elson Floyd and the Superintendent of the Renton School District.
	1/25/13	Trustee Jon Lane reported that he attended Viking basketball games. The Viking Men's Basketball Team is rated first in the east region. He noted the community pride at the basketball games. Trustee Lane attended dinner at Dr. Leas' as a thank you for helping while Dr. and Mrs. Leas were moving into their home. Trustee Lane attended the Transfer Event Casino Party and the BBCC Foundation Board meeting. He also attended the American Legion Oratory Contest held in the ATEC building.
	2/28/13	Trustee Jon Lane reported that he attended a BBCC basketball game. He is also on the Grant County Economic Development Council and was elected as Co-Vice-President. He will be traveling to Las Vegas for a retail trade show, and he will research the education area. Trustee Lane attended the TACTC Conference. He also attended the Quincy Community Meeting, and the February 8 Stakeholder Meeting. Trustee Lane reviewed the probationary review binders too.
	4/4/13	Trustee Jon Lane echoed Trustee McFadden's comments about the ACCT conference. He said it was a great opportunity to network with presidents and trustees from around the country and internationally. He commented BBCC Trustees are fortunate to work so well together. Trustee Lane toured Sonico with President Leas and VP Mohrbacher.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Jon Lane (continued)		He attended the ATS grand opening and saw good partnership potential. Trustee Lane attended the JATP welcome ceremony and dinner. He also attended the Grant County EDC meeting, and the local economy is steady and slowly improving. He enjoyed the Paul Hirai dedication celebrating their support of fine arts and BBCC. Trustee Lane also attended a few BBCC baseball games.
	6/14/13	Trustee Jon Lane reported that he attended the GED Graduation and the Campus Excellence Celebration. He said the celebration was a great event, and the program was very nice.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Stephen McFadden	9/10/12	Trustee Stephen McFadden reported he is participating in an ongoing discussion in Adams County to arrange a coffee roundtable for legislators and community leaders to meet President Leas. Some WA state legislators are touring Tapai to keep the trade doors open. The Director General of Economic Development of Tapai toured all of Eastern WA in October for wine buying and they attended the EDC luncheon.
	11/1/12	Trustee Stephen McFadden reported he arranged and attended the Ritzville Community meeting to introduce President Leas. Senator Mark Schoesler, Representative Joe Schmick and Representative Susan Fagan attended the meeting. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian. Trustee McFadden was asked to join the TACTC Visioning Committee. He participated in a conference call Monday November 5. Trustee McFadden thanked VP Hamburg for taking him on a campus tour following the last Board meeting. Last, he reported that he attended Star Night and was impressed by the engagement between the scholarship donors and student recipients. He congratulated Executive Director LeAnne Parton for a great event
	12/20/12	Trustee McFadden reported that he has spent the last four weeks following his local football team as they earned the title of state champs. November 2, he hosted a Ritzville community meeting welcoming President Leas. The meeting was well received with the 9 th District legislators, the Mayor, school district superintendent, and others in attendance. He has received positive feedback about the meeting. Ritzville/Lind community members are feeling more connected to BBCC. TACTC has invited Trustee McFadden to join the newly formed Visioning Committee. He has participated in one teleconference. The committee plans to meet in person soon. He has asked for previous visioning and 5-year goal structure documents.
	1/25/13	Trustee Stephen McFadden attended the Annual Adams County Development Council Luncheon January 8. Senator Mark Schoesler from the 9 th District was the keynote speaker.
	2/28/13	Trustee Stephen McFadden reported that he reviewed the Probationary Review binders February 22.
	4/4/13	Trustee Stephen McFadden reported he attended the ACCT Governance Leadership Institute. He noted that BBCC scored high on the Board self-assessment and many other boards attending the conference scored very low. BBCC is functional, and there are great relationships between administration, faculty, staff, and trustees. Trustee McFadden stated image building is important. The Austin, Texas campus system has a \$250,000 marketing budget. They have produced TV commercials. He suggested BBCC produce a commercial on a smaller scale. Campus emergency plans were highlighted at the conference. This is an important topic, and BBCC has advanced in this area.

Trustee Activities (2012-13)

Trustee	Reported	Activities
Mr. Stephen McFadden (continued)		<p>Presenters talked about active shooters on college campuses. BBCC needs to remain aware of this issue. There are on-going national discussions about guns on campus.</p> <p>Trustee McFadden stated there were interesting conversations regarding the role of news media. He shared the importance of nurturing relationships with media in advance of the difficult moments</p>
	5/23/13	<p>Trustee Stephen McFadden reported Cellarbration! was fun and a good investment opportunity. He attended a 2015-17 capital projects workshop at Yakima Valley Community College April 19 with President Leas, VP Hamburg, the architects and the Director of M&O, Todd Davis. He learned about the awarding process and the elements of a good capital project request. The BBCC campus assessment will be completed in July. The spring 2014 capital project competition will include about 19 requests from which 8-9 will be awarded. BBCC sent the largest team to the workshop, and we have a good case for a strong request. Trustee Mike Blakely suggested the trustees talk with legislators and use students to make the request stronger.</p>
	6/14/13	<p>Trustee Stephen McFadden said he has been busy in Ritzville. He complimented the GED Graduation and was impressed with the width and breadth of age and diversity of the graduates.</p>

Trustee Activities (2012-13)

Trustee	Reported	Activities
Dr. Mike Villarreal	1/25/13	Trustee Mike Villarreal reported that he attended the January 8 Adams County Development Council meeting, and he also attended a Viking basketball game where his kids had a great time. He is also looking forward to attending the TACTC New Trustee Orientation.
	2/28/13	Trustee Mike Villarreal reported that he attended the TACTC New Trustee Orientation and reviewed the probationary review binders.
	4/4/13	Trustee Mike Villarreal reported he attended a BBCC play-off basketball game in the Tri-Cities. He visited with the assistant coach and players after the game at a restaurant and was very impressed with their attitudes after losing a tough basketball game. He said they were very polite and respectful, and they represented BBCC well. Trustee Villarreal will be attending an AVID in Higher Education session on the WSU Tri-Cities campus next week with President Leas and VP Mohrbacher. He attended the JATP welcoming ceremony and dinner. Trustee Villarreal reported he attended his confirmation hearing before the Senate March 28. He also attended the ATS grand opening March 29. Trustee Villarreal commented the BBCC presence at the event was evident, and it was good to see the BBCC influence. The ATS CFO talked about training; BBCC should be aligned with their needs.
	5/23/13	Trustee Mike Villarreal reported that he attended Cellarbration! and had the opportunity to visit with a former student. He also attended the Othello High School Scholarship Night and experienced a sense of pride as part of the BBCC family. Trustee Villarreal also attended the STEM Center grand opening and talked with community members and employees. He has shared with his community members about the resources in the STEM center. Trustee Villarreal is working with the school district to provide some space for ABE classes this fall.
	6/14/13	Trustee Mike Villarreal reported he enjoyed attending the GED Graduation. He also attended the Campus Excellence Celebration luncheon and commented it was very well done.

2012-13 BBCC Board Motions

12-36	9/20/12	a) Approval of Regular Board Meeting Minutes June 11, 2012, June 14, 2011, August 9, 2012; Special Board Meeting Minutes June 14, 2012, August 9, 2012; August 23, 2012(A); b) President's Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I);	C	2554
12-37	9/20/12	Approve revisions to Board Policies 8054, 2050, 1015 and 6115 and new BP regarding child abuse reporting.	C	2558
12-38	9/20/12	Approve Board Resolution 2012-2	C	2558
12-39	9/20/12	Approve Proprietary Funds Budget and Financial Statement	C	2559
12-40	9/20/12	Naming the Fine Arts Building in honor of Paul and Ginny Hirai- the Paul Hirai Fine Arts Building.	C	2560
12-41	9/20/12	Next regular meeting 11/1/12, 1:30, Study Session 10:30 a.m.	C	2560
12-42	11/1/12	a) Approval of Study Session and Regular Board Meeting Minutes September 20, 2012, and; Special Board Meeting Minutes October 1, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Quarterly Budget Status.	C	2565
12-43	11/1/12	Accept the 2012 AMP Outcomes Report	C	2568
12-44	11/1/12	Accept the 2012 Advisory Committee lists	C	2568
12-45	11/1/12	Adopt proposed revisions to BP 1004	C	2568
12-46	11/1/12	Adopt proposed revisions to BP 3000	C	2568
12-47	11/1/12	Adopt proposed revisions to BP 6400	C	2569
12-48	11/1/12	Adopt 2013 Board meeting schedule as proposed	C	2569
12-49	11/1/12	Accept Board Self-Evaluation written by Chair Mike Wren	C	2571
12-50	11/1/12	Move 12/13/12 Board meeting to 12/20/12.	C	2571
12-51	12/20/12	a) Approval of Regular Board Meeting Minutes November 1, 2012 and Special Meetings November 2 and December 11, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Donations.	C	2574
12-52	12/20/12	Approve Dept of Commerce Grant Proposal	C	2576
12-53	12/20/12	Approve the Board Chair Matrix. Trustee Mike Blakely becomes the Chair, Trustee Jon Lane becomes the Vice-Chair.	C	2579
12-54	12/20/12	Nominate Angelica Huerta Juarez as BBCC's TACTC Transforming Lives Award nominee.	C	2579
12-55	12/20/12	Nominate Maria Hartman as BBCC's TACTC Transforming Lives Award nominee if Angelica Huerta Juarez is not available to attend the dinner.	C	2580
12-56	12/20/12	Move the January 10 meeting to January 25 at 1:00 p.m.	C	2582
12-57	12/20/12	Accept the fire truck donation from the Spokane International Airport.	C	2582
13-01	1/25/13	a) Approval of Regular board meeting minutes December 20, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Quarterly Budget Update (I); h) Safety & Security Update (I); i) Human Resources Report (I); j) Enrollment Report (I); k) Legislative Update (I); l) Donations (A).	C	2586
13-02	1/25/13	Approve Board Policy 3019 alcohol and drug free work place	C	2590
13-03	2/28/13	a) Approval of Study Session and Regular Board meeting minutes on January 25, 2013, and Special Board meeting minutes on February 19, 2013, and (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Capital Project Report (I); f) Quarterly Budget Update (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I).	C	
13-04	2/28/13	Acceptance of 2013 Access Monitoring Report	C	

2012-13 BBCC Board Motions

13-05	2/28/13	Renew probationary contract of Dr. David Holliday	C	
13-06	2/28/13	Renew probationary contract of Jan Elliston	C	
13-07	2/28/13	Approved EFA for Dr. Ryann Leonard for \$1140.28	C	
13-08	4/4/13	Approval of 2/28/13 Board meeting minutes.	C	2607
13-09	4/4/13	a) Approval of Study Session and Regular Board meeting minutes on February 28, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I).	C	2607
13-10	5/23/13	a) Approval of Regular Board meeting minutes of April 4, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Quarterly Budget Update (I); k. Legislative Update (I).	C	2618
13-11	5/23/13	Approval of the 4/4/13 Board Meeting Minutes.	C	2618
13-12	5/23/13	Accepted the AMP Programs Report.	C	2624
13-13	5/23/13	Exceptional Faculty Awards to Instructors Tyler Wallace, Sonja Farag, Barbara Whitney, Salah Abed and Stephen Lane (\$2,000 each).	C	2624
13-14	5/23/13	Accepted Mission, Vision and Values statements. <u>Mission</u> Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement. <u>Vision</u> Big Bend Community College inspires every student to be successful. <u>Values</u> Student Success Excellence in Teaching & Learning Inclusion Community Engagement Integrity & Stewardship	C	2625
13-15	5/23/13	Emeritus status to Librarian Lance Wyman and former Nursing Instructor Marsha Asay.	C	2625
13-16	6/14/13	a) Approval of Regular Board meeting minutes of May 23, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Capital Project Report (I); e) Safety & Security Update (I); f) Human Resources Report (I); g) Enrollment Report (I).	C	2631
13-17	6/14/13	Trustee Anna Franz moved to approve the core themes as presented. Trustee Mike Villarreal seconded, and the motion passed.	C	2634
13-18	6/14/13	Trustee Jon Lane moved that the board delegate authority to the President to proceed with normal operations of the college using available funds or legislative appropriations until formal adoption of the 2013-14 operating budget by the trustees, as noted in Resolution 2013-1. Trustee Mike Villarreal seconded, and the motion passed.	C	2635
13-19	6/14/13	Trustee Jon Lane moved to nominate former trustee Mike Wren for the ACCT Trustee Leadership Award. Trustee Stephen McFadden seconded, and the motion passed.	C	2636
13-20	6/14/13	Trustee Stephen McFadden moved to nominate Melinda Dourte for the ACCT Professional Board Staff Award. Trustee Anna Franz seconded, and the motion passed.	C	2636
13-21	6/14/13	Trustee Anna Franz moved to nominate Mike O'Konek for the ACCT Faculty Member Award. Trustee Mike Villarreal seconded, and the motion passed.	C	2636
13-22	6/14/13	Trustee Stephen McFadden moved to schedule a retreat August 29 to review the budget and other action items as needed, and a retreat September 12 to review the Outcomes Report, Ends Statements, and presidential evaluation process. Trustee Mike Villarreal seconded, and the motion passed.	C	2637

2012-13 President's Evaluation 2013-14 President's Evaluation Process

August 29, 2013
3:00 – 3:30 p.m.

<p>Topics: 2012-13 President's-Evaluation 2013-14 President's Evaluation Process</p> <p>Outcome: Statement for presentation at next regular Board meeting.</p>	<p>Reference Material: President's Activity Log President's Evaluation Tool Previous Meeting Minutes</p>
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President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/9/12	Board/President Orientation	Collaboration	Pillar Rock Grill	
	Board of Trustees Meeting	College Guidance	BBCC	
	VP Gail Hamburg	Orientation	BBCC	
	BBT Director Scott Carsey	Orientation	BBCC	
	BBCC Foundation Dinner & Meeting	Introductions	Parton Residence	
8/10/12	Grant County Cowboy Breakfast	Introductions		Trustee Jon Lane
	BBCC Campus Tour	Orientation	BBCC	
	Cabinet Meeting	Introductions/Orientation	BBCC	
	VP Kim Garza	Orientation	BBCC	
	Foundation Director LeAnne Parton	Collaboration	BBCC	
	VP Bob Mohrbacher	Orientation	BBCC	
8/23/12	Board/Admin Retreat	College Guidance	Pillar Rock Grill	
	Grant County EDC Luncheon	Introductions	BBCC	
	Board/Admin Retreat	College Guidance	BBCC	
	WACTC	Budget Conversation	Conference Call	
8/24/12	Athletic Director Preston Wilks	Collaboration	BBCC	
	John Bartowski, Heritage University Moses Lake Regional Director	Introduction	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	VP Bob Mohrbacher Dean Clyde Rasmussen	Aerospace Joint Apprenticeship Committee (AJAC)	BBCC	
	Job Corps Luncheon			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	With Trustee Lane	Introduction	Moses Lake Job Corps	
	AJAC Director Laura Hopkins	Introduction	Conference Call	
8/27/12	Instructional Team Meeting	Collaboration	BBCC	
	Dean Valerie Kirkwood	Administration	BBCC	
	PIO Doug Sly	Administration	BBCC	
	VP Gail Hamburg	Administration	BBCC	
8/28/12	Professional Portrait	Public Relations	Moses Lake	
	VP Mohrbacher	Collaboration	BBCC	
	Director of STEM Andre Guzman	Administration	BBCC	
	VP Kim Garza	Administration	BBCC	
8/29/12	Amway Groundbreaking	Community Support	Quincy	Legislators, Community Leaders, Trustees
	All WA Business Regional Meeting	Collaboration	Moses Lake	
8/30/12	Director of Title V Terry Kinzel	Administration	BBCC	
	Foundation Executive Director LeAnne Parton	Administration	BBCC	
	VP Mohrbacher	All WA Academic Team	BBCC	
	Alumni Volleyball Scrimmage	Athletic Support	BBCC	
8/31/12	Moses Lake Chamber Director Debbie Doran-Martinez	Collaboration	Phone Call	
9/4/12	Athletic Director Preston Wilks	Athletic Facilities Tour	BBCC	
	Workforce Development Council Meeting	Community Collaboration	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Faculty Association President Mike O'Konek	Labor Relations	BBCC	
	CWU Kim Ostrowski	Introduction	BBCC	
	Opportunity Center Tour	Orientation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Mr. Scott Cheney Staff Director for the Senate Committee on Health, Education, Labor and Pension (HELP)	Legislative Collaboration	BBCC	Senator Patty Murray is the Chair of the Senate Committee on Health, Education, Labor and Pension (HELP).
9/6/12	Visit Incoming Nursing Students	Program Support	BBCC	
	VP Kim Garza	Administration	BBCC	
	Classified Staff Rep Tana Richins	Labor Relations	BBCC	
	1200 Building Tour	Orientation	BBCC	
	University Center Tour	Orientation	BBCC	
9/7/12	JAEC Ceremony	Program Support	Seattle	
9/10/12	Learning Network	Orientation	BBCC	
	Dean Kara Garrett Health Education Director Katherine Christian	Community Partnerships	BBCC	
	Board Chair Mike Wren	Board Packet	BBCC	
	Dean Valerie Kirkwood	IR Priorities	BBCC	
	Learning Network	Orientation	BBCC	
9/11/12	Sodexo Annual Expectations	Collaboration	BBCC	Regional Manager Rick Waldt VP Gail Hamburg
	Foundation Director LeAnne Parton	Annual Campaign Trustees' Scholarship	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Governor's Appt Secretary Stacey Tichnor	Board Appointment	Phone Call	
	Accreditation Meeting	Preparation	BBCC	
	Adjunct Faculty In-Service	Welcome	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/12/12	Learning Network	Orientation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
9/13/12	Yakima Valley CC Basketball Court Dedication	Networking	Yakima Valley CC	
9/17/12	Back-to-School Breakfast In-Service	College Support	BBCC	
	Jennifer Hines WA Campus Compact	College Support	Phone Conference	
	Professional Technical Dean Clyde Rasmussen Faculty Walk About	Orientation	BBCC	
9/18/12	Math Instructor Barbara Whitney, Phi Theta Kappa Advisor	Orientation	BBCC	
	Art & Sciences Dean Kara Garrett Faculty Walk About	Orientation	BBCC	
	Welcome BBQ	Meet n Greet	BBCC	
9/19/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	M&O Meeting VP Gail Hamburg	Orientation	BBCC	
	Social Sciences Faculty	Networking	BBCC	
	Executive Council Meeting	College Administration	BBCC	
	Solar Energy Opportunities	College Administration	BBCC	
	New Student Orientation	Welcome	BBCC	
9/20/12	New Student Orientation	Welcome	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/20/12	IFiber Reporter Ryan Lancaster	Public Relations	BBCC	
	New Student Orientation	Welcome	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
	Campus Tour with Trustees	Networking	BBCC	
9/21/12	Learning Network	Orientation	BBCC	
9/22/12	Foundation Dollar Da\$h	College Support	BBCC	
9/25/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Learning Network	Orientation	BBCC	
	Welcome Back Athletes Dinner	College Support	BBCC	
9/26/12	WACTC New Presidents' Orientation	Professional Development	SBCTC Olympia	
9/27/12	WACTC Meetings	System Support	SBCTC Olympia	
9/28/12	WACTC Meeting	System Support	SBCTC Olympia	Rep Larry Seaquist Presented
	Aerospace Meeting	Program Support	SBCTC Olympia	
10/1/12	NWCCU Evaluators Meetings	College Accreditation	BBCC	
	Sodexo Regional Manager Rick Waldt	College Support	BBCC	
10/2/12	Paul Hirai Fine Arts Naming Meeting	College Administration	BBCC	
10/3/12	NWCCU Evaluators Meetings	College Accreditation	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
10/4/12	Moderate Political Debate 13 th District Matthew	BBCC		

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Manweller & Kaj Sellman	Education Opportunity	BBCC	
	Professional Technical Dean Clyde Rasmussen Faculty Walk About	Faculty Support	BBCC	
10/5/12	Foundation Trusteeship Mtg	College Support	BBCC	
	Learning Network	Orientation	BBCC	
	C-17 Tour	Program Support	BBCC	
10/8/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Grant Co Commissioners	College Support	Ephrata	PIO Doug Sly
	Quincy Leadership Roundtable	Community Collaboration	Quincy	
10/9/12	Classified Staff Meeting	Staff Support	BBCC	
	SBCTC Executive Director Marty Brown	System Support		
	GWATA Event	Community Collaboration	Quincy	Foundation Dtr LeAnne Parton
	Ephrata Business After Hours	Community Collaboration	Hot Rod Garage/Ephrata	PIO Doug Sly Foundation Dtr LeAnne Parton
10/10/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Title V Transfer Tailgate Party	College Collaboration	BBCC	
	Moses Lake Rotary Speaker	Community Collaboration	Moses Lake	
	Learning Network	Orientation	BBCC	
10/11/12	Learning Network	Orientation	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Title V Meeting	Program Support	BBCC	
10/11/12	Director of Governor's WA Aerospace Partnership Alex Pietsch	Introductions	Conference Call	
	Intervention Scholarships Mtg	Guidance	BBCC	
	Learning Network	Orientation	BBCC	
	Computer Science Open House Ribbon Cutting	Program Support	BBCC	
	BBCC Foundation Mtg	Guidance	BBCC	
	Joint Advisory Committee Dinner Speaker	Community Collaboration	BBCC	
10/12/12	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
10/15/12	Learning Network	Orientation	BBCC	
10/16/12	CWU Wildcat Caravan	Higher Education Collaboration	BBCC	
	Moses Lake Chamber Banquet Speaker	Community Collaboration	BBCC	
10/17-19	GISS/TACTC Conference	Higher Ed Collaboration	SeaTac Hilton	Trustee Mike Blakely

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/22/12	Kiwanis Club Lunch	Community Collaboration	Moses Lake	
	Bob Pusey Connect Telecom	Community Support	Phone	
	STEM Grant	Grant Support	BBCC	
10/23/12	JATP 50 th Anniversary Planning	Event Planning	BBCC	
	Mike Villarreal, Mike Wren	Succession Planning	Othello	
	Learning Network	Orientation	BBCC	
10/24/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Moses Lake School District Supt Michelle Price	Education Support	BBCC	
	Learning Network	Orientation	BBCC	
10/25/12	Learning Network	Orientation	BBCC	
	BBCC Administrators	Continuity of Gov Operations	BBCC	
	Learning Network	Orientation	BBCC	
	Learning Network	Orientation	BBCC	
	Fine Arts Naming Meeting	Recognition	BBCC	Trustee Mike Blakely
10/26/12	Cabinet Meeting	College Guidance	BBCC	
	Academic Master Plan Meeting	College Guidance	BBCC	
	Learning Network	Orientation	BBCC	
10/29/12	Dean Kara Garrett	Childcare Tour	BBCC	
	Learning Network	Orientation	BBCC	
	Star Night	Foundation Support	BBCC	
10/30/12	13 th Annual CWU Economic Outlook Conference	Community Support	CWU-Ellensburg	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/31/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Whitworth University Terry Ratcliff	Higher Education Support	BBCC	
	Executive Council	College Guidance	BBCC	
11/1/12	Accreditation Celebration	Recognition	BBCC	
	Board of Trustees Meeting	College Guidance	BBCC	
11/2/12	Ritzville Community Meeting	Community Collaboration	BBCC	Special Board Meeting
	Aviation Program	Program Support	BBCC	
11/5/12	Learning Network	Orientation	BBCC	
	STEM Mtg	Grant Support	BBCC	
	Star Night Debrief	Planning	BBCC	
11/7-10/12	Education Law Association Conference	Professional Development	South Carolina	Dr. Leas is former President of this organization
11/13/12	WA Campus Compact	Grant Support	BBCC	
11/14/12	Othello Chamber President Shawn Logan	Community Collaboration	Othello	Trustee Jon Lane
	Othello Community Meeting	Community Collaboration	Othello	
11/15/12	WGU Presentation	Higher Education Support	BBCC	
	WGU President Jean Floten	Higher Education Support	BBCC	
11/19/12	Legislative Asst Kyle Lynch	Introduction, College Support	BBCC	Trustee Mike Blakely
11/20/12	North Central WorkForce Development Council Dinner & Meeting	Community Support	Moses Lake	
11/26/12	Classroom Observation	Student Connection	BBCC	
	ASB Officers, VPs Dinner	ASB Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/27/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Administrators	Strategic Planning	BBCC	
11/28/12	Classroom Observation	Student Connection	BBCC	
11/29/12	Classroom Observation	Student Connection	BBCC	
	LDS Club Meeting	Club Support	BBCC	
	Hot Rod Garage Meeting	Community Support	BBCC	
11/30/12	Moses Lake AG Appreciation Parade	Community Support	BBCC	
12/3/12	CWU/BBCC Aviation Bryan McKune	Program Support	BBCC	
12/4/12	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	CWU President Jim Gaudino Luncheon	Higher Education Collaboration	BBCC	
	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
12/5/12	Emperor's Birthday Celebration	JATP Support	Consul General's Residence - Seattle	
12/6/12	Classroom Observation	Student Connection	BBCC	
	Mission, Vision, Values Mtg	College Success	BBCC	
	Million Air Christmas Party	Community Collaboration	BBCC	
12/7/12	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Cabinet Meeting	College Guidance	BBCC	
	Faculty	Introduction	BBCC	
	STEM	Grant Support	BBCC	
	Floch Memorial Games	College/Foundation Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/10/12	Classroom Observation	Student Connection	BBCC	
	Trustee Mike Blakely	Review Board Agenda	BBCC	
12/10/12	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Administrators Mtg	Commencement Day Planning	BBCC	
12/11/12	Ephrata Community Meeting	Community Collaboration	Ephrata	Trustees Mike Blakely, Jon Lane
12/12/12	9 th District Senator Mark Schoesler	Legislative Support	Ritzville	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/10/12	Classroom Observation	Student Connection	BBCC	
	Strategic Marketing	College Guidance	BBCC	
	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Commencement Day Planning	Student Success	BBCC	
	Met with Trustee Mike Blakely	Board Meeting Prep	BBCC	
12/11/12	Ephrata Community Meeting	Introduce President Leas	Ephrata	
12/12/12	Senator Mark Schoesler	Legislative Support	Ritzville	
12/13-14	WACTC Meetings	System Support	Lake WA Institute of Technology, Kirkland	
12/14/13	Aerospace Meeting	Program Support	Kirkland	
12/17/12	Senator Jim Honeyford	Phone Call		
	New Student Orientation Welcome	Student Support	BBCC	
	Aviation Program Meeting	Program Support	BBCC	
	Pat Jones, Moses Lake Port Executive Director	Community Collaboration	BBCC	
	2012 CCSSE Summary	Student Success	BBCC	
12/18/12	Dr. Schneider Grant County Emergency Management	Community Collaboration	BBCC	
	Disabled Students Meeting	Program Support	BBCC	
	Marketing & Social Media Meeting	College Planning	BBCC	
12/19/12	Grant County Economic Development Council Meeting	Community Collaboration	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/19/12	Executive Council Meeting	College Planning	BBCC	
12/20/12	BBCC Construction Tour	Construction Update	BBCC	
12/20/12	M&O Holiday Potluck	Networking	BBCC	Trustees
	Board of Trustees Meeting	College Guidance	BBCC	
12/21/12	Doug Gould Public Relations Campaign	Marketing	BBCC	
	STEM Meeting	Program Support	BBCC	
12/24-1/1	Vacation/Holidays			
1/2/13	HR Meeting	Planning	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Jeanette Wood, Moses Lake Clinic Administrator	Program Support	BBCC	
1/3/13	Grants	Program Support	BBCC	
	13 th District Matt Manweller	Legislative Support	BBCC	
	Facility Improvements	Guidance	BBCC	
1/4/13	Japanese Garden Meeting	Planning	BBCC	
	Medical Asst Program	Program Support	BBCC	
1/7/13	HR Meeting	Planning/Board Policy	BBCC	
	Dr. Bill Bonaudi	Accreditation Planning	BBCC	
	Othello Community Meeting	Community Collaboration	Othello	
1/8/13	Chuck Allen, Grant County PUD Public Affairs	Community Collaboration	BBCC	
	Aviation Program	Program Guidance	BBCC	
	Adams County Economic Development Stakeholder Luncheon	Networking Community Support	Ritzville	Trustees McFadden, Villarreal Senator Schoesler
1/9/13	Foundation Chair Katherine Franz-Swinger	Planning	BBCC	
	Meeting with VPs Mohrbacher, Hamburg	Administration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Community Meeting Planning	Community Introduction	BBCC	Trustee Blakely
	Couch Potato Basketball Game vs Yakima Valley	Fun!	BBCC	Trustee Lane
1/10/13	NWCCU Hearing	Accreditation	Bellevue	
1/11/13	Meeting Planning	College Guidance	BBCC	
1/11/13	Foundation Family Campaign Luncheon	Foundation Support	BBCC	Foundation Board
	Cellarbration! Meeting	Foundation Support	BBCC	
	CWU President Gaudino Phone Conference	Program Planning	BBCC	
1/14/13	SBCTC Executive Director Marty Brown Phone Conference	College Guidance	BBCC	
	Annual College Report Meeting	Planning	BBCC	
1/15/13	Leave			
1/16/13	Visit Columbia Basin Health Association	Community Collaboration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/17/13	UAV Training Program Meeting	Discuss opportunities	BBCC	
	Retiree Lunch	Employee Success	BBCC	
	Campus Artwork	Program Support	BBCC	
	BBCC Foundation Dinner and Meeting	College Support		
1/18/13	Pete Erickson	Community Collaboration	BBCC	
	Chemistry Lab Tour	Program Support	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
	Viking Basketball Games	College Support	BBCC	
1/22/13	Commencement Day Planning	Logistics	BBCC	
	SBCTC Capital Information Sharing	BBCC Support	BBCC	
1/23/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Coordination	BBCC	
	Grant Co PUD Recording	Partner Support	BBCC	
	Employee Orientation	Employee Success	BBCC	
1/24/13	Student Success Center	Funding	BBCC	
	Heritage University	Partner Support	BBCC	
	Executive Council Meeting	Coordination	BBCC	
	cTc Link Team	System Support	BBCC	
1/25/13	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Board Trustees Meetings	College Guidance	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
1/28/13	Travel to Olympia	Attend TACTC/WACTC	Olympia	
1/29-31	Attend TACTC, WACTC	Trustee Support		

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Meetings	System Support	Olympia	
2/1/13	Review Probationary/Tenure Files	Employee Evaluation	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	
	2012 CCSSE Summary	Student Success	BBCC	
2/4/13	Commencement Day Planning	Logistics	BBCC	
	Cellarbration!	Foundation Support	BBCC	
	Lamb Weston ConAgra Tour	Partner Collaboration	Warden	
2/5/13	Supervising in a Diverse Workplace	Professional Development	BBCC	
2/6/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Foundation Director Meeting	Foundation Support	BBCC	
2/7/13	WA Executive Leadership Academy (WELA) Information Sharing Meetings (2)	Professional Development	BBCC	
	Meeting Port of Moses Lake Executive Director Pat Jones	Partner Collaboration	Moses Lake	
2/11/13	WELA Information Sharing Meetings (2)	Professional Development	BBCC	
	Campus Walk About	Employee Interaction	BBCC	
2/12/13	Classified Staff Committee Meeting	Employee Support	BBCC	
	Campus Walk About	Employee Interaction	BBCC	
	Phi Theta Kappa Induction			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Keynote Speaker	Student Success	BBCC	
2/13/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing and Coordination	BBCC	
	Viking Basketball Games	Program Support	BBCC	
2/14/13	WELA Information Sharing Meetings	Support Professional Development	BBCC	
2/15/13	Cellarbration! Meeting	Foundation Support	BBCC	
	Strategic Planning Steering Committee Meeting	College Guidance	BBCC	
	WACTC Legislative Update Conference Call	Higher Education Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/18/13	Meet Matt Glencoe from IFiber One	College Promotion	BBCC	
2/19/13	Debriefing Aviation Incident	Communication Analysis	BBCC	
	Visit with Campus Faculty	Collaboration	BBCC	
	Quincy Community Meeting	Introductions	Quincy	
2/20/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
2/21-22	Attend WACTC Meetings	System Support	Olympia	
2/26/13	Visit M&O Department	Collaboration	BBCC	
	Executive Director of Port of Moses Lake Pat Jones	UAV Program	BBCC	
	Part Time Faculty In-Service	Welcome	BBCC	
2/27/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Executive Council Meeting	Coordination	BBCC	
	Community Screening Committee	Community Support	Ephrata	
2/28/13	Board Trustees Meeting	College Guidance	BBCC	
2/29/13	Welcome City Officials	Community Support	BBCC	
	WACTC Conference Call	System Support	BBCC	
3/4/13	Meeting with Cynthia Beatty All WA Academic Team	Student Success	BBCC	
	Sonico Tour	Partnership	Sonico	
	Commencement Day Planning	Coordination	BBCC	
3/5/13	Personnel	Guidance	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/5/13	North Central WorkForce Development Meeting	Community Support	Moses Lake	
3/6/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
	Aviation Meeting	Collaboration	BBCC	
3/7/13	Kizuna Project Welcome	International Partnership	BBCC	
	Hirai Dedication Planning Meeting	Guidance	BBCC	
	Commencement Planning	Logistics	BBCC	
3/8/13	WACTC Conference Call	System Support	BBCC	
3/11/13	Bill Perdue, Sonico President	Partnership	BBCC	
	Visit Library Staff	Collaboration	BBCC	
	Title V Staff Meeting	Information Sharing	BBCC	
3/12-14	NWCCU Workshops	Accreditation	Seattle	
3/15/13	North Central WorkForce Retreat	Professional Technical Support	BBCC	
3/18/13	Meet with Warden Supt Sandra Sheldon	K-12 Partnership	Warden	
	ASB Officer Dinner	Student Support	BBCC	
3/20-22	ACCT GLI Conference	Professional Development	San Antonio TX	Trustees Mike Blakely, Jon Lane Stephen McFadden

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/25/13	Accreditation Response Mtg	Guidance	BBCC	
	Meet with JAEC Staff	Tour & Networking	BBCC	
	JATP Welcoming Ceremony & Dinner	Welcoming & Networking	BBCC	
3/26/13	Negotiation Preparations	Guidance	BBCC	
	JAEC 50 th Anniversary Mtg	Planning Event	BBCC	
3/27/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Community Screening Committee	Community Support	Ephrata	
3/28/13	Dr. Miguel Villarreal's Confirmation Hearing	Trustee Support	Olympia	
3/29/13	Paul Hirai Dedication Meeting	Planning	BBCC	
	Aviation Staff Mtg	Prep for visit with Governor Inslee	BBCC	
	Meet Governor Inslee	BBCC Support	Port of Moses Lake	
	Aviation Technical Services (ATS) Grand Opening	Networking	ATS Building	
	Meet with Senator Maria Cantwell's Central WA Representative David Reeploeg	BBCC Support & Tour	BBCC	
	Grant County EDC Banquet	Networking	BBCC	
3/30/13	BBCC Baseball Game	Throwing First Pitch	BBCC	
4/1/13	STEM & SSC Grand Opening Meeting	Planning	BBCC	
	Paul Hirai Fine Arts Dedication	Celebration	BBCC	
4/2/13	CWU President Gaudino	Aviation	CWU	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/2/13	Negotiation Preparations	Guidance	BBCC	
	LEAN Discussions	Efficiencies	BBCC	
4/3/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Opportunity Discussion	Partnership	Port of Moses Lake	
	Executive Council Meeting	Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
4/4/13	Board Trustees Meeting	College Guidance	BBCC	
4/5/13	Webmaster Discussion	Marketing	BBCC	
	GED Graduation Meeting	Planning	BBCC	
	WACTC Legislative Update	Information Sharing	Conference Call	
4/8/13	Community College Benchmarking Project	Planning	BBCC	
	Commencement Planning	Safety & Security Planning	BBCC	
	SSC & STEM Meeting	Open House Planning	BBCC	
4/9/13	Aviation Report Review	Collaboration	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Negotiation Preparation	Collaboration	BBCC	
	Commencement Planning	Celebration Planning	BBCC	
4/10/13	Met Employment Applicants	Welcome & Assessment	BBCC	
4/11/13	AVID in Higher Education	College Growth	WSU Tri-Cities	Trustee Mike Villarreal
4/12/13	STEM Meeting	Guidance	BBCC	
	BBCC Foundation Mtg	Cellarbration! Planning	BBCC	
	Bill Perdue, Sonico	Information Sharing	BBCC	
	WACTC Legislative Update	Information Sharing	Conference Call	
	Columbia Basin Allied Arts Soiree	Community Support	BBCC	
4/15/13	Indicators of Success	Data Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	WA Campus Compact AmeriCorps	Information Sharing	BBCC	
	Grant County HR	Training Opportunity	BBCC	
4/16/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Negotiation Preparation	Collaboration & Planning	BBCC	
	Opportunity Center Tour	Facilities Planning	BBCC	
	BBCC Foundation Board Dinner & Meeting	College Support	BBCC	
4/17/13	MLSD Supt Michelle Price	K-12 Partner	Moses Lake	
	Met Employment Applicant	HR	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration & Planning	BBCC	
4/18/13	JAEC 50 th Anniversary Meeting	Planning	BBCC	
4/19/13	Capital Training Meeting	Professional Development	Yakima Valley CC	Trustee Stephen McFadden
4/22/13	Port of Moses Lake	Community Support	Port Office	
	Grand Opening Meeting	Planning	BBCC	
	Editorial Board prep	College Support	BBCC	
4/23/13	Port of Moses Lake	Larson Scholarship	Port Office	
	Executive Assistants Lunch	Celebration	Moses Lake	
	Phi Theta Kappa Induction Ceremony	Celebration & Welcome		
	TRiO Upward Bound Induction	Celebration & Welcome	BBCC	
4/24/13	Journalist Enrique Cerna	College Support	BBCC	
	TRiO Celebration	Program Support	BBCC	
	Columbia Basin Herald Editorial Board	Information Sharing	Moses Lake	
	Commencement Meeting	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/25-26	WACTC Meetings	System Support	Cascadia Community College	
4/29/13	Budget Meeting	Planning	BBCC	
	Pacific NW Unmanned Aircraft Systems Flight Ctr	Planning	BBCC	
	Exceptional Faculty Award Guidelines	Information Sharing	BBCC	
4/30/13	IR Dean Valerie Kirkwood	Goal Setting	BBCC	
	Negotiation Meeting	Preparation	BBCC	
	Phi Theta Kappa Advisor Barbara Whitney	Club Support	BBCC	
	Campus-Wide QBQ! Training	Professional Development	BBCC	
5/1/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration & Planning	BBCC	
	Othello Learning Center Mtg	Planning	BBCC	
	Welding Students	Community Service Project	BBCC	
5/2/13	Welcome Statewide Human Resource Staff	Networking & Welcoming	BBCC	
	ECEAP Meeting	Planning	BBCC	
	Alumni Discussion	Planning	BBCC	
	Grand Openings	Planning	BBCC	
	Hot Rod Garage	Community Networking	BBCC	
5/3/13	Cabinet Meeting	Collaboration & Planning	BBCC	
	SSC & STEM Grand Openings	Celebration	BBCC	Anna Franz, Mike Blakely, Miguel Villarreal
5/6/13	Grant Budget & Application	Collaboration & Planning	BBCC	
	Met two Employment			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Candidates	Welcome & Assessment	BBCC	
5/7/13	Graduation Incident Action Meeting	Planning	BBCC	
	Lunch with Employee Leaving the Area	Informal Exit Interview	Moses Lake	
	Negotiation Meeting	Preparation & Planning	BBCC	
	JAEC 50 th Anniversary Mtg	Planning	BBCC	
5/8/13	7 th Annual Community Partnership Against Substance Abuse Awareness Day	Professional Development	BBCC	
	Education Advisory Board Lunch Meeting	College Support	BBCC	
	Met two Employment Candidates	Welcome & Assessment	BBCC	
	Emeritus Process Meeting	College Process	BBCC	
5/9/13	DOL Air WA Grant Meeting	Information Sharing	BBCC	
	Met with Board Chair	Board Agenda	BBCC	Mike Blakely
	WA Aerospace Overview with Mary Kaye Bredeson	Information Sharing & Networking	BBCC	
	Commencement Celebration Meeting	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/13/13	Met 4 Instructor Candidates	Welcome & Assessment	BBCC	
	NWAAC Bylaws Proposed Changes International Student-Athletes	Planning	BBCC	
5/14/13	Department of Labor AIR WA Grant Review	Grant Support	Spokane Community College	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Grant Co EDC Strategic Plan	Sharing	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
5/15/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
5/15-17/13	TACTC Conference	System Support	Anacortes	Trustees Jon Lane & Mike Blakely
5/20/13	CWU Kim Ostrowski	Sharing	BBCC	
	Grant Co EDC Strategic Plan	Review	BBCC	
	Campus Tour MN Visitors	Welcome & Promotion	BBCC	
5/21/13	Grant Co EDC Strategic Plan Consultant Jeanne Johnston	Q&A, Support	BBCC	
	Fresh Air Challenge Discussion	Campus Health	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	Retiree Lunch	Employee Success & Assessment	Moses Lake	
	Property Tour	Planning	Moses Lake	Trustee Mike Blakely
5/22/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Met 2 Instructor Candidates	Welcome & Assessment	BBCC	
	Executive Council Mtg	Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/23/13	Education Advisory Board	Opportunity	BBCC	
	JATP Farewell Picnic	Student, Program Support	Moses Lake	
	Board Trustees Meeting	College Guidance	BBCC	
	Legislator Communication Strategy	Planning	BBCC	
5/28/13	Conference Call	Planning	BBCC	
	Personnel	Guidance & Assessment	BBCC	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Aerospace Grant	Guidance	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	North Central Workforce Development Council	Community Collaboration	BBCC	
5/29/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	WA Aerospace Partnership Conference Call	Planning	BBCC	
	Met Instructor Candidate	Welcome & Assessment	BBCC	
	Compact Campus Grant	Collaboration & Planning	BBCC	
	Met with All WA Academic Team Member	Student Success	BBCC	
5/30-31/13	WACTC Meetings	System Support	Columbia Basin College	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/03/13	GED Graduation Planning	Planning	BBCC	
	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
	HR Discussion	Supervision	BBCC	
	Board Agenda Discussion	Guidance	BBCC	
6/4/13	Intervention Strategies Discussion	Collaboration	BBCC	
	Mission, Vision, Values Distribution Plan	Planning	BBCC	
	Graduation Project	Preparation	BBCC	
	Meet Samaritan Hospital CEO Tom Thompson	Welcome	BBCC	
6/5/13	Donor Visit	College Promotion	Moses Lake	
	Port of Quincy Cold Train BBQ	Community Support	Quincy	
	Supt Michelle Price	High School Tour	Moses Lake	
	Board Agenda Review	Planning	BBCC	Trustee Mike Blakely
	HR Discussion	Supervision	BBCC	
6/6/13	HR Discussion	Supervision	BBCC	
	Campus Excellence Celebration	Planning	BBCC	
	Outstanding Employee Nominations	Recognition	BBCC	
6/7/13	Cabinet Meeting	Information Sharing & Planning	BBCC	
	Post-Celebration Foundation Meeting	Debriefing	BBCC	
	Foundation Scholarship Fund	Planning	BBCC	
6/10/13	Graduation Project	Preparation	BBCC	
	HR Discussion	Supervision	BBCC	
6/11/13	Gates Foundation	Discussion	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	CWU Associate Provost Tracy Pellet	CWU Center	Conference Call	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Commencement	Preparation	Moses Lake	
6/12/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	
	Commencement Incident Action Planning	Preparation	BBCC	
	GED Graduation	Student Success Celebration	BBCC	
6/13/13	Met Faculty Candidate	Welcome & Assessment	BBCC	
	SBCTC Executive Director Marty Brown	Budget	Conference Call	
	Automotive BBQ	Networking	BBCC	
	Met Faculty Candidate	Welcome & Assessment	BBCC	
	Executive Council	Coordination	BBCC	
	Commencement Prep	Preparation	BBCC	
6/14/13	Campus Excellence Celebration Luncheon	Celebration	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Board of Trustees Dinner	Networking	BBCC	
	Commencement	Student Success	BBCC	
	Nurses' Pinning	Student Success	BBCC	
6/17/13	Graduation Project Speech	Preparation	BBCC	
	Donations Meeting	Fundraising	BBCC	
	Heritage Club	Fundraising	BBCC	
	HR Discussion	Supervision	BBCC	
	Planning Meeting Calendar	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/18/13	Facilities Signage	Planning	BBCC	
	CWU President Jim Gaudino	CWU Centers	Conference Call	
	Negotiation Preparations	Guidance & Planning	BBCC	
	Donor Visit	Appreciation	Moses Lake	
	Graduation Project	Speech	BBCC	
6/19/13	Grant County EDC	Community Support	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	UW Faculty Tour Lunch	Networking	BBCC	
	ASB Retreat	Information Sharing	Leavenworth	
6/24/13	Foundation Executive Director LeAnne Parton	Collaboration	BBCC	
	Commencement Meeting	Debriefing	BBCC	
6/25-28/13	AVID for Higher Education Conference	Planning	Dallas TX	

Presidential Performance Review Tool Options for Community and Technical College Evaluations

The purpose of this performance review is to communicate about performance.

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

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

NOTE: Colleges should tailor their approach to reflect specific local needs and priorities.

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			1. 1. Community Relations Media- maintains effective relationships with the media in order to make the public aware of the college, its programs, and activities.			
			Marketing- maintains an effective planned marketing program for the college to make the public aware of the college, its programs, and activities.			
			Community activities- is active in community activities and organizations to gain visibility for the college and become aware of and sensitive to community needs.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Educational institutions- maintains effective dialogue and communications with the local public school systems and other higher education institutions to promote coordination and cooperation.			
			Business & Industry- maintains effective dialogue and communications with local businesses, economic development councils, and chambers of commerce to promote effective program development and growth within the college.			
			Specific community relations objectives for coming year:			
			Legislative Relations Information- assists the board and provides leadership in informing and educating local, state and federal legislators of issues of importance to the college.			
			Liaison- maintains ongoing communication with local, state and federal legislators on new and emerging issues concerning the college.			
			Participation- participates in community and technical college system legislative activities to support and promote issues of importance to the college and the community college system.			
			Dissemination- keeps the internal college community (trustees, faculty, staff, students) informed of local, state and federal legislative issues.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Participation- involves college staff, faculty, and students in local, state and federal legislative affairs where appropriate.			
			Specific legislative relations objectives for coming year:			
			Educational Planning Needs assessment- provides leadership in formally and informally assessing the community to determine educational needs.			
			Evaluation- conducts formal evaluation and assessment to determine educational program quality and needs.			
			Program planning- conducts formal educational planning activities to project and plan for future educational programs of the college.			
			Curriculum- provides leadership in the development of innovative curriculums to meet changing community needs.			
			Accreditation- provides leadership to insure Accreditation status is maintained and staff prepare appropriately for visits.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Specific educational planning activities for coming year:			
			Budget Control			
			Fiscal Accountability- assumes the lead, as chief executive officer, in instilling awareness for fiscal responsibility among members of the staff.			
			Budget Development- conducts a thorough and sound process of annual budget development for presentation to the board.			
			Budget presentation- presents the budget in an organized and understandable manner, which includes options and alternatives for board consideration.			
			Fiscal priorities- recognizes the approved budget as the board of trustees' expression of fiscal priorities and coordinates deviations from the budget prior to their implementation.			
			Needs awareness- is completely informed on the needs of the college program, plant, facilities, equipment, and supplies.			
			Auxiliary funding- pursues external and supplemental funding and resources to support special college projects and to augment the regular fund allocations.			
			Specific budget control objectives for coming year:			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			5. Personnel & Labor Relations Negotiations- supports and pursues good faith negotiations with employee groups and associations.			
			Fair hearing- assures all employees a fair hearing if disciplinary action is initiated against them.			
			Human resource development- develops and promotes professional development activities and promotional opportunities for faculty, staff, administrators and the board.			
			Diversity- supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			
			Equal employment opportunity- employs a personnel department that conducts fair and equitable employment selection and promotional practices.			
			Employee selection- recruits and selects highly qualified and capable employees through thorough selection processes.			
			Specific personnel and labor relations objectives for coming year:			
			6. Management Activities Planning and organizing- able to plan ahead, anticipate problems and use resources effectively.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Analytical ability and judgment- able to size up a problem, gather and evaluate facts, and reach sound conclusions.			
			Communication- able to express ideas both verbally and in writing.			
			Establishing priorities- sets rational priorities so that the implementation of decisions takes place in a timely fashion.			
			Consultation- consults willingly with appropriate constituencies as a part of the decision-making process.			
			Decision making- capable of sound decision making.			
			Management- manages institutional affairs calmly and effectively.			
			Administrative capacity- provides directions, has the confidence of colleagues, delegates tasks and responsibilities.			
			Specific management activities objectives for coming year:			
			Board Relations			
			Information- provides adequate background information for the board in advance of meetings.			
			Implements policy- carries out the policies of the board in a timely manner.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Requests assistance- seeks guidance from the board on important matters when necessary.			
			Assists board- helps the board understand its legal responsibilities.			
			Informs board- keeps the board informed on mater of importance to the college which originate outside the institutions; i.e. affirmative action, legislation, etc.			
			Chairperson- maintains effective communication and exchange of information with the Board Chairperson.			
			Specific board relations objectives for coming year:			
			Constituencies Relations			
			Faculty- maintains effective relationships with the faculty in carrying out college programs.			
			Students- accessible to students and concerned about their welfare.			
			Community- sensitive to community needs; interprets the college effectively to the community.			
			SBCTC- establishes effective working relationships with the state staff; represents the college effectively to the State Board for Community and Technical Colleges.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			WACTC- contributes to the operation of the community college system by participating in the activities of the Washington Association of Community and Technical Colleges, Board of Presidents.			
			Local, State, and Federal Legislators- maintains contact with legislators, promoting the interest of the college and the citizens of the district.			
			State government- maintains contact with other agencies of government (Governor’s Office, Office of Financial Management, Higher Education Coordinating Board, Washington Personnel Resources Board) promoting the interest of the college.			
			Foundation- nurtures the Foundation by facilitating open discussion of fund raising ideas and college needs. Serves on Foundation Board.			
			Legislators- contributes to the exchange of information and maintain effective communication			
			Professional Growth Participation- in professional organizations to keep abreast of new and innovative practices and programs.			
			Improvement- participates in seminars, workshops, and classes to renew, refresh, and extend technical and professional expertise.			
			Improvement- is open to suggestions for improvement and willing to take risks in attempting new and innovative practices and programs.			

Indicate your source for determining the performance rating:			TOPICS	Performance Rating		
Monitoring Report	Executive Limitations	Focus Groups		Exceeds 3	Meets 2	Does not meet 1
			Specific professional growth activities for coming year:			
			Strategic Planning Philosophy of college- supports the continuing examination of the philosophy and purposes of the college.			
			Diversity- supports and promotes diversity in hiring and promotion of staff, services to students, and all college activities.			
			Academics- Guides development and implementation of the Academic Master Plan.			
			Facilities- Guides development and implementation of the Physical Plant Master Plan.			

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting on Thursday, August 9, 2012, 9:00 a.m. at Pillar Rock Grill, 1373 Rd F.2 NE, Moses Lake, WA.

1. Call to Order

Present: Mike Blakely
 Anna Franz
 Jon Lane
 Stephen McFadden
 Mike Wren

Chair Mike Wren welcomed the group and introduced Columbia Basin College President Rich Cummins as the facilitator of the President/Board Orientation Retreat. Dr. Cummins stated he worked with Chair Mike Wren and President Leas to determine the agenda for the morning. He will review the Community and Technical College system, core principles of Carver Policy Governance and promote Trustee/President conversations.

WACTC Overview

Each Washington state community and technical college is independent and autonomous locally. The State Board for Community and Technical Colleges (SBCTC) is the fiscal and policy agent for WA community and technical colleges. The Legislature provides funding to the SBCTC and the SBCTC determines how to distribute the money based on FTEs (Full Time Equivalents). The SBCTC also creates policies regarding funding. The Student Achievement Initiative is an example of a skim on all CTCs to create a pool of money that is then shared based on student achievement points earned at each college.

The Washington Association of Community Technical College (WACTC) group is made up of the 34 Presidents and 3 Chancellors of the Washington community and technical colleges. This group meets monthly to strategize moving the system forward. The most important job of each Board of Trustees is the hiring of their President.

Trustee Mike Blakely shared his frustration regarding the lack of capital funding for BBCC. Dr. Cummins explained that several years ago the WACTC group agreed on criteria on which to judge capital funding requests and those requests are approved by the WACTC Capital Budget Committee on which six Presidents sit. There are three capital project categories: growth, remodel and new. Dr. Cummins stated there has been some conversation within WACTC to change the structure of the committee and revise the criteria to eliminate any bias on the capital committee.

Policy Governance

Columbia Basin College was the first WA community colleges to adopt policy governance. Currently, BBCC, Centralia and Green River Community College work under policy governance. This structure removes micromanaging from the Trustees and empowers the President.

Dr. Cummins listed key points of policy governance.

- Trust in trusteeship- high value placed on needs of the community, what does the larger group want to achieve? This is defined by BBCC's mission statement.
- One voice- Following group discussions it is important that decisions are unanimous to provide confidence and assurance. Board decisions are based on policy. Policy is determined by the broadest value i.e. nested bowls. The largest bowl is the policy and can be refined to the smaller ideas (smaller bowls) at the Board members' comfort level. BBCC's policy governance demonstrates this by stating the policy goal and then providing more detail in a, b, c, etc.
- Define and delegate rather than react and ratify- Trustees define expectations for the CEO, delegate to the CEO and then assess the outcomes.

President Leas asked how Trustees handle complaints about the college by community members. The Trustees discussed listening to issues and then passing the information on to the Chair for sharing with the President if appropriate. When necessary the Board will discuss issues being careful not to inflame situations. If there were large issues community members would attend the Board meetings to express their concerns. It's important to follow the policies in place and it is helpful for the AAG to attend the Board meetings. Dr. Cummins stated policy governance is like a mobile and when one piece is off balance it effects the other pieces. The Board needs to be careful responding to one issue over the many.

- Ends determination- monitoring the progress toward the Ends is a pivotal duty.
- Control the staff- Executive Limitations address this area. The Trustees don't tell the President what to do but they do set parameters on what the President should not do. It is important for the Board and President to share healthy conversations with relevant information. The group agreed with the "no surprise" policy. It will be important after Dr. Bonaudi's long tenure for President Leas to have his own footprint.

Dr. Leas stated he has an open and transparent communicating style. The Trustees agreed that Dr. Leas will manage employee tensions and bring them to the Trustees' attention if necessary.

- Board self-evaluation- Board should design its own explicitly designed self-evaluation processes that further the high value work of holding the needs and desires of the community.
- Policy linkage- this is spelled out clearly in BBCC's policy governance. The Board should not interfere if the institution is making progress toward the Ends and regular progress reports (monitoring reports) are shared showing progress.

- CEO evaluation- CEO performance should be evaluated against policy criteria.
- Servant leader- the Board Chair is the servant leader to the Board and the Board is the servant leader to the community.

It is important to note that AAG Charnelle Bjelkengren works for the Board. If there was an issue with the President he would be represented by an HR AAG.

Social settings including a quorum of the Board need to avoid violating the Open Public Meetings Act and also the appearance of any violation. Social interactions are important for getting to know each other and it is important that no decisions about the college are made at social events that are not posted as Open Meetings. Dr. Cummins elaborated that each Trustee is a representative of the community. Taxpayers deserve to know all decisions that are made about the college. Recently the AAG advised that conferences being attended by more than three Trustees should be posted as meetings.

The Board rates the President's performance based on the Ends statements and progress on the Ends statements is presented in the three monitoring reports. The monitoring reports are inquiry based and presented for Trustee/staff interaction. BBCC's annual process includes review and discussion of significant amounts of data at a Board/Administrative Retreat each fall. Dr. Cummins stated a huge value of policy governance is the focus on the Ends. Trustee Jon Lane noted grantcountytrends.ewu.edu is a great resource.

Trustees shared some of their challenges. Trustee Mike Blakely stated the budget situation has caused BBCC to hire more part time instructors. Also, many Running Start students from Quincy can't get into their first choice classes due to the reduced course offerings.

Trustee Stephen McFadden indicated most Ritzville graduates choose EWU or Spokane Community College. There has been an increase in BBCC staff visits to Ritzville. He would like to see more BBCC outreach to the Ritzville/Lind area to generate interest and encourage Ritzville/Lind graduates to see BBCC as an education option. The community knowledge center is functional at the community library and it needs to be promoted in the community. Access issues need to be anticipated prior to promotion of BBCC in Ritzville. Dr. Cummins commented the Access issue is a good discussion. If BBCC pushed Running Start in the Ritzville/Lind communities it would take away some of their K-12 funding. What are some other ways to increase access in rural locations?

CBC, also an Hispanic Service Institution (HSI) institution, is part of the Sage Consortium (central WA community colleges) working on back office efficiencies.

Trustee Mike Wren commented that the Board's ratings of the outcomes during the Board retreat each fall is well received.

Trustee Jon Lane stated BBCC is in a competitive market with online universities. BBCC needs to institutionalize outreach efforts not just based on Trustees' interest; institutional intentionality vs. personal dependency. Trustee McFadden mentioned message branding is important. Trustee Lane stated BBCC's aviation program is key for the college; we have a prime location to expand on aviation opportunities.

The Board sets annual goals at the Board/Admin Retreat each fall. Trustee Lane stated he would like to sustain what is good and make any changes indicated based on policy and data. President Leas' role is to create a strategic plan.

Trustee Wren noted that he appreciates Terry's relational management style. He would like to see BBCC build partnerships with the data centers and new industrial growth organizations. Trustee Blakely commented that Lisa Karstetter is connected with the data centers and he could work on setting up a meeting with her and the data center representatives. The President will meet the new REC Silicon CEO at the Grant County EDC luncheon on August 23.

The Trustees and President talked about conducting a service district "listening tour." They would also like to pursue more interaction with the BBCC Foundation Board.

The Trustees discussed providing President Leas with performance feedback quarterly (every other Board meeting) in executive session and/or open session.

The meeting adjourned at 1:00 p.m.

Mike Wren Chair

ATTEST:

Terrence Leas, Secretary