

Board Retreat Packet Part 2

September 11, 2014

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Trustee Activities (2013-14)

Trustee	Reported	Activities
Chair Mr. Mike Blakely		Attended 11 of 11 board meetings.
	10/24/13	Trustee Mike Blakely stated he attended the TACTC and ACCT conferences. He also attended the Foundation meeting, board retreat, and BBCC back-to-school-breakfast. He appreciated President Leas walking with the BBCC truck in the Quincy's Farmer Consumer Awareness Day Parade. Lastly, he met with President Leas to discuss the agenda for this meeting.
	12/12/13	Trustee Mike Blakely met with President Leas to discuss the board agenda. He also attended the WA School Directors meeting, the NWAACC President's Cup presentation, and wrote the resolution that was adopted by the board today. Trustee Blakely served on the TACTC Transforming Lives Award Selection Committee. He also attended the holiday luncheon, Star Night, and Mike O'Konek's goodbye luncheon.
	1/16/14	Trustee Mike Blakely complimented the Basic Skills calendar and stated he will share the calendars in Quincy. He reported that he attended the Quincy Leadership Roundtable. Quincy Mayor Jim Hemberry will visit legislators in Olympia and is willing to share BBCC needs. Trustee Blakely also provided Transforming Lives Awardee Miraclejoy Curtis a financial gift.
	3/6/14	Trustee Mike Blakely stated that he met with President Leas to set the agenda. He also reviewed Probationary Review binders and attended the Quincy Roundtable Leadership meeting. Trustee Blakely attended the William C. Bonaudi Library dedication, and arranged for the Army Color Guard to participate in the ceremony. He also followed up with thank-you notes. In preparation for Cellarbration, he has contacted business owners in Quincy promoting the event and seeking donations.
	4/18/14	Trustee Mike Blakely attended a Quincy Leadership Roundtable meeting and shared about Cellarbration! He also attended BBCC baseball games. Trustee Blakely met with Tom Thompson CEO of Samaritan Healthcare and contacted trustees about TACTC nominations. Trustee Blakely wrote the TACTC Equity Award nomination for Custodio Valencia and the TACTC Partner of the Year Award for Samaritan Healthcare. He met with Dr. Leas to review the board agenda. Trustee Blakely contacted Senator Cantwell regarding JATP Visa issues. He also had lunch with Mrs. Callaway, a potential trustee, and he contacted another potential trustee. Lastly, he distributed posters and invitations for Cellarbration!

Trustee Activities (2013-14)

Trustee	Reported	Activities
Mr. Mike Blakely (continued)	5/22/14	Trustee Mike Blakely contacted businesses for Cellarbration! donations. Trustee Blakely attended the TACTC Conference in Yakima, and talked to potential students promoting BBCC.
	6/13/14	Trustee Blakely met the Microsoft Data Center Facilities Manager Jack Eaton. Mr. Eaton invited the trustees to meet with the data center managers in Quincy. Trustee Blakely also stated that he would like to bring the new editor of the Quincy Valley Post Register to campus to meet President Leas. Trustee Blakely attended the Student Recognition Night, Preschool Promotion, Campus Excellence Luncheon, GED Graduation, Automotive BBQ, Graduation and Nurses' Pinning.

Trustee Activities (2013-14)

Trustee	Reported	Activities
Ms. Anna Franz		Attended 11 of 11 board meetings.
	10/24/13	Trustee Anna Franz reported she attended the Joint Advisory dinner and the ACCT conference, and she had lunch with President Leas to discuss community meetings.
	12/12/13	Trustee Anna Franz attended Star Night in recognition of scholarship donors. She commented it was great to hear donor and student stories.
	1/16/14	Trustee Anna Franz reported that she attended a meeting on campus to revise the Ends Statements. She also reviewed Carver's Policy Governance Model information.
	4/18/14	Trustee Anna Franz wrote a letter of recommendation for Mike Blakely's TACTC Trustee Leadership nomination.
	5/22/14	Trustee Anna Franz reported that she attended the Spring TACTC Conference, and it was a good opportunity to recognize part of the BBCC family.
	6/13/14	Trustee Anna Franz attended the Campus Excellence Celebration Luncheon and the GED graduation, she also attended Graduation and Nurses' Pinning.

Trustee Activities (2013-14)

Trustee	Reported	Activities
Vice Chair Mr. Jon Lane		Attended 10 of 11 board meetings.
	10/24/13	Trustee Jon Lane attended the TACTC and ACCT conferences, he also attended the Dollar Da\$h and Joint Advisory Dinner.
	12/12/13	Trustee Jon Lane reported that he attended the luncheon for former employee Mike O'Konek. He also attended the TACTC Legislative Action Committee meeting at Highline Community College. The SBCTC's student trustee shared that she is interested in reviewing the tenure process in the community college system; is it a hindrance or encouragement for improvement and innovation? Trustee Lane visited the Skills Center located at the Moses Lake High School. He suggested the board tour the Skills Center. Trustee Lane attended and worked at the Ryan Floch Memorial games. Trustee Lane complimented VP Garza for doing a great job organizing and hosting the holiday luncheon.
	1/16/14	Trustee Jon Lane reported that he attended a meeting on campus to revise the Ends Statements. He also attended BBCC basketball games. Trustee Lane complimented Director of Public Information Doug Sly for the recent articles in the newspaper.
	3/6/14	Trustee Jon Lane reported that he reviewed the Probationary Review binders. He also attended the William C. Bonaudi Library Dedication, Foundation Family Campaign Luncheon and basketball games. Trustee Jon Lane requested VP Bob Mohrbacher provide a report about AVID for Higher Education at the next board meeting.
	4/18/14	Trustee Jon Lane attended AVID training and reported he was very impressed with the student success discussion and the care for students' needs outside the academic realm. He also attended the Job & Career Fair and heard several positive comments from participants. This year's fair had lower attendance, but the quality of applicants was higher. Trustee Lane is on the TACTC Budget Committee, and he participated in two phone conferences. He commended VP Hamburg for the thorough budget presentations she provides.
	6/13/14	Trustee Jon Lane reported that he was elected to Treasurer of TACTC. He also attended the automotive BBQ. Attended Student Recognition Night and Graduation.

Trustee Activities (2013-14)

Trustee	Reported	Activities
Mr. Stephen McFadden		Attended 11 of 11 board meetings.
	10/24/13	Trustee Stephen McFadden reported he was not available for the ACCT conferences as his newspaper was receiving 27 industry awards at a publishing conference at the time. He met the new counselor at the Lind-Ritzville High School, and she invited BBCC to their college fair. Trustee McFadden met with President Leas to discuss marketing. He also met with the Ritzville community librarian and chair of a local group interested in distance learning.
	12/12/13	Trustee Stephen McFadden attended Star Night. He also enjoyed introducing attendees and encouraged his fellow trustees to get involved in introducing donors and students during Star Night.
	1/16/14	Trustee Stephen McFadden stated he completed and submitted a reappointment application to the Governor's office.
	3/6/14	Trustee Stephen McFadden reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. Trustee McFadden also prepared to speak at the Transforming Lives Award Event.
	5/22/14	Trustee McFadden delivered the keynote address at the Transforming Lives Award Dinner. Trustee Stephen McFadden congratulated Director Parton for the success of Cellarbration! He reported that effective June 2, he will be the Adams County Economic Development Coordinator based in Othello. He stated there are great connections between economic development and BBCC.
	6/13/14	Trustee Stephen McFadden attended the Campus Excellence Celebration Luncheon and the GED graduation. He commented on the camaraderie between employees during the luncheon. Trustee McFadden stated the GED ceremony represents a great life victory for students moving forward and continuing to pursue education. He appreciated hearing the key comments in Spanish. He also attended Student Recognition Night, Graduation and Nurses' Pinning.

Trustee Activities (2013-14)

Trustee	Reported	Activities
Dr. Mike Villarreal		Attended 11 of 11 board meetings.
	10/24/13	Trustee Mike Villarreal reported he attended AVID-related activities and he has encouraged the Othello School District staff to contact BBCC regarding AVID opportunities. He also commended the efforts by staff to pursue the grants that were discussed during the morning budget presentation.
	12/12/13	Trustee Mike Villarreal enjoyed listening to donors and their scholarship recipients at Star Night. He also enjoyed the BBCC holiday luncheon and thanked VP Garza for a great job. The luncheon showed BBCC's climate and the unique Big Bend family feeling.
	1/16/14	Trustee Mike Villarreal reported that he attended the Adams County Development Council (ACDC) luncheon in Othello. Foundation member Gary Chandler and President Leas also attended the luncheon. Trustee Mike Villarreal reported that he would like to attend the AVID for Higher Ed meetings January 23-24. Dean of Arts & Sciences Kara Garrett will share the agenda with all of the board.
	3/6/14	Trustee Mike Villarreal reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. He commented he has talked with Sue Bergman from AVID for Higher Ed. He will attend AVID training through the school district in April and share what he learns at the next board meeting.
	4/18/14	Trustee Mike Villarreal attended an AVID conference last year. He also wrote a recommendation letter for Mike Blakely's TACTC Trustee Leadership nomination.
	5/22/14	Trustee Mike Villarreal reported he attended the JATP dinner and reception and the TACTC awards dinner. He also attended Cellarbration! and it was lots of fun for the right cause.
	6/13/14	Trustee Villarreal attended Student Recognition Night and Graduation.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a board retreat Thursday, August 29, 2013, at 8:40 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus. The location of the retreat moved to the WorkSource Conference Center at 309 E 5th Ave, Moses Lake at 9:00 a.m. as planned.

1. Call to Order

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

Board Chair Mike Blakely led the pledge of allegiance.

2. 2013-15 Negotiated Agreement

Board Chair Mike Blakely started conversation by complimenting the administrative team and the Faculty Association team for their cooperation and work reaching agreement.

Trustee Blakely asked the Faculty Association representatives Rie Palkovic and Mike O'Konek if they were pleased with the agreement. They both answered affirmatively. Trustee Blakely asked to wait on further discussion of this item until Trustee Stephen McFadden arrived.

Trustee Blakely announced that the next regularly scheduled board meeting on September 19 may be cancelled to accommodate the September 12 board retreat.

Motion 13-23

Trustee Jon Lane moved to cancel the September 19 board meeting. Trustee Anna Franz seconded, and the motion passed.

VP Kim Garza reported that the Faculty Association and the college reached a tentative agreement regarding the 2013-15 Negotiated Agreement. She reviewed the significant changes regarding professional development units (PDUs) and assessment. The changes agreed upon were made to streamline and make the processes more efficient and to clarify roles and expectations. The new agreement also details an improved tenured faculty evaluation process, which is designed to promote growth and development and reduce the punitive aspects of the process. There were significant changes in compensation including increasing the Salary Index Matrix (SIM) base by 3%. Part-time faculty rates were also increased by 3%, and some faculty stipends were increased by 5.4%. A promotional step of \$1,500 for the award of tenure was also added.

The group is also committed to working on creating a second promotional step in the next year. These changes will help BBCC retain and recruit high-quality faculty.

The salary increases total a little over \$200,000 and recognize the work that faculty perform. These increases are made possible because BBCC received an allocation for 2013-14 based on a 3% reduction taken in the past. The past reduction was not did not impact employees' payroll; the cuts were absorbed in the budget in other areas.

Turnover savings distribution is part of the appropriations act authorized by the legislature. It is the difference between faculty separations due to retirement or moving to other jobs and the cost of the replacement. The turnover amount for BBCC was approximately \$21,000, which is the difference between the salaries of the three faculty members who left during 2012-13 and the three new faculty members who will begin this fall. The negotiation teams agreed on that distribution.

The 2014-15 and 2015-16 academic calendars were also negotiated, and agreement was reached. In the past few years, the college has not held classes the week of Thanksgiving and classes were held on President's day. President's day is a holiday when most schools and offices are closed. The group agreed that it could be difficult for students to attend classes on Presidents' Day due to bus schedules, daycare provider schedules, etc. To accommodate students the 2014-15 and 2015-16 academic years, classes will be held the Monday and Tuesday of Thanksgiving week and not on Presidents' Day.

The Faculty Association ratified the 2013-15 negotiated agreement August 20, 2013.

Outgoing Faculty Association President Mike O'Konek thanked the members of both teams. He thanked BBCC for their concessions and additional funding. He reported it is a good contract with concise language on evaluations with improvements to PDUs and assessment. It was ratified unanimously with one abstention.

Board Chair Blakely expressed his appreciation for this negotiation session and past negotiation sessions. The teams negotiate with the best interest of the institution in mind.

Motion 13-24

Trustee Mike Villarreal moved to accept the 2013-15 BBCC Faculty Negotiated Agreement. Trustee Stephen McFadden seconded, and the motion passed unanimously.

Board Chair Mike Blakely presented outgoing Faculty Association President O'Konek with a plaque with the following inscription.

Mike O'Konek

Automotive Instructor

August 1985 – August 2013

With gratitude and deep appreciation for your dedication to the students, Faculty, and communities of Big Bend Community College in your roles as Instructor, Division Chair, and Faculty Association President.

Your commitment to excellence in teaching and learning has made a real difference in the lives of others. Thank you for 28 years of service to the college and students.

Board Chair Blakely remembered the days when Instructor O’Konek visited his classroom in Quincy to share about BBCC.

Mike O’Konek stated he will miss the BBCC students. He will mostly miss BBCC’s family atmosphere.

VP Kim Garza shared a brief update from Human Resources. Two faculty members have retired in the last month: Automotive Instructor Mike O’Konek and Welding Instructor Gordon Kaupp. The hiring process is underway and screening committees are assembled. There are substitute instructors in place for the classes until the positions are filled.

The meeting was adjourned at 9:00 a.m. Trustees and attendees moved to the WorkSource Conference Center at 309 E 5th Avenue, Moses Lake to continue the board retreat.

The meeting reconvened at 9:25 a.m. in the WorkSource Conference Center. All five trustees were present: Mike Blakely, Anna Franz, Jon Lane, Stephen McFadden and Mike Villarreal.

3. Ends Statements Evaluation & Revision

Facilitator Dr. Rich Cummins led the conversation, which focused on a review of the revised mission, vision, values and end statements and discussed specific approaches for stewardship and indicators by which to measure.

Dr. Cummins explained that ends statements fulfillment meets the standard one accreditation requirement asking for a statement of mission fulfillment; thus, the annual formal motion by the board is important for accreditation. Accreditation standard four includes continuous improvement, and it is good to deepen this effort into the culture of the institution.

The BBCC mission, vision, values, and core themes were revised during the summer. This effort was initiated by the recommendation from the Northwest Commission on Colleges and Universities (NWCCU) accrediting agency to more closely align the mission statement and the core themes. VP Bob Mohrbacher shared the process BBCC used. Former NWCCU Vice President Ron Baker facilitated stakeholder and employee meetings. Approximately 200 people from BBCC and the service district communities gathered to focus on the values in common, this resulted in handwritten notes. A sub group reviewed the statements from the stakeholder meeting and developed draft values statements based on feedback cycles. The core themes were developed using the feedback materials. The timing coincided with the new accreditation cycle.

Dr. Cummins stressed that per the Carver Policy Governance model, Trustees manage the “why” of the college rather than the “what” of college.

The ends monitoring reports are developed to report progress on identified outcomes. The Academic Master Plan (AMP), on which the monitoring reports are based, expires in 2014. This is a good re-evaluation opportunity. The AMP will be rewritten during the 2013-14 academic year. VP Mohrbacher asked the Trustees for guidance regarding how the ends fit into the process and expectations for measuring mission fulfillment.

Trustee Jon Lane commented that the core values align with the current ends statements.

Trustee Stephen McFadden asked about any weaknesses noted in the ends statements. Valerie commented that the multicultural ends statement is challenging to measure. It is important to have activities on campus that support skill building in this area. This is the general education outcome that was rated lowest by former students. In the survey, students expressed that they did not feel like they learned about working with people from other cultures. Understanding and working with other people requires skills related to multiculturalism; it is not just about ethnic groups.

Trustee Mike Villarreal commented that multiculturalism and community engagement are linked if focused on specific communities, both external and internal. Trustee Mike Blakely suggested attracting community members from the Russian population to campus events. VP Mohrbacher stated it is difficult to measure the students for whom English is their second language; therefore, it is difficult to assess their unmet needs.

The group discussed that the cultural enrichment ends statement was revised to the multicultural ends statement a few years ago. The inclusion value points to diversity and multiculturalism and is a more active statement. Trustee Mike Blakely referred to the ASB cultural activities that are connected to meals for the students as an example of inclusion in action.

President Leas said the Board could articulate a strategy for what it means for the college to have multiculturalism and inclusion to guide the college. He also suggested using the *Intercultural Development Inventory (IDI)*, which is an inventory of cultural competencies and can be used to assess and strengthen skills in this area. Trustee McFadden suggested this tool could be used to assess where BBCC stands in this area and then map a strategy.

Are employees creating their own expectations, or have the Trustees articulated their expectations? Trustee Mike Villarreal stated employees are creating on the go because the board has not defined multiculturalism. Trustees need to clearly define where this meshes, define the term, and how it is accomplished. Specific areas the Board shared to meet this goal: increase in number of student clubs, increase in number of diverse staff, and an increase in community engagement with diverse populations.

VP Mohrbacher reported that a Lesbian, Gay, Bi-Sexual, Queer and Transgender (LGBTQ) club has been formed and safe zone training will be presented during the September 16 faculty in-service.

Faculty Association representative Rie Palkovic stated the faculty members understand their own definition of multiculturalism. It would be helpful for the board to give clearer direction of diversity activities, i.e., clubs, film series, lectures. These activities also add to climate. Employees need to find ways to connect what we want and what the board wants done. President Leas stated this can be operationally problematic. For example, faculty and administrators are negotiating a policy on fraternization to protect students and employees. There is some tension regarding this policy due to different expectations.

Trustee Blakely stated first-generation students do not know the processes. Employees need to do the small things to serve the students

Dr. Cummins directed the group to the ends statements and stated multiculturalism is hard to measure. E-6 Multiculturalism has been met and more work can be done to create indicators.

E-6 Multiculturalism flows well into E-5 Climate. Employees need to know we understand BBCC jargon, but new students do not. Trustee Blakely stated we are doing well in this area. Staff and faculty members help students. Trustee McFadden stated there is nothing at the board level indicating we are not meeting this end statement. BBCC is strong in this area.

President Leas stated safety indicators are measurable. There have been huge improvements in safety, security, and communications in these areas with the hiring of Director of Safety and Security Kyle Foreman.

President Leas asked, if BBCC's leadership team is reflective of its student population. How many minority groups are represented on the leadership team? President Leas stated he rates climate as a 3.5 on a 5-point scale. Based on his experience in other institutions, the climate at BBCC is good. Trustee McFadden commented continuous quality improvement is important. Trustee Mike Villarreal commented we should live in "proficient" and visit "distinguished."

VP Mohrbacher stated the core themes have a 5-point scale, and the AMP ratings have a 25-point scale. He asked if the Board has a benchmark. Should the scales be revised to be parallel? He noted that the core themes will become a chapter of the AMP as it is rewritten later this year.

E-4 Student Achievement. Are assessment tools measuring what is in the mission statement? President Leas stated BBCC is doing well in this area evidenced by national benchmarks reached and achievement gains. Trustee Jon Lane stated the Negotiated Agreement ratified this morning is a great step supporting this ends statement. VP Mohrbacher stated BBCC is doing well as reported by the National Community College Benchmark Project (NCCBP). The emporium math model results, and the professional/technical employment measures support a good rating in this area.

College Spark is funded by the Gates Foundation, and they focus on first-generation students. They do research correlating programs with success and retention. We are not sure which interventions are most effective, because we do not limit students to individual interventions. Trustee Villarreal commented the whole student services experience makes the difference; this is difficult to quantify. President Leas said the holistic approach meets the various challenges and helps students on different levels. It is hard to pull out the winning strategies.

Trustee Blakely recognized the tremendous change in attitude regarding data collection and analysis; BBCC uses data to make decisions. BBCC is a small school, which allows for more interpersonal contact and boosts student success. Dr. Cummins commented this spirit of inquiry from the board to staff is very helpful. The group agreed that E-4 Student Achievement is satisfied.

E-3 Partnerships. BBCC does a good job visiting communities. Trustee Villarreal stated President Leas' community outreach to Othello resulted in positive comments. Trustee McFadden stated the same about the president's visits to Ritzville. Trustee Lane commented our communities are agriculture-based, and BBCC must meet the needs of agricultural industries. Executive Director of the Foundation, LeAnne Parton and the Foundation Board, do a good job building relationships and bringing in funding. Trustee Blakely stated it is good that the faculty members can raise their status through community outreach.

Trustee Blakely stated EWU is pushing its college credits in the Quincy High School. VP Mohrbacher clarified that BBCC has a similar agreement with the Ephrata High School. BBCC could promote this agreement with other local school districts.

President Leas stated the hiring of Jaxon Riley for the Director of BBCC's Center for Business and Industry Services will strengthen partnerships as she engages industry leaders.

Dr. Cummins reminded the trustees that a formal motion on the assessment of their ends statements is appropriate.

The morning session ended at 11:35 a.m., and the group departed for lunch.

The afternoon session convened at 1:00 p.m. President Leas shared the video entitled *Latinos, the Growing Face of Washington*. The group discussed the Dream Act and its impact on the service district communities.

4. 2012-13 Board Goals

Student Achievement – Trustee Mike Blakely

Trustee Mike Blakely shared information he requested from Dean Kirkwood from Institutional Research: in the 2011-12 state student achievement data, BBCC ranked second in academic completers with 24%.

Trustee Blakely would like to see this percentage rise. He also asked for graduate and non-graduate employment information. He explained that many students become employed before they finish school, and they do not complete. They are successful, but they are not included in success numbers.

Climate – Trustee Jon Lane

Trustee Lane reported it is hard to quantify what “climate” means. The president and trustees have done a good job attending activities and getting out into the communities. The end-of-the-year college-wide recognition luncheon initiated by President Leas is a very positive change. Adoption of the Facilities Master Plan for the grounds and safety on the college campus result in bringing more people on campus. Other ideas to bring more people on campus were shared, i.e., BBCC Hall of Fame and a more active alumni association. Trustee Mike Blakely suggested students receive a free one-year foundation membership upon graduation. Also discussed was Alum of the Year Award. VP Mohrbacher stated hiring a webmaster/social media person will assist with outreach to alumni.

Innovations/Partnerships – Trustee Mike Villarreal

Trustee Villarreal stated BBCC has a new president, a young board, and a large geographic service district. BBCC continues to establish and maintain relationships. Director of Public Information Doug Sly does a good job distributing press releases. Trustee Villarreal would like to understand the Board policies. He is interested in formally recognizing businesses and groups that partner with BBCC. Trustee Villarreal stated the BBCC Foundation event Cellarbration! is a great outreach to the audience it serves. BBCC needs other events to reach other audiences. How could BBCC present more diverse activity opportunities? How could BBCC be strategic about engaging more diverse partners in the next 3-5 years? He suggested formulating a marketing plan for building partnerships with all groups in the communities. Brainstorming resulted in the follow ideas: host an Hispanic dance, co-sponsor events with Grant County EDC, host outdoor events with several cultures recognized, BBCC Trustees and Foundation Board attend a joint event planning meeting, provide family-friendly activities, include corporate partners, strive for cross-generational impact, engage folks likely to donate \$10, host New Year’s Eve (First Night) activity, and fundraising workshops with the foundation Board.

Trustee Villarreal would like to see BBCC continue to document and recognize donations by community organizations and members. Trustee Mike Blakely would like to recognize outstanding partners through the ACCT and TACTC nomination process.

Trustee Lane expressed his interest in naming the library in honor of President Emeritus Bill Bonaudi to recognize his past service to BBCC.

Access – Trustee Anna Franz

Trustee Franz stated she would like to see community outreach focused on students, rather than dollars. She encouraged President Leas to arrange community meetings in Mattawa, Coulee City, and Electric City.

Resources – Trustee Stephen McFadden

Trustee McFadden stated he has attended meetings and facilities tours to support capital funding. He has learned the process is complex and competitive. BBCC scored low (high need) on the facilities survey, and this score will help our effort to secure capital funding. The trustees complimented VP Hamburg and her staff for the Facilities Master Plan as a great visioning document. Trustee McFadden recognized the team's efforts to maintain the former Air Force base that is now the BBCC campus. He was impressed by the work that has been done and appreciates the careful navigation by staff. A gap analysis of resources, needs, and leverage points would be helpful.

Trustee McFadden encouraged his fellow Trustees to maintain contact with legislators. The group discussed a communication plan and hosting an event on campus for all nine legislators featuring student success stories. Trustee Villarreal suggested inviting our legislators to the BBCC graduation activities. Dr. Cummins invited the BBCC Board and President to attend the legislative pizza party held each year one night of the January TACTC meeting.

Trustee McFadden would like to have more information on board policies and how they are established and maintained.

Trustee Jon Lane stated he recently participated in an All Washington Business (AWB) tour of Moses Lake, which included BBCC. It was good to have industry leaders on campus.

Trustee McFadden would like to cultivate and identify new supporters of BBCC. He complimented the grant funding efforts.

2013-14 Board Goals

The current goals align with the values:

- student success – student achievement
- excellence in teaching and learning – access
- inclusion - college climate
- community engagement – innovation partnerships
- integrity – resources

The Trustees discussed “establishing and maintaining” board policies. They would like to regularly review and update board policies on a rotating basis.

President Leas suggested reviewing one board goal per meeting to allow staff to understand the Trustees' expectations.

Currently BBCC has Ends Statements Reports, Trustees Goals Reports, and Core Theme Reports. The ends are the “why?” of the college. Harmonizing the ends and the board goals will reduce confusion and simplify strategic efforts. Existing data can be used as evidence rather than creating new data sets.

The trustees discussed delaying action on the mission fulfillment motion to the next meeting.

President's Evaluation

President Leas reported he felt the last year went very well, and there was good team effort by faculty and staff. Trustee support has been very helpful. BBCC is his first experience working with a Board of Trustees, and he appreciated such a supportive Board of Trustees.

Board Chair Mike Blakely announced that "the Board will convene in executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 15 minutes and no final action will be taken during this executive session." The executive session was extended for 10 minutes two times.

The executive session under RCW 42.30.110 ended at 3:50 p.m. The regular meeting reconvened at 3:50. No final action was taken by the Board during executive session.

The trustees announced they will discuss and act on the president's evaluation and contract extension at the September 12, 2013, board meeting on the BBCC campus.

President Leas reported college staff members are developing a WorkForce résumé which will list all certification, memberships, and references. This will be a good outreach tool.

Trustee McFadden stated there is a group in Ritzville interested in distance learning. He invited President Leas and appropriate staff to visit Ritzville and demonstrate how distance learning works. There is a private donor interested in funding a coordinator/assistant for the Ritzville site.

President Leas stated when he was hired; the Trustees discussed their desire for an updated BBCC website. This is a priority and now that the budget situation has stabilized, the position of webmaster is being advertised.

Trustee McFadden discussed the need for a marketing plan to recruit students and partners. He recommended consulting with an expert in this area. He also referred to a commercial he viewed at the ACCT conference in San Antonio. He would like to see a commercial developed on a smaller scale for BBCC.

Trustee McFadden also asked about President Leas and staff meeting with school district personnel. Trustee Villarreal suggested President Leas volunteer to be an evaluator for senior exit interviews at the local high schools.

The group brainstormed ideas to strengthen relationships with school districts: career fairs, BBCC staff on school district in-service agendas, all juniors and seniors for local high schools to BBCC for a tour day, an educational summit, meetings involving President Leas, Trustees, high school superintendents, and school board chairs.

President Leas, VP Mohrbacher, and Dean Valerie Kirkwood will draft board goals and ends statements that align with BBCC's core values for the trustees' consideration.

The meeting adjourned at 4:30 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a board retreat Thursday, September 12, 2013, at 9:10 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus. The location of the retreat moved to the WorkSource Conference Center at 309 E 5th Ave, Moses Lake at 1:00 p.m. as planned.

1. Call to Order

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

VP Bob Mohrbacher introduced the new faculty members. Lindsay Groce was hired to instruct chemistry. She is from CWU. Valerie Wade has taught development education part-time for BBCC since 1978. BBCC has been one of a few colleges in WA State with no full-time instructors in basic skills. Instructor Wade was hired to teach full-time developmental education. James Ayers is BBCC's new Industrial Systems Technology (IST) instructor. He has experience working for REC, Takata, and the local data centers. Libby Sullivan has been working part-time in the Library. She worked at the Harvard Fine Arts Library, and she was hired as the full-time Librarian. She said she was lucky to work with Lance Wyman before he retired. Cara Stoddard was hired and she will teach English. BBCC alumna Kristin Krcma was hired as an Instructional and Class Support Tech 2 for Science. Board Chair Mike Blakely welcomed the new employees to the BBCC family.

2. 2013-14 State Operating Budget

VP Gail Hamburg presented the 2013-14 State Operating Budget. VP Hamburg introduced Char Rios the Director of Business Services. This report is usually presented in June; it was later this year due to the legislature's delay in finalizing the state budget. VP Hamburg started with the budget status report. The initial 2012-13 operating budget was \$14,057,990. Allocations totaling \$763,527 brought the final operating budget amount to \$14,821,517. The amount spent from the 2012-13 operating budget was \$13,571,917. This left \$1,249,600 or 8.43% in reserve. There was 8.2% remaining last year. VP Hamburg stated new projects were not initiated due to uncertainty regarding the state budget.

The instruction account underspent by 9.21% or \$626,898. There was funding for a new faculty position and for two faculty positions currently in the STEM grant that was not spent. Half of the 2.5% operating reserves required per board policy is held in the instruction goods and services account in the amount of \$171,439.

Primary support to instruction was overspent by \$10,987 or 2.76%. This was due primarily to a decrease in funding from Title V for a data research position. This increased the salaries and benefits expenditures for this program.

The library underspent by \$27,585 or 5.74%.

Student services overspent by \$11,771 or .62%. This was due to some part-time salaries and pay for \$13,000 for tutors in disability services. A percentage of VP Mohrbacher's executive assistant's salary was scheduled to be funded by STEM. When an assistant was hired in STEM, VP Mohrbacher's executive assistant's salary and benefits were moved to the student services budget.

The Grants account looks like it was overspent by \$41,131. This is due to paying the director's salary out of this account rather than the salaries account.

Administration had \$293,261 or 10.47%. The other half of the 2.5% reserves required by board policy in the amount of \$171,439 is also left in the good and services portion of this account.

Maintenance and Operations (M&O) had \$324,618 or 13.33% left. They intentionally held off on projects just in case there were state budget reductions.

The allocations throughout the year are dedicated to their respective areas. The allocations totaled \$763,527. The 2.5% reserve funding was not used.

Trustee McFadden asked if 8.43% was around the same amount left each year. VP Hamburg responded that until the budget cuts, BBCC usually had 4-5% remaining at the end of year. Last year there was 8.2% remaining. Since the years of the budget cuts, spending is very conservative and the average left over has been just over 8%.

Trustee Mike Villarreal inquired about planning for software updates on a regular basis. VP Hamburg explained that the student technology fee covers those expenses. Big Bend Technology (BBT) recently implemented the KACE system, which tracks hardware/software inventory and highlights areas in need of new equipment. VP Hamburg referred to page 1 to explain the process for calculating our initial allocation. BBCC's allocation is based on our existing base budget for FY 2013 (adjusted one-time and variable funds) with legislative funding changes added or subtracted from the base budget. Tuition and local revenues are added to the General Fund State (GFS) budget based on revenue forecasts.

VP Hamburg reported there are not many new items for this budget. The biggest news is there are no reductions. She described some of the pass-through adjustments such as the allocation for Step M for Classified Staff and the procurement rate reduction, which will be paid by the vendor in the future. The variable allocations for aerospace training was removed and then reallocated. One-time allocations workforce development projects supported in FY 2013 were removed. The temporary budget reduction of 1% was restored on a permanent basis.

The temporary 3% salary reduction was restored permanently. Institutional funding and student achievement funding will be distributed in future allocations. BBCC will receive an additional \$12,000 institutional funding because Grays Harbor Community College decided not to accept the additional 3 FTEs that came with the money.

BBCC's total budget allocation for 2013-14 is \$15,304,100. This includes \$1,843,170 carry over from FY 2013. The 2.5% reserves required by board policy equal \$373,271 and are part of the \$15,304,100. VP Gail will elaborate on the board policy regarding reserves during the next board meeting.

BBCC received, for the first time in five years, more money in the general fund operating allocation than the year before, an increase of \$1,089,411. The total operating budget is \$15,304,100 for 2013-14 compared to \$14,057,990 for 2012-13, this is an increase of \$1,246,110.

Page seven details the source of operations funds. State funds have increased by 2% this year. Recovery funds have decreased by 2% this year. Tuition funds have remained at 28% of the total.

The expenditures by program are shown in the pie chart on page eight. Instruction uses 46% of the budget; this is the same as last year, and the system average last year was 51%. Academic administration uses 5% of the budget; last year it took 3%, and the system average last year was 4%. The library uses 3% this year, and it is the same as last year and the system average. Student services uses 12% of the budget; this is the same as last year, and the system average last year was 13%. Administration uses 17% of the budget. Last year it took 19%, and the system average is 16%. Lastly, M&O takes 17%; the same as last year, and the system average is 13%.

VP Hamburg shared budget details by program beginning with instruction. The instruction budget includes transfer, workforce, development and basic skills instruction, classroom and laboratory activities, and curriculum development and assessment. The trustees met some of the new instructors on campus earlier. Three vacant positions were filled, and three new positions were added. There are also new class offerings in computer science and composite materials. The new Global Positioning System (GPS) training is for the agricultural industry. There will be a new certificate program offered with major revisions. Dean Rasmussen received assistance from the Center of Excellence for Agriculture at Walla Walla Community College. A change that will be a theme in all the programs is the exploration and implementation of the AVID program on the BBCC campus.

The expenses for instruction are very similar to last year. Half of the 2.5% reserves required by board policy are held in the instruction accounts in the amount of \$186,636. The reserves are split evenly between academic goods and services and vocational supplies with \$93,318 in each account. The vocational equipment account is up due to aerospace grant and computer science equipment funding.

The workforce account is also increased from last year because the allocation was already received. The pie chart shows the percentages of expenditures, and they are very similar to last year.

The academic administration budget includes the instruction deans. This budget has increased mostly due to the technology support for instruction (\$325,211). In the past this came out of the instruction budget.

The library budget includes Dean of Library Resources, development education, eLearning, English skills, eTutoring, library and information literacy instruction, reference services, collection development, interlibrary loans, media equipment, and producing and updating student ID cards. Dean Tim Fuhrman from the library provided an update. New librarian Libby Sullivan has set up Lib Guides that allow students to connect to libraries at other colleges. The library also has a BBCC alumni who is a college intern helping with this.

The online learning software has switched from ANGEL to CANVAS, and it seems to work much better. The library is also adding a new search software in January. The library is also adding an online reference, which includes a chat option supported by libraries statewide. There is also a new e-learning position. The only difference in the budget from last year is the increase in salaries and benefits.

The Student Services budget includes admissions, registration, financial aid, advising, counseling, Running Start, disability services, GED testing services, career placement services and student activities. A new testing center is being planned in building 1000; it will be helpful to have all testing in one location. The financial aid account looks different from last year due to moving funding for a position from salaries and benefits to the grants account.

Institutional support includes central administration (president's office, and three vice presidents) community and legislative relations, Foundation, fiscal services, telephone/communications, word services (printing) and administrative computing. Some items were moved for standardization in the system for coding.

The Maintenance and Operations budget includes custodial services, maintenance trades, vehicle maintenance, grounds maintenance, utilities, safety and security, and theatre and activity center management. The ESCO audit lighting projects come from this area, and VP Hamburg is considering applying for another grant for building 1600. This one is also based on the ESCO audit and includes new heat pumps and updates.

The percentages of all expenses equal 59% for salaries, 19% for benefits, 15% for supplies, 1% for travel, 2% for equipment and 4% for grants. Our budget is consistent with other WA community colleges.

Page 23 of the budget shows pie charts that detail the institutional funds. The percentages changed slightly from the last budget. The state operating budget increased from 46% last year to 48% this year or \$15,304,100.

The grants, contracts and propriety budgets, will be reviewed at the next meeting, decreased from 54% last year to 52% this year or \$16,605,045.

The legislature has reported a plan to provide a 1% increase in salaries next year if the revenue will fund it. This will be the first salary increase in five years except for the Step M for classified staff.

Trustee Mike Villarreal complimented VP Hamburg and her team. He stated that he appreciated the process and thought behind it. The explanation was very clear. Trustee Mike Blakely also appreciated the thorough explanation. Trustee Stephen McFadden would like to see more investment in outreach and marketing. VP Mohrbacher stated the webmaster that will be hired will also work on BBCC's social media strategy. This position is funded by student services. Losing employees in the outreach and CBIS areas hurt our recruiting this year.

Trustee Jon Lane asked about the time frame on the PTEC building. VP Hamburg responded that the project manager is preparing a contract for the architect to update the Facilities Master Plan. VP Hamburg will also be working on the proposal with a PTEC committee. The request is due in February. PTEC will house automotive, welding, industrial electrical, computer science, CDL, maintenance mechanics, and some flexible space for customized training. The architects have talked with the vocational faculty to document what is needed in PTEC. VP Hamburg stated the results will be shared in December.

Motion 13-25 Trustee Stephen McFadden moved to accept the 2013-14 State Operating Budget as presented. Trustee Anna Franz seconded, and the motion passed.

3. President's Evaluation

Board Chair Mike Blakely announced that the Board will convene an executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 10 minutes, and no final action will be taken during this executive session.

The regular meeting reconvened at 10:20 a.m., and no final action was taken by the Board during executive session.

Board Chair Mike Blakely read the following presidential evaluation statement.

The following summary of the performance of Dr. Terry Leas is based upon:

- a. His recognition and contribution to the mission statement, vision, values and core themes of BBCC.*
- b. His self-evaluation and list of activities during the year.*

- c. *Written evaluations by administrators, faculty and support staff.*
- d. *Individual observation by the trustees on campus and during community visitations.*
- e. *End statement documentation that the board goals of innovation/partnership, access, student achievement, institutional, climate, resource managements and multicultural goals were met.*

We are very pleased with the first year performance of Dr. Terry Leas. He replaced one of the most popular community college presidents in the state, who retired after 17 years at BBCC. Dr. Leas has not changed the culture of BBCC, but he is slowly and methodically taking ownership of the institution. Those who work around him are devoted to his ideals. He is liked by the faculty and support staff and they all feel that he is very accessible.

It is our consensus that Dr. Leas has met or exceeded the goals set forth by the trustees as verified by the ends statements. We are looking forward to an even more productive second year and hope that Dr. Leas will allow us to extend his contract one more year.

Trustee Stephen McFadden thanked President Leas for the manner in which he approached his role as president. He said it was very healthy for trustees and campus. He also appreciated President Leas' willingness to be present and visible in the service district communities.

President Leas stated he read an article in the *Chronicle of Education* recently regarding the non-renewal for convenience clause of the President's contract. The article it was explained that the president and trustees had philosophical differences. When the president's contract was not renewed, there was speculation regarding the cause. The president and trustees agreed on wording to clarify the situation in order for the president to avoid suspicion later in his career. President Leas stated he does not plan to leave; however, he would like to add a clause to his contract stating upon exercising the termination for convenience clause in his contract, he and the trustees will mutually agree on a public statement. The trustees agreed with adding the clause: *In the event the Board of Trustees exercises this termination for convenience clause, the Board of Trustees and President agree that a statement to the public regarding the termination will be mutually agreed upon by the President and Board.*

Motion 13-26

Trustee Jon Lane moved to accept the 2012-13 Presidential evaluation as presented. President Leas' contract will be extended one year to end June 2015, and include the addition of the mutually agreed on statement clause. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane congratulated President Leas and stated it has been a great transition.

4. Meeting Dates

Motion 13-27 Trustee Jon Lane moved to revise the date of the October 31 regular meeting to October 24. Trustee Stephen McFadden seconded, and the motion passed.

5. Facility Naming Discussion

Board Chair Mike Blakely reminded the other board members that he mentioned naming the library after President Emeritus Bill Bonaudi during the last meeting. Chair Blakely asked Executive Director of the Foundation to comment on the budget for the Paul Hirai Fine Arts Dedication. She responded that the lettering, bronze and celebrations expenses totaled \$7,200. Director Parton suggested using the trustees' scholarship account to fund the library dedication celebration.

VP Hamburg suggested using the foundation's facilities and equipment account instead of the trustees' scholarship account. PIO and former Foundation Director Doug Sly stated in the past, the expense of the donor bronzes were always paid out of the foundation's facilities and equipment account. Trustee Mike Blakely said he talked with Dr. Bonaudi, and he is very pleased with this honor. Trustee Blakely will share Dr. Bonaudi's list of accomplishments with the board members. The timing of the event will be coordinated with Dr. Bonaudi.

Motion 13-28 Trustee Jon Lane moved to name the BBCC library in honor of President Emeritus Bill Bonaudi with the details to be arranged. Trustee Stephen McFadden seconded, and the motion passed.

Trustee McFadden clarified that the consensus is to fund the dedication celebration expenses from the foundation's facilities and equipment account.

President Leas stated Associate VP Candy Lacher shared the recently released summer enrollment information. He said BBCC's total state FTEs are up 7% over last summer. This is a very positive trend and was due in part to more money allocated for classes and sections. VP Mohrbacher stated the increasing enrollment trend is continuing. There are 154 students staying in the recently updated dorms. This is the largest group in several years. The aviation enrollment is up, and those students usually stay in the dorms. There are also more nursing students in the dorms. Director of the Residence Halls Hugh Scholte reorganized the dorms to allow for quiet areas and more focus on study sections rather than socializing. Fulltime students for summer increased 3%.

Trustee Mike Blakely referred to the program EWU is providing in the Quincy High School. VP Mohrbacher stated BBCC is providing a similar program in the Ephrata High School. This program could be pursued with other area high schools. BBCC's Running Start numbers are increasing. Changes to the Moses Lake High School class scheduling may increase their Running Start students even more.

President Leas shared that he has been accepted as a panelist for the Education Law Association National Conference to address free speech issues in higher education. He will attend the conference in November.

The meeting adjourned at 10:43 a.m. The Board joined the Grant County Economic Development Council Luncheon. The meeting was scheduled to reconvene at 1:00 p.m. at the WorkSource Office at 309 East 5th Avenue in Moses Lake.

The meeting reconvened at the WorkSource Office at 1:15 p.m. All trustees were present: Mike Blakely, Anna Franz, Jon Lane, Stephen McFadden and Mike Villarreal.

VP Bob Mohrbacher introduced Susan Murray, the Executive Director of Institutional Effectiveness at Wenatchee Valley College. She is a Washington Executive Leadership Academy (WELA) participant, and VP Mohrbacher is her mentor.

6. Academic Master Plan

Dean Valerie Kirkwood introduced the outcomes workbook that was provided to the Trustees. She highlighted the National Community College Benchmark Project (NCCBP) section, which is new this year. The trustees transferred their ratings on the rating scale from 0-25 and their notes from the workbooks to the posters of each Academic Master Plan (AMP) outcome.

Dean Kirkwood led the group through discussions of the trustees' feedback as noted on the outcomes posters. Some of the posters had a section addressing "... adequate use of college resources?" The trustees stated they prefer the word "acceptable" rather than "adequate."

Outcome A.1 Use of college resources improves student success.

The trustees' ratings of this outcome averaged 20. Trustees noted four affirmative answers and one "no" to adequate use of college resources.

Trustee Mike Villarreal commented that BBCC has learned to be resourceful and lean. Trustee Mike Blakely stated students who leave BBCC for employment before earning a certificate or degree are successful. Trustee Jon Lane commented that the data show effective teaching is essential. Trustee Mike Villarreal noted that the Advancement Via Individual Determination (AVID) program is not a set of curricula. It is a set of skills to be learned, i.e., organization, strategy to succeed, and problem solving. If BBCC becomes an AVID for Higher Education institution, more students from AVID high schools may be attracted to campus. VP Mohrbacher commented AVID focuses on improved study skills, critical thinking, professional development for faculty, and improved relationships with school districts. President Leas stated the professional development opportunities will be especially helpful for professional/technical instructors who come directly from industry with little teaching experience or preparation.

The trustees noted the following services and resources impact student success: TRiO, New Student Orientation, Student Success Center, and Emporium Math. The trustees noted the following suggestions for other services and resources: AVID for Higher Education and additional counselors.

A.2 Increased college contact with potential students leads to increased enrollment.

The trustees' ratings of the outcome averaged 17.2. In response to the question if BBCC is attracting an adequate number of students from the service district, one trustee responded affirmatively and four responded with "no." They also commented that enrollment from rural districts is lagging, perhaps in part, because there is less BBCC name recognition in those school district areas.

Trustees indicated specific areas in which BBCC should focus recruitment and outreach efforts included using the BBCC name, location, and website address on "everything, and seen everywhere." They also commented BBCC should focus more on outlying school districts, continue working with industry, implement AVID for Higher Education, host community meetings and develop a strong marketing plan. Hosting tours for prospective parents and students, featuring student leaders, and a renewed focus on agriculture were also recruiting ideas. Trustee McFadden suggested using a consultant to conduct a marketing study. Susan from WVC stated local consultant Pam Cox conducted a marketing study for WVC a few years ago. Trustee McFadden said newspapers are the least effective venue for BBCC marketing. He encouraged the use of billboards, Twitter, and Facebook. It is important to remember good marketing is consistent and relational. Trustee Mike Villarreal commented an overarching marketing plan that is strategic and visible would be very helpful.

A.3 Meet or exceed state FTE target.

The trustees' average rating for this outcome was 22.8. When asked about planning to meet the enrollment target for the upcoming year, the trustees responded with the following ideas: building awareness of engineering and computer science programs, continuing the Facilities Master Plan (FMP), pursuing AVID for Higher Education, and adding faculty and classes, particularly in the agriculture area, and comprehensive marketing.

B.1 Students complete courses with a grade of passing or 2.0 grade point or better.

The trustees' average rating for this outcome was 19.6. When asked if the overall success rate of 79% was adequate or acceptable, four trustees answered affirmatively and one trustee answered "no."

Focus areas which the trustees emphasized included additional high school contacts and tutoring, AVID for Higher Education, Emporium English and continuing to improve math success rates.

VP Mohrbacher said the state system is considering implementing competency-based degrees. The difficulty is that the financial aid structure, faculty workload, and tuition models don't fit well with competency-based programs. Dean Kara Garrett commented that this is the first year BBCC has had a waiting list in calculus, and entrance into college-level math is at an all-time high.

B.2 Advising and counseling lead to improved student retention and success.

The trustees' average rating for this outcome was 20.2. When responding to the question if BBCC's overall advising efforts are adequate, three trustees indicated "yes" and two indicated "no." Trustees stated the Hispanic males and white males are falling behind. They asked if part-time students are adequately served. The trustees acknowledged the difficulty in tracking all counseling contacts due to students being advised informally by their instructors and other staff. Working with the state's archaic data system makes tracking some advising efforts difficult.

Improvements to BBCC's advising efforts suggested by the trustees include constant reminders of services, encouraging white males to utilize services, mandatory counseling to all students, and AVID in Higher Education. VP Mohrbacher suggested access to YouTube style video messages may work better for those students who don't want to ask for help.

Outcome B.3 Students persist to attain completions, certificates or degrees.

The trustees' average rating of this outcome was 18.8. Three trustees indicated BBCC's graduation rate of 30% was adequate but could be improved; one trustee checked "yes" and "no," and one trustee checked "no." Other measures that could be used to gauge completions success were noted as employment rates and somehow tracking the number of students who leave BBCC prior to meeting a benchmark but still improve their skills. The trustees noticed that students from low-income families are falling behind. Hispanic and white students may not be falling behind, but it would be good to close the gaps between and among the two groups.

Outcome C.1 Resource awareness and recruiting activities result in increased enrollment in specified groups.

The trustees' average rating of this outcome was 16.8. The agriculture program needs to set new enrollment goals. The vacancies in the recruitment and outreach position impacted this outcome.

The trustees noted that a Campus Tour Day for high school groups would help with increasing enrollment for high school students. They also suggested working more closely with high school guidance counselors. Continuing to improve transfer of English as a Second Language (ESL) students to college classes would also help enrollment. Trustee McFadden suggested many students in Ritzville like Spokane for the "big city" lifestyle. He said BBCC needs to be strategic about changing the culture in the high schools so the students will want to attend BBCC.

Outcome C.2 Utilization of technology and eLearning lead to student engagement and success

The trustees' average rating of this outcome was 18.8. Comments regarding trends they noticed in eLearning enrollment and/or successes: eLearning not yet equal to classroom experience, beginning level classes are not as successful, there are more distance education opportunities, better able to serve "modern" non-traditional students, and the online classes need to be partnered with face-to-face instruction.

The group discussed other technology that may be impacting student engagement and success. BBCC needs a 3-5 year plan regarding technology for students. K-12 has iPads in the classroom, and they use the cloud; is BBCC moving in that direction?

AVID in Higher Education was mentioned several times through the review today. BBCC is in a planning year, and faculty and staff development needs that could be met by AVID are being evaluated. Trustee Mike Villarreal will provide an AVID overview during the Back-to-School Breakfast with all staff Monday, September 16. AVID students from the high schools who enroll at BBCC will assist with initiating AVID clubs. Dean Kara Garrett will form a larger AVID stakeholder team from the campus and community.

Trustee Jon Lane talked about encouraging a higher level of school pride. He said Athletic Director Preston Wilks is talking about developing an athletic hall of fame.

Board Chair Mike Blakely announced a 10-minute break. The meeting reconvened at 3:43 p.m.

VP Mohrbacher has been leading the rewrite of the mission, vision and values effort. He shared that the mission is the umbrella of what BBCC is trying to accomplish. President Leas and VP Mohrbacher suggested the trustees consider the following wording for the ends statements.

Student Success: Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

Excellence in Teaching and Learning: Big Bend Community College supports innovation, variety, and creativity; maintains high academic standards; and supports professional development for continued growth.

Community Engagement: Big Bend Community College supports economic development, nurtures community partnerships, and acts as a responsible steward of common resources.

VP Mohrbacher stressed the importance of making the pieces fit together smoothly and to have indicators for measuring progress. The Board's Ends Statements provide the trustees' direction to the college. The objectives in the core themes are the operational measures of mission fulfillment. The ends statements are made operational through the development and operation of BBCC's AMP.

President Leas stated the importance of minimizing the complexity and confusion that was highlighted by accreditation. The accreditation team reported BBCC has a good culture of evidence.

The AMP committee will meet next week to discuss the timeline for the AMP rewrite. The AMP rewrite needs to be completed before the next monitoring report is due in February.

The trustees will discuss their board goals and ends statements during the next few meetings.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary

Excerpted from September 24, 2013, Special Board Meeting

2. Review and Discuss Alignment of Mission, Vision, Values, Ends Statements and Board Goals

Board Chair Mike Blakely stated the Ends Statements relate to the board's goals. Trustee Anna Franz stated the Ends Statements need to reflect the new Mission, Vision and Values statements. The goals are redundant, are they necessary?

VP Mohrbacher responded that there is no state or accreditation requirement to maintain board goals. The Ends Statements are the trustees' directions to the campus through the president. The goals are the trustees' expression for themselves. Accreditation requires a clear articulation of our efforts and alignment between the Mission and the Core Values.

Trustee Stephen McFadden recommended the Board Ends Statements and board goals become the same document, rather than duplicative. The Board agreed that the BBCC Values could be used as the new Ends Statements. The Ends Statements are policy level statements, and the core themes are how staff and faculty operationalize the Ends Statements.

President Leas and VP Mohrbacher will draft new Ends Statements for the trustees' consideration at the October 24 Board meeting.



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

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

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

Ends Statements

E-1 Mission

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

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

BBCC BOARD OF TRUSTEES MOTIONS

C=Carried D=Denied T=Tabled

Motion #	Date	Motion Topic	C/D/T?	Pg #
13-23	8/29/13	Cancel September 29 Board Meeting	C	2638
13-24	8/29/13	Accept 2013-15 BBCC Faculty Negotiated Agreement	C	2639
13-25	9/12/13	Accept the 2013-14 State Operating Budget	C	2652
13-26	9/12/13	Accept the 2012-13 Presidential evaluation. Extend President Leas' contract by one year to end June 2015 and add mutually agreed upon statement clause.	C	2653
13-27	9/12/13	Revise the date of the October 31 meeting to October 24.	C	2654
13-28	9/12/13	Name the BBCC library in honor of President Emeritus Bill Bonaudi with details to be arranged.	C	2654
13-29	10/24/13	Approval of 6/14/13, 8/29/13, 9/12/13, and 9/24/13 board meeting minutes.	C	2671
13-30	10/24/13	a) Approval of Regular Board meeting minutes of June 14, August 29, September 12, and September 24, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report (I).	C	2671
13-31	10/24/13	Approve the 2013-14 Proprietary Budgets and Financial Statements.	C	2673
13-32	10/24/13	Approve AMP Outcomes Report as presented.	C	2675
13-33	10/24/13	Selection of Miraclejoy Curtis as BBCC's TACTC Transforming Lives Award nominee.	C	
13-34	10/24/13	Next meeting scheduled 12/12/13.	C	
13-35	12/12/13	a) Approval of Regular Board meeting minutes and Study Session minutes of October 24, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).	C	2681
13-36	12/12/13	Adopt NWAACC President's Cup Resolution.	C	2685
13-37	12/12/13	Adopt the 2014 Board meeting schedule	C	2685
13-38	12/12/13	Approve the Advisory Committee lists as presented.	C	2685
13-39	12/12/13	Approve EFAs for Dan Moore, Erik Borg and Dr. Ryann Leonard.	C	2686
13-40	12/12/13	Approve Board Policy 6114 Credit Hour.	C	2686
13-41	12/12/13	Approve Board Policy 8060 Records Management.	C	2686
13-42	12/12/13	Approve Non-Fraternization Board Policy	C	2686
13-43	12/12/13	Approve Board Policy 6000 Institutional Fund Balances, Reserves, and Contingencies.	C	2687
13-44	12/12/13	Establish annual evening recognition award for BBCC Transforming Lives Award nominees.	C	2688
14-01	1/16/14	a) Approval of Regular Board meeting minutes of December 12, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I);	C	2691

BBCC BOARD OF TRUSTEES MOTIONS

C=Carried D=Denied T=Tabled

Motion #	Date	Motion Topic	C/D/T?	Pg #
		e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Update.		
14-02	1/16/14	Approve BP8053 IT Security Policy	C	2693
14-03	1/16/14	Approve Ends Statements E-1 Mission, E-2 Student Success, E-3 Excellence in Teaching and Learning, E-4 Community Engagement, E-5 Integrity and Stewardship	C	2695
14-04	3/06/14	a) Approval of Regular Board meeting minutes from January 16, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).		
14-05	3/06/14	James Ayers contract renewal.	C	
14-06	3/06/14	Clint Gilbert contract renewal.	C	
14-07	3/06/14	Lindsay Groce contract renewal.	C	
14-08	3/06/14	Cara Stoddard contract renewal.	C	
14-09	3/06/14	Libby Sullivan contract renewal.	C	
14-10	3/06/14	Valerie Wade contract renewal	C	
14-11	3/06/14	Jan Elliston contract renewal.	C	
14-12	3/06/14	David Holliway grant tenure.	C	
14-13	3/06/14	EFA Awards Randy Miller \$2000, Guillermo Garza \$2000, Dennis Knepp \$2000, Shawn McDaniel \$2000	C	
14-14	3/06/14	Approve Compensation Plan Board Policy	C	
14-15	3/06/14	Approve BP1000 (inclusion of new Mission & Ends)	C	
14-16	3/06/14	Next Meeting date 4/17/14 (later on revised to 4/18 due to space availability).	C	
14-17	4/18/14	a) Approval of Regular Board meeting minutes from March 6, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Update.	C	2698
14-18	4/18/14	Accept Community Engagement AMP Report.	C	2702
14-19	4/18/14	Endorse TACTC nominations: Custodio Valencia, Equity Award; Mike Blakely, Trustee Leadership Award; Samaritan Healthcare, Partner of the Year Award.	C	2702
14-20	5/22/14	a) Approval of Regular Board meeting minutes from April 18, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I);	C	2704

BBCC BOARD OF TRUSTEES MOTIONS

C=Carried D=Denied T=Tabled

Motion #	Date	Motion Topic	C/D/T?	Pg #
		i) Classified Staff Report (I); j) Enrollment Report (I).		
14-21	5/22/14	Faculty Emeritus Status for Max Heinzmann, Mike O'Konek and John Swedburg.	C	2708
14-22	5/22/14	Approved 2014-19 AMP.	C	2708
14-23	5/22/14	Accepted 2014 Excellence in Teaching & Learning AMP Report.	C	2710
14-24	5/22/14	Approved Student Code of Conduct as presented.	C	2710
14-25	5/22/14	Revise PG 1000.3 to gender neutral.	C	2711
14-26	5/22/14	Cancel the August 21, 2014 board meeting.	C	2712
14-27	6/13/14	a) Approval of Regular Board meeting minutes from May 22, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).	C	2713
14-28	6/13/14	2014-15 Operating Budget		2716
14-29	6/13/14	Use proposed forms to evaluate the president during the September 11.		2717

1000.1 ENDS

E-1 Mission Statement

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

BBCC Goals

The College provides learning opportunities that include;

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

BBCC Characteristics

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

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

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

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

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

EL – 2 Respect For Students

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

The President may not:

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

EL – 3 Respect For Community Members

BCCC 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 board chair and vice-chair 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 board chair, 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 board chair shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, 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 board chair.

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

BSL – 3 President’s Job Description

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

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

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

BSL – 4 Monitoring Presidential Performance

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

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.

2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.

 - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.

 - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.

3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
 - A. Annual Internal Reports for policies on:
 - EL-2 Respect for Students
 - EL-3 Respect for Community Members
 - EL-4 Respect for Employees
 - EL-7 Financial Planning
 - EL-9 Communication and Support to the Board
 - EL-10 Emergency Executive Succession

 - B. Annual External Reports or direct Board inspection for policies on:
 - EL-1 General Executive Constraint
 - EL-6 Asset Protection
 - EL-8 Financial Condition and Activity

 - C. Quarterly Internal Reports on Actual Budget

 - D. Annual Internal Reports for all *Ends* policies contained in:
 - Academic Master Plan Reports
 - Mission Fulfillment
 - Excellence in Teaching & Learning
 - Community Engagement

Budget Presentations

4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.
 - A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.
 - B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.
 - C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/1/13	Executive Council Meeting	Coordination	BBCC	
	GED Graduation Meeting	Debriefing	BBCC	
	Moses Lake Port Executive Director Pat Jones	Projects	BBCC	
7/2/13	College Spark Presentation	College Support	BBCC	
	Tenured Faculty Evaluation Review	Instructional Support	BBCC	
	AIR WA Data Review	Program Support	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
	CWU Community Forum	Information Sharing	BBCC	
7/3/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Lunch	Community Collaboration	Moses Lake	
	Tenured Faculty Evaluation Reviews	Instructional Support	BBCC	
7/8/13	Work Plan Review	Supervision	BBCC	
	Exercise & Learning	Program Support	BBCC	
	AVID Preparations Mtg	Program Support	BBCC	
7/9/13	AVID Funding	Program Support	BBCC	
	Work Plan Review	Supervision	BBCC	
	Alayna Lodi Columbia Basin Hospital Foundation	Community Collaboration	BBCC	
	Grant County EDC Prospective Employer	Community Collaboration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Grant County EDC Prospective Employer	Community Collaboration	BBCC	
	Aviation Faculty	Program Support	BBCC	
	Dr. Tracy Pellett CWU Associate Provost	Networking	BBCC	
7/10/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Lunch	Networking	Moses Lake	
	College Spark Presentation	Preparation	BBCC	
	BBCC Foundation	Support & Planning	BBCC	
7/11/13	Work Plan Review	Supervision	BBCC	
	Grant Co Health District	Fresh Air Campaign	BBCC	
	Work Plan	Supervision	BBCC	
7/15/13	AtD College Spark Presentation	System Support	BBCC	
7/16/13	Work Plan Review	Supervision	BBCC	
	Donor	Foundation Support	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
	Work Plan Review	Supervision	BBCC	
7/17/13	Grant County EDC Board of Directors Meeting	Community Collaboration	BBCC	
	Rotary Luncheon	Community Collaboration	BBCC	
	Lockdown Review	Safety & Security	BBCC	
7/18/13	Photo Op	ASB Campaign Support	BBCC	
	Grant County EDC Luncheon	Community Collaboration	BBCC	
	Grant County EDC Executive Director Jon Smith	Community Collaboration	BBCC	
	Work Plan Review	Supervision	BBCC	
	Retreat Agenda Planning	Board Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/19/13	HR Training Session	Performance Evaluations and Process	BBCC	
	Sodexo Meeting	Expectations	BBCC	
	Athletic Facility Annex	Planning	BBCC	
7/22/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
7/23/13	Former Student Survey	Information Sharing	BBCC	
	Work Plan Review	Supervision	BBCC	
	Negotiation Preparation	Guidance & Planning	BBCC	
7/24-26	WACTC Meetings	WA System Support/ Networking	Seattle Central Community College	
7/29/13	WACTC Publicity	Strategy	BBCC	
	Cabinet Meeting	Information Sharing & Planning	BBCC	
	Grand Coulee Supt Dennis Carlson	K-12 Partnership	Grand Coulee	
	Rotary Luncheon	Community Collaboration	Grand Coulee	
	Emergency Planning Mtg	Sharing Information	BBCC	
	Foundation	Support	BBCC	
8/2/13	Lunch with M & O	Appreciation	BBCC	
8/3/13	Phi Theta Kappa Conference	Welcome	BBCC	
8/5/13	Retreat Documents	Review	BBCC	
	Economic Impact Study	Information Gathering	BBCC	
	Board Agenda Review	Preparation	BBCC	Board Chair Mike Blakely
	Employee Meeting	Feedback	BBCC	
8/6/13	Lynne Lynch Columbia Basin Herald Editor	Media	BBCC	
	Wenatchee Valley College President Jim Richardson	Collaboration	WVC	
8/7/13	AVID for Higher Education	Information Sharing	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Executive Council	Information Sharing	BBCC	
8/8/13	Staff Training for Technical and Community Colleges (STTACC) Conference	Welcome	BBCC	
	Ritzville Supt Rob Roettger	K-12 Partnership	Ritzville	
	Rotary Luncheon	Community Collaboration	Ritzville	Trustee Stephen McFadden
8/9/13	Cowboy Breakfast	Community Collaboration	Moses Lake	
	Retiree Lunch	Feedback	Moses Lake	
8/12/13	TACTC Measuring Up Presentation	Preparation	BBCC	
	Retiree Lunch	Feedback	Moses Lake	
	CBC President Rich Cummins	Retreat Preparation	Phone	
8/13/13	Meeting	Information Sharing	BBCC	
	BBCC Logo	Approval	BBCC	
	Port of Moses Lake	Community Collaboration	Port of Moses Lake	
8/14/13	EHS Faculty	Welcome	BBCC	
	Rotary Luncheon	Community Collaboration	BBCC	
	Sterling Bank Staff	BBCC Tour	BBCC	
8/15/13	Othello Supt George Juarez	K-12 Partnership	Othello	
	Rotary Luncheon	Community Collaboration	Othello	Trustee Mike Villarreal
8/16/13	Employee	Feedback	BBCC	
	Retiree Luncheon	Feedback	Moses Lake	
8/19/13	Running Start in the High School	Information Sharing	BBCC	
	Samaritan Hospital CEO Tom Thompson	Collaboration	BBCC	
8/20/13	Wahluke Supt Aaron Chavez	K-12 Partnership	Mattawa	
	Royal City Supt Rose Search	K-12 Partnership	Royal City	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/21/13	Grant County EDC Board Meeting	Community Collaboration	BBCC	
	Rotary Luncheon	Collaboration	Moses Lake	
	Foundation	Support	BBCC	
8/22/13	Wilson Creek Supt Monte Redal	K-12 Partnership	Wilson Creek	
	Odessa Supt Suellen White	K-12 Partnership	Odessa	
8/23/13	Employee	Feedback	BBCC	
8/26/13	Athletics	Program Support	BBCC	
	Compensation Philosophy	Information & Guidance	BBCC	
8/27/13	HR Issue	Supervision	BBCC	
	International Students	Support	BBCC	
8/28/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Board Retreat Set Up	Support	Moses Lake	
8/29/13	Board Retreat	College Guidance	BBCC/Moses Lake	
8/30/13	Board Retreat Debrief	Continuous Quality Improvement	BBCC	
	Clyde Owen's 95 th birthday party	Donor Support	Moses Lake	
9/3/13	WorkForce Development Council	Program Support	Moses Lake	
	Board Policy Process	Board Support	BBCC	
	HR Issue	Guidance	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	Foundation	Support	BBCC	
9/4/13	Quincy Supt Burton	K-12 Partnership	Quincy	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Dickerson			
	Rotary Luncheon	Community Collaboration	Quincy	
	Cabinet Meeting	Information Sharing	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
	Nursing Students	Welcome	BBCC	
9/9/13	Values/Board Ends	Preparation	BBCC	
9/10/13	Values/Board Ends	Preparation	BBCC	
	Alayna Lodi Columbia Basin Hospital Foundation	Community Support	Ephrata	
	Rotary Luncheon	Community Collaboration	Ephrata	
	Ephrata Supt Jerry Simon	K-12 Partnership	Ephrata	
	Employee	Feedback	BBCC	
	President Mike Harvey, Moses Lake Industries	Program Support	Moses Lake	
9/11/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Lunch with new faculty	Welcome	BBCC	
	Employment Candidate (2)	Assessment	BBCC	
	Executive Council	Guidance & Information	BBCC	
9/12/13	Board Retreat	College Guidance	BBCC/Moses Lake	
9/14/13	Farmer Consumer Awareness Days Parade	Publicity	Quincy	
	Rotary Fall BBQ	Community Collaboration	Moses Lake	
9/16/13	Back to School Breakfast Faculty In-Service	Information Sharing	BBCC	
9/17/13	Phi Theta Kappa Officers	Welcome	BBCC	
	AMP Meeting	Strategic Planning	BBCC	
	North Central WorkForce Development Board Mtg	Program Support	Moses Lake	
9/18/13	Meeting with VPs Mohrbacher, Garza,	Information Sharing &		

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Hamburg	Coordination	BBCC	
	Rotary Luncheon	Community Collaboration	Moses Lake	
	3 rd Quarter Leadership Development Workshop	Professional Development	BBCC	
	New Student Orientation	Welcome	BBCC	
9/19/13	New Student Orientation	Welcome	BBCC	
	CBIS Funding	Program Support	BBCC	
	Moses Lake Museum & Art Center	75 th Anniversary	BBCC	
	TACTC Measuring Up Presentation	Preparation	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
9/20/13	Foundation	Support	BBCC	
	Lunch & Learn Employment Law	Professional Development	BBCC	
	Fall Get Together	Social Time	Bob Mohrbacher's Residence	
9/23/13	Employee	Feedback	BBCC	
	Fairchild Air Force Base Colonel Brian Newberry	Networking	Moses Lake	
9/24/13	Board of Trustees Mtg	College Guidance	BBCC	
	Trustee Lunch	Future Plans	Ephrata	Trustee Anna Franz
	BBCC Preschool	Program	BBCC	
	Nick Wallace	Business Law Class	BBCC	
9/25/13	Joint Aerospace Presidents' and Aerospace Pipeline Committee Meeting	Program Support Share Information	BBCC	
9/26-27	WACTC Meetings	WA System Support	Clark College	
9/28/13	Foundation Dollar Da\$h	College Support	BBCC	
9/30/13	Workforce Development Resume	College Promotion	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Sonico President Bill Perdue	Collaboration	BBCC	
	Ramona Munsell	Grant Support	BBCC	
	jEducate & ALPFA	Student Success	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/01/13	Develop Board Agenda Items	Support Board	BBCC	
	Trustee Jon Lane	Prepare for TACTC Measuring Up Presentation	BBCC	
	Business After Hours Columbia Basin Allied Arts	Community Support	BBCC	
10/2-4/13	TACTC/ACCT Congress	System Support/Presenter	Seattle	Trustees Jon Lane, Mike Blakely, Anna Franz
10/5/13	BBCC Volleyball Game	Support Athletics	BBCC	
10/7/13	Japan Agriculture Exchange Program (JAEC)	Prepare for JATP Closing Ceremonies	BBCC	
10/8/13	JAEC Ceremony/JATP Closing Ceremony	Recognition	Seattle	
10/9/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Volleyball	Support Athletics	BBCC	
	Personnel Activity	Staff Support	BBCC	
10/10/13	Met with Architects	Facility Master Plan	BBCC	
	Heritage President John Bassett	Partnership	BBCC	
	Trustee Mike Blakely	Agenda Building	BBCC	
	Faculty Association	Consultation	BBCC	
	Hot Rod Garage	Information Sharing	BBCC	
10/11/13	Welcome Business Affairs Commission	System Support	BBCC	
	Volleyball	Support Athletics	BBCC	
10/14/13	Foundation Board	Support	BBCC	
	WSU Tri-Cities Chancellor			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Dr. Keith Moo-Young	Partnership	BBCC	
10/15/13	Personnel Activity	Employee Support	BBCC	
	TACTC Transforming Lives Review	Student Success	BBCC	
10/16/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation	Consultation	BBCC	
	WA Campus Compact	Consultation	Phone Conference	
	Student Issue	Information Sharing	BBCC	
	Volleyball	Support Athletics	BBCC	
10/17/13	Board Packet Review	Board Support	BBCC	
	Trustee Jon Lane	Lunch	Moses Lake	
	Joint Advisory/Foundation Board Dinner & Meeting	College Support	BBCC	
10/18/13	Cabinet Meeting	Information Sharing	BBCC	
	Economic WorkForce Training Program Mtg	Community Collaboration	Quincy	
10/21/13	Trustee Stephen McFadden	Lunch	Ritzville	
	Met Ritzville Librarian Kylie Fullmer	Community Collaboration	Ritzville	Trustee McFadden
10/22/13	Personnel Activity	Employee Support	BBCC	
	Aviation Program	Program Support	BBCC	
	Signage	Consultation	BBCC	
	Rotary Club Visioning Mtg	Collaboration	BBCC	
10/23/13	Board Mtg Rehearsal	Board Support	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Campus Success Team	AVID Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/24/13	Welcome eLearning Council	Collaboration	BBCC	
	Board Study Session Board Regular Meeting	College Guidance	BBCC	
10/25/13	Foundation	Dashboard Idea	BBCC	
	Opportunity Center Open House	Program Support	BBCC	
	Volleyball Game	Support Athletics	BBCC	
10/28/13	Transforming Lives Award	Student Recognition	BBCC	
10/29/13	CWU Economic Outlook Conference	Information Sharing	CWU	
	Foundation Star Night	Student Recognition	BBCC	
10/30/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Introduce Kyle Foreman & Discuss AED Grant	Moses Lake	
	Aviation Program	Program Support	BBCC	
	Transforming Lives Awards	Communication Strategy	BBCC	
	Volleyball Game	Support Athletics	BBCC	
10/31/13	Personnel Activity	Employee Support	BBCC	
	CWU Partnerships	BBCC Role	BBCC	
	Ends/Goals/Values	Crosswalk Development	BBCC	
11/1/13	Athletic Director/Foundation	Discuss Booster Club	BBCC	
	Mike O'Konek's Potluck	Goodbye	BBCC	
11/4/13	Met Employment Candidate	Welcome & Assessment	BBCC	
11/5/13	Senator Janea' Holmquist	Support & Communication	BBCC	
	North Central Workforce Development Council Mtg	Economic Collaboration	BBCC	
11/6/13	Northwest Commission on Colleges and Universities Evaluator Workshop	Professional Development	Seattle	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/7/13	Workforce Development Résumé Mtg	Discussed Feedback and Revisions	BBCC	
	Institutional Research	Strategy	BBCC	
	Larson Coalition Meeting	Cleanup & Marketing Plans	BBCC	
	NWAACC President's Cup Presentation	Athletic/Student Success	BBCC	
11/8/13	Safety & Security Mtg	Prepare for 12/12 Study Session	BBCC	
	Congressman Doc Hastings	Tour & Support	BBCC	
	Women's Basketball Scrimmage	Support Athletics	BBCC	
11/12/13	Grant County EDC Building Prosperity	Discuss 5-Year Plan	BBCC	
11/13-16	Attend Education Law Association Conference	Presenter and Professional Development	Colorado	
11/18/13	Meeting with Sonico	Partnership Opportunity	BBCC	
	AWB Leadership Reception	Industry/Community Collaboration	BBCC	
	Dinner with VPs and ASB Officers	Communication	BBCC	
11/19/13	AVID Stakeholders Meeting	Collaboration	BBCC	
	ctcLink Meeting	Information Sharing	BBCC	
	Foundation Audit Review	Information Sharing	BBCC	
	Student Success Team	AVID Strategies	BBCC	
	Career Development & Manufacturing Program	Retooling Program	BBCC	
	Music & Columbia Basin Allied Arts Meeting	Donation Strategy	BBCC	
	WA Campus Compact	Information Sharing	Phone Conference	
	North Central Workforce Development Council Mtg	Economic Discussions	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/20/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	BBCC	
	Faculty Association	Officer Discussion	BBCC	
11/21/13	Classroom Observation	Support Excellence in Teaching & Learning	BBCC	
	Moses Lake Food Bank	Volunteer Activity	Moses Lake	
	Grant County EDC Jon Smith	Marketing Strategies	Moses Lake	
11/22/13	Cabinet	Information Sharing	BBCC	
11/23/13	BBCC Basketball Games	Support Athletics	BBCC	
11/25/13	Governor's Appointment Secretary	Board Appointments	Phone Conference	
	ATG Toni Ursich (replacing ATG Charnelle Bjelkengren)	Introduction	Phone Conference	
11/26/13	Foundation	Collaboration	BBCC	
11/27/13	Meeting with VPs Mohrbacher, Garza, Hamburg	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/02/13	Met with Moses Lake Chamber of Commerce Director Debbie Doran-Martinez	Share Workforce Development Résumé	Moses Lake	
	Food Distribution at Moses Lake Food Bank	Support SSS Program Community Service	Moses Lake	
12/03/13	Meet Heritage University Provost Curt Guaglianone	Partnerships	BBCC	
	Lunch with Trustee Mike Blakely	Agenda Building	BBCC	
12/04/13	ctcLink Meeting new statewide computer system	Information Sharing	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Meet with AD Preston Wilks	Support Athletics	BBCC	
	Observe Political Science Class	Support Excellence in Teaching & Learning	BBCC	
12/05/13	Attend Maintenance & Operations Meeting	Employee Support	BBCC	
12/06/13	Facility Master Planning Mtg	Strategic Planning	BBCC	
	All Campus Holiday Potluck	Celebration	BBCC	Trustees Mike Blakely, Mike Villarreal, Jon Lane
	AVID Leadership Team	Support Excellence in Teaching & Learning	BBCC	
12/07/13	Ryan Floch Memorial Basketball Tournament	Working Gates Foundation Support		Trustee Jon Lane
12/08/13	Rotary President Open House	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/09/13	Observe Political Science Class	Support Excellence in Teaching & Learning	BBCC	
	Meet with Sodexho District Manager Rick Waldt	Dining Hall Services	BBCC	
	Observe Chemistry Class	Support Excellence in Teaching & Learning	BBCC	
	Meet with TRiO SSS Director Custodio Valencia	Program Performance Review	BBCC	
	JATP 50 th Anniversary Planning	Celebration Planning	BBCC	
	Met with Instructor Ryann Leonard	Community Wellness Campaign	BBCC	
12/10/13	Observe German Class Flash Mob	Support Excellence in Teaching & Learning	BBCC	
	Observe Law Enforcement Active Shooter Training	Safety & Security	BBCC	
	Moses Lake Skills Center Tour	Community Engagement	BBCC	
12/11/13	Met with Aviation Instructor	Program Support	BBCC	
	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Faculty Association Officers Rie Palkovic, Daneen Berry-Guerin	Faculty Support	BBCC	
12/12/13	Board Study Session			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Board Regular Meeting	College Guidance	BBCC	
12/13/13	Aviation Meeting	Program Support	BBCC	
	Cellarbration! for Education	Foundation Support	BBCC	
12/17/13	Building Prosperity Meeting	Community Engagement	Moses Lake	
	Personnel Activity	Employee Support	BBCC	
	Sonico Holiday Luncheon	Community Engagement	BBCC	
	Senator Mark Schoesler	Legislative Support	Moses Lake	
12/18/13	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
12/19/13	WACTC Meetings	System Support	Bellevue College	
12/20-27	Holidays & Vacation			

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/2/14	Meet with Pat Jones	Collaboration	Moses Lake	
	JATP Fundraising Meeting	Planning	BBCC	
	Board Ends Statements Revisions	College Guidance	BBCC	Trustees Anna Franz and Jon Lane
1/6/14	Marketing Meeting	Planning	BBCC	
	BMW i3 Meeting	Planning		
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Review Board Agenda with Mike Blakely	Board Support	BBCC	
1/8/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Adams County Development Council Luncheon	Community Engagement	Othello	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	BBCC Basketball Games	Support	BBCC	
1/9/14	Board Ends Statements Revisions	College Guidance	BBCC	Trustees Anna Franz and Jon Lane
	Personnel Meeting	Employee Support	BBCC	
	Donor Lunch	Advancement	Soap Lake	
	CAMP Grant Meeting	Information Sharing Consultation	BBCC	
	Hot Rod Garage	Community Engagement	BBCC	
1/10/14	Bonaudi Library Dedication	Planning	BBCC	
	Facility Master Plan Meeting	Information Sharing Consultation	BBCC	
1/11/14	BBCC Basketball Games	Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/13/14	Venue Story	Information Sharing Consultation	BBCC	
	Ph.D. Nursing Student	Doctorate Interview	BBCC	
1/14/14	Observe Criminal Justice Class	Support Excellence in Teaching and Learning	BBCC	
	WorkForce Development Council Meeting	Community Engagement	BBCC	
1/15/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
1/16/14	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Lunch with AAG Toni Ursich	Information Sharing	BBCC	
	Regular Board Meeting	College Governance	BBCC	
	Foundation Dinner & Meeting	Information Sharing Consultation	BBCC	
1/17/14	Visit SGL	Community Engagement	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
1/18/14	Realtor Installation Awards Banquet	Speaker	Moses Lake	
1/19-21/14	TACTC Winter Conference WACTC Meetings	Education System Support	Olympia	
1/22/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/22/14	Bonaudi Library Dedication	Planning	BBCC	
	BBCC Basketball Games	Support	BBCC	
1/23/14	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	AVID Activities	Student Success	BBCC	Trustee Mike Villarreal
	Observe Welding Class	Support Excellence in Teaching & Learning	BBCC	
	Hot Rod Garage	Community Engagement	BBCC	
	Visit with Phi Theta Kappa President	Student Success	BBCC	
	Student Success Team	Student Success	BBCC	
	AVID Debrief	Student Success	BBCC	
1/27/14	Lunch N Learn	Professional Development	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Transforming Lives Award Recognition Event	Planning	BBCC	
1/28/14	Observe Statistics Class	Support Excellence in Teaching & Learning	BBCC	
	Community Visitor	Tour	BBCC	
1/29/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
1/30/14	Retirement Lunch	Feedback	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Building Prosperity Kick-off	Community Engagement	BBCC	Honorary Chair
1/31/14	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Aerospace Presidents'	Information Sharing & Coordination	Phone Conference	
2/3/14	Review Probationary Binders	Support Excellence in Teaching & Learning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/3/14	WA Campus Compact Director Jennifer Hine	Information Sharing	Phone Conference	
2/4/14	Visitors to Grant County, EDC Director Jon Smith	Community Engagement	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Gene Sharratt, Executive Director WA Student Achievement	Student Success	BBCC	
2/5/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Rotary Internal Club Auction	Community Engagement	Moses Lake	
2/6/14	Meet with AD Preston Wilks	Support Athletics	BBCC	
	Realtor Meeting	Community Engagement Speaker	Moses Lake	
	Genie Industries Tour	Community Engagement	Moses Lake	
2/7/14	BBCC & JAEC 50 th Anniversary Planning	Information Sharing & Coordination	BBCC	
	BBCC Family Campaign Luncheon	Celebration	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	BBCC Basketball Games	Support	BBCC	
2/8/14	BBCC Basketball Games	Support	BBCC	
2/10/14	Major Gift Campaign Lunch	Advancement	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Allied Arts Event	Community Engagement	BBCC	
2/11/14	STEM Robotics	Program Support	BBCC	
	Met with Director of STEM Andre Guzman	Program Support	BBCC	
	Employee Applicant Preview	Feedback	BBCC	
	Nursing Funding Meeting	Integrity & Stewardship	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/12/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Bonaudi Library Dedication	Planning		
2/13/14	Local & Global Issues Presentation Speaker	Professional Development	BBCC	
	Grant Funded Employees	Information Sharing	BBCC	
2/14/14	Cabinet Meeting	Excellence in Teaching & Learning	BBCC	
	Bonaudi Dedication Rehearsal	Planning	BBCC	
	Lunch n Learn Presenter	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/17/14	Employee Exit Lunch	Feedback	Moses Lake	
	WSU Tri-Cities Chief of Staff Danny Talbot	Partnership	BBCC	
	William C. Bonaudi Library Dedication	Celebration	BBCC	
2/18/14	STEM Director Andre Guzman	Program Support	BBCC	
	BBCC Foundation Cellarbration! meeting	Planning	BBCC	
	Compensation Policy Discussion	Planning	BBCC	
	Phi Theta Kappa Induction Ceremony	Speaker Excellence in Teaching & Learning	BBCC	
2/19/14	Grant County EDC Annual Meeting	Community Collaboration		
	Foundation Director LeAnne Parton	Foundation Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/20-21/14	WACTC Meetings	System Support	Olympia	
2/21/14	Chamber Sweetheart Ball	Community Engagement	Moses Lake	
2/24/14	District Court Judge Hill	Lunch	BBCC	
	Observe Psychology & Law Class	Support Excellence in Teaching and Learning	BBCC	
	JATP Welcome Discussion	Planning	BBCC	
	Transforming Lives Dinner	Planning	BBCC	
	ASB Officer Dinner	Information Sharing	BBCC	
2/25/14	Aviation Discussion	Program Support	BBCC	
	Observe Psychology & Law Class	Support Excellence in Teaching and Learning	BBCC	
	Grant County EDC Wildcat Presentation	Community Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	STEM Director Andre Guzman	Program Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
2/26/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/27/14	Transforming Lives Meeting	Planning	BBCC	
2/28/14	Potential Trustee Tour	College Support	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Columbia Basin Allied Arts Soiree	Community Engagement	BBCC	
3/2-5/2014	League for Innovations Conference	Professional Development	Anaheim, CA	
3/6/14	Board of Trustees Meeting	Guidance	BBCC	
	Transforming Lives Dinner	Celebration/Recognition	BBCC	
3/7/14	Donor Funeral	Advancement	BBCC	
3/10/14	Microsoft Data Center Tour	College Support	BBCC	
3/11/14	Workforce Collaboration Meeting	Information Sharing & Coordination		
3/12/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Transforming Lives Event	Debrief	BBCC	
3/13/14	Observe German Flash Mob	Support Excellence in Teaching and Learning	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Support	Moses Lake	
	Bonaudi Library Dedication	Debrief	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Meeting			
3/14/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	WACTC Legislative Update	Integrity & Stewardship	Phone Conference	
	Aerospace President's Meeting	Program Support	Phone Conference	
	SkillSource Board Meeting	Community Collaboration	BBCC	
	North Central Workforce Development Council Banquet	Community Collaboration	BBCC	
3/17/14	Monitoring Report Review	Planning	BBCC	
	EFA Process Meeting	Planning	BBCC	
3/18/14	Economic Modeling Specialists International	Planning	Phone Conference	
	Community Member Meeting	Opportunities	BBCC	
3/19/14	Kiwanis/Rotary Golf Tournament Meeting	Community Support	BBCC	
	Community Knowledge Centers	Planning	BBCC	
	Board Chair Mike Blakely	Planning	BBCC	
3/20/14	Donor Funeral	Advancement	BBCC	
3/24/14	Transforming Lives Poster Placement Meeting	Planning	BBCC	
3/25/14	Port of Moses Lake Executive Director Meeting	Collaboration	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Larson Coalition Meeting	Community Collaboration	BBCC	
3/26/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	AARP Lunch Presentation	Speaker	Moses Lake	
3/27/14	All WA Academic Team	Excellence in Teaching	Olympia	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Ceremony	and Learning Celebration		
3/27-28/14	WACTC Meetings	Education System Support	Olympia	
3/28/14	Grant Co EDC Annual Banquet	Community Engagement	BBCC	
4/1/14	Welcome Work Start Grant Group	Grant Development	BBCC	
	Financial Statement Pilot Meeting	Planning	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
4/2/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
4/3/14	Foundation Executive Committee Luncheon	Advancement	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/6/14	Foundation Executive Director LeAnne Parton	Foundation By Laws Review	BBCC	
4/7/14	Lunch n Learn Coaching beyond the Review	Professional Development	BBCC	
	Kiwanis/Rotary Golf Discussion	Promotion	BBCC	
4/8/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Phi Theta Kappa Induction	Speaker	BBCC	
	Board Packet Review		BBCC	Trustee Mike Blakely
4/9/14	AVID Discussion	Student Success	BBCC	
4/10/14	JATP	Discussion	BBCC	
	Del Suggs Leadership Presentation	Professional Development	BBCC	
	Applicant (Employee) Preview	Feedback		
	Student Success Team Lunch	Student Success	BBCC	
	Applicant (Employee) Preview	Feedback		
4/14/14	Venue Story	Community Engagement	BBCC	
	Student Recruitment	Community Engagement	BBCC	
4/15/14	Rotary Service Project	Daycare Fencing	BBCC	
	Emeritus Policies	Information Sharing/Planning	BBCC	
4/16/14	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Legislative Visits	Planning	BBCC	
	Rotary Foundation Banquet	Community Engagement	Moses Lake	
4/17/14	BBCC Job & Career Fair	Community Engagement	BBCC	
	Graduation Meeting	Planning	BBCC	
	Hot Rod Garage	Community Engagement	BBCC	
4/18/14	Board of Trustees Meeting	Guidance	BBCC	
4/21/14	Foundation Director LeAnne Parton	Planning	BBCC	
4/22/14	Warden Class of 2014 Interviews	Community Engagement	Warden High School	
	Trustee Lunch	Collaboration	Warden	Trustee Mike Villarreal
	STEM Director Andre Guzman	Program Support	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Assist Doctoral Candidate	Promote Higher Ed	Phone	
4/23/14	Jury Duty	Civic Service	Ephrata	
4/24-25/14	WACTC Meetings	Education System Support	Walla Walla	
	Eastern WA Presidents Meeting	Regional Collaboration	Walla Walla	
4/28/14	Retirement Lunch	Feedback	BBCC	
	Chief Pilot Discussion	Support Excellence in Teaching & Learning	BBCC	
4/29/14	Title V Grant	Planning	BBCC	
	Lauzier Foundation Meeting	Introduction	Ephrata	
	Chief Pilot Discussion	Support Excellence in Teaching & Learning	BBCC	
4/30/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
5/1/14	WA Campus Compact Executive Director Jennifer Hine	Collaboration	Phone	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/1/14	Chief Pilot Discussion	Support Excellence in Teaching & Learning	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
5/2/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Graduation Meeting	Incident/Accident Planning	BBCC	
5/5/14	JATP Discussion	Information Sharing & Coordination	BBCC	
	Yahoo! Data Center Tour	Information Sharing	BBCC	
5/6/14	Mayor's Prayer Breakfast	Community Engagement	BBCC	
	President's Evaluation Process	Planning	BBCC	
	Chief Pilot Discussions	Support Excellence in Teaching & Learning	BBCC	
5/7/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Jaxon Riley Director of CBIS	Information Sharing & Coordination	BBCC	
	STEM Director Andre Guzman	Program Support		
5/9/14	SGL Open House	Information Sharing	Moses Lake	
	AWB President Kris Johnson (Commencement Speaker)	Information Sharing & Coordination	BBCC	
	Columbia Basin Skills Center Tour	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/12/14	Exit Lunch	Feedback	BBCC	
	Employee Candidate Forum	Feedback	BBCC	
	Greet Japanese Consul Uenishi	Support Excellence in Teaching & Learning	BBCC	
	JATP Welcome Dinner & Ceremony	Support Excellence in Teaching & Learning	BBCC	
5/13/14	Immigration Attorney Meeting	Planning	BBCC	
	Senator Holmquist Newbry	Community Engagement	BBCC	
	Employee Candidate Forum	Feedback	BBCC	
5/14/14	Grant County EDC Board Meeting	Community Engagement	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	AstaReal Technologies Opening Ceremony	Community Engagement	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
5/15-16/2014	Spring TACTC Conference WACTC Meetings	Education System Support	Yakima	
5/17/14	Cellarbration!	Advancement	BBCC	
5/20/14	Community Knowledge Center Tour	Community Engagement	Royal City, Othello Ritzville	
5/21/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/21/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
5/22/14	Commencement Program Review	Planning	BBCC	
	Welcome Librarians & Media Specialists	Program Support	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Samaritan Healthcare Meeting	Community Engagement	Moses Lake	
5/23/14	Applicant (Employee) Preview	Feedback	BBCC	
	Graduation Meeting	Planning	BBCC	
5/24/14	Marched in SpringFest Parade	Community Engagement	BBCC	
5/27/14	Applicant (Employee) Preview	Feedback	BBCC	
	Retirement Lunch	Feedback	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
5/28/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Student Recognition Night Event	Support Excellence in Teaching & Learning	BBCC	
5/29/14	WACTC Meetings	Education System Support	Edmonds Community College	
6/2/14	Graduation Meeting	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/3/14	North Central Workforce Development Council	Community Engagement		
	STEM Director Andre Guzman	Program Support	BBCC	
6/4/14	German Class Flash Mob	Support Excellence in Teaching & Learning	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Trustee Mike Blakely	Board Agenda Review	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
06/05/14	Health & Safety Fair	Support Clubs	BBCC Quad	
	Retirement Celebration	Employee Support	BBCC	
6/06/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Heritage Dual Enrollment Meeting	Program Support	BBCC	
	Campus Excellence Celebration Luncheon	Recognition	BBCC	
6/09/14	Applicant (Employee) Preview	Feedback	BBCC	
	Graduation Planning Meeting	Information Sharing & Coordination	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
6/10/14	Foundation Director LeAnne Parton	Planning	BBCC	
	Softball Scoreboard Meeting	Planning	BBCC	
	Computer Science Graduation Event	Recognition	BBCC	
	John Swedburg Retirement Dinner	Celebration	BBCC	
6/11/14	Graduation Planning Meeting	Information Sharing & Coordination	BBCC	
	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Aerospace Presidents Conference Call	Information Sharing Consultation	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	GED Graduation Welcome	Celebration	BBCC	
6/12/14	Executive Council Meeting	Information Sharing Consultation	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Applicant (Employee) Preview	Feedback	BBCC	
	Automotive BBQ	Celebration	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Hot Rod Garage	Information Sharing	Ephrata	
6/13/14	Applicant (Employee) Preview	Feedback	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
	Tour Composites Lab	Information	BBCC	With Trustees
	Trustees Dinner	Celebration	BBCC	With Trustees
	Commencement	Excellence in Teaching & Learning	BBCC	With Trustees
6/16/14	Applicant (Employee) Preview	Feedback	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
6/17/14	Office of Financial Management	Information Sharing	Phone Conference	
	M&O Department Meeting	Information Sharing Department Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Graduation Debriefing Meeting	Feedback	BBCC	
	Political Candidate Dan Newhouse	Information Sharing	BBCC	
6/18/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	BBCC Student Persistence	Feedback	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Presentation			
6/19/14	Position Allocation Training	Professional Development	BBCC	
6/20/14	HR Meeting	Information Sharing & Coordination	BBCC	
	Viking Boosters	Information Sharing & Coordination	BBCC	
6/23/14	Annual Sodexo Expectations Meeting	Information Sharing & Guidance	BBCC	
	Strategic Planning Training	Professional Development	BBCC	
6/25/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
6/26/14	Dean Clyde Rasmussen	Information Sharing & Guidance	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	Moses Lake	

Staff Training Evaluation



How would you rate the following?						
	Excellent	Very good	Good	Fair	Poor	Rating Count
Speaker knowledge of topic	66.7% (14)	19.0% (4)	14.3% (3)	0.0% (0)	0.0% (0)	21
Information usefulness	38.1% (8)	47.6% (10)	4.8% (1)	4.8% (1)	4.8% (1)	21
Handouts & visual aids (if applicable)	50.0% (3)	50.0% (3)	0.0% (0)	0.0% (0)	0.0% (0)	6
Overall rating	52.4% (11)	38.1% (8)	0.0% (0)	9.5% (2)	0.0% (0)	21
answered question						21
skipped question						1

Staff Training Evaluation



How useful do you think this training will be in your job and personal life?				
	Very useful	Somewhat useful	Not useful	Rating Count
Your job performance	73.7% (14)	21.1% (4)	5.3% (1)	19
Your personal life	57.9% (11)	36.8% (7)	5.3% (1)	19
answered question				19
skipped question				3

Q1. How might the content or delivery of this training be improved?

1	Really liked the informal gathering. Made it more comfortable for the employees to speak about their concerns and thoughts.	Feb 20, 2014 9:59 AM
2	I think a little more clarification on certain subjects would be great. Maybe have an agenda.	Feb 20, 2014 9:58 AM
3	The session could have been longer.	Feb 18, 2014 3:20 PM
4	Clearer boundaries of the discussion. The title of the "training" was Local and Global Issues. The only "issue" discussed by Dr. Leas was: women and minorities make 77% of white males because they don't "fight" for raises.	Feb 18, 2014 3:19 PM
5	Actually have supervisors and other administration follow up on what they promise.	Feb 17, 2014 8:34 AM
6	A plan to diffuse hostile situations and turn them into a positive. I'm unhappy that one staff member felt he had to leave.	Feb 14, 2014 11:13 PM
7	Just to stay positive and try to leave negative topics	Feb 14, 2014 11:10 PM
8	Just try to keep positive. I know negative topics might come up, but we need to steer it back quickly so people don't walk out.	Feb 14, 2014 11:09 PM
9	Reinforced with handouts with helps (i.e. reference material)	Feb 14, 2014 11:08 PM
10	Well delivered!	Feb 14, 2014 11:07 PM
11	More time needed - great topic.	Feb 14, 2014 11:06 PM
12	Follow-up reminder to staff via newsletter or highlighted topics.	Feb 14, 2014 11:05 PM
13	Group effort w/ all groups on college admin/faculty/classified staff	Feb 14, 2014 11:04 PM
14	Different time	Feb 14, 2014 11:03 PM
15	It was fine. I think people will get more comfortable if it becomes a regular thing.	Feb 14, 2014 11:02 PM
16	We didn't really get to touch the topic, but I really enjoyed the meeting.	Feb 14, 2014 11:00 PM
17	More time for session. I didn't want to leave.	Feb 14, 2014 11:00 PM
18	Maybe a little more time. I liked the informal setting with us all in a circle so that we could discuss and ask questions.	Feb 14, 2014 10:55 PM

Q1. Please list any other training topics you would like to see presented in your workplace.

1	Safety in the work place is already being done. Maybe getting to know the various departments and programs on campus would be great.	Feb 20, 2014 9:58 AM
2	Steps outlined for advancement	Feb 14, 2014 11:13 PM
3	Have to think about this one.	Feb 14, 2014 11:09 PM
4	One on one meeting would be nice.	Feb 14, 2014 11:07 PM
5	Safety issues	Feb 14, 2014 11:03 PM
6	Changes in higher ed nationwide and where we fit.	Feb 14, 2014 11:02 PM
7	How to deal with angry/upset students.	Feb 14, 2014 10:58 PM
8	CPR	Feb 14, 2014 10:55 PM

Q1. Other comments?		
1	This was awesome. Wish we could have had more time with Dr. Leas.	Feb 20, 2014 9:59 AM
2	In think it is great that the President is involved and so open minded. I really appreciate it.	Feb 20, 2014 9:58 AM
3	Glad I attended, almost didn't.	Feb 18, 2014 3:20 PM
4	Robin gave a lot of info that Dr. Leas could not have answered because the questions left the subject at hand and went on to random HR/benefits questions. I would like more structure. I like the interaction of classified staff and Dr. Leas, but I did not get much out of it... I prefer Dr. Leas to have a direction and ask questions that are aimed toward the topic at hand. Also, if training is scheduled from 3:30-4:30, it should respectfully begin on time and end on time, regardless of late comers.	Feb 18, 2014 3:19 PM
5	Knowing we are valued and processes are being implemented to acknowledge and reward us helps us want to continue to improve and give outstanding service.	Feb 14, 2014 11:13 PM
6	Nice, peacefull	Feb 14, 2014 11:07 PM
7	Great topic.	Feb 14, 2014 11:06 PM
8	n/a	Feb 14, 2014 11:05 PM
9	I appreciate being heard!	Feb 14, 2014 11:04 PM
10	GREAT!	Feb 14, 2014 11:03 PM
11	Would like to do this more.	Feb 14, 2014 11:00 PM
12	It was a great venue for open discussion!	Feb 14, 2014 11:00 PM
13	Appreciate Dr. Leas taking the time to visits with classified staff.	Feb 14, 2014 10:58 PM
14	Excellent chance to talk with our President. Information doesn't always trickle down to our staff.	Feb 14, 2014 10:55 PM