

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

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

**Wednesday, September 11, 2019
9:00 a.m.**

The Board of Trustees of Community College District 18 has scheduled a special board meeting on Wednesday, September 11, 2019, at 9:00 a.m. in the ATEC Building, Hardin Community Room, 7662 Chanute St. N.E., Moses Lake, WA.

Purpose:

- 1. Negotiated Agreement with the Faculty Association (Action)**
- 2. Presidential Search Chair (Action)**
- 3. Presidential Search Process (Action)**
- 4. Study Session Date (Action)**

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):

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

Information: Contact Matt Killebrew, Director of Communications (793-2003).

BIG BEND COMMUNITY COLLEGE

Date: 9/9/19

ITEM #1: Negotiated Agreement (action)

BACKGROUND:

VP Kim Garza's summary of revisions to the Negotiated Agreement are following.

RECOMMENDATION:

President Leas and VP Kim Garza recommend the trustees approve the Negotiated Agreement.

**SUMMARY OF TENTATIVE AGREEMENT
BETWEEN
COMMUNITY COLLEGE DISTRICT #18 & THE BBCC FACULTY ASSOCIATION
September 11, 2019**

This is a two year agreement expiring June 30, 2021.

Article II: Definitions

Added language regarding committees, suspended operations, and per diem rate for full-time faculty. Job titles were also updated.

Article IV: Faculty Association Rights

Incorporated revocation process to the existing language and eliminated the representation fee.

Article V: Negotiations Procedures

Updated the article to eliminate outdated language, clarified the ratification process, and waived the negotiation of turnover savings for the duration of the 2019-2021 agreement.

Article VI: Provisions of the Negotiated Agreement

Move Section D to Article V: Negotiations Procedures.

Article VIII Organization of Instruction Divisions

Moved three programs (Simulation Technology, Mechatronics, and Manufacturing) to different divisions.

Article IX: Position Descriptions

Added language to incorporate responsibilities of all full-time faculty. Agreed to provide a list of required training to the Faculty Association prior to the start of academic year. Updated job titles, and incorporated other minor additions to reflect current practices.

Article X: Associate and Senior Associate Faculty

Updated the definitions of Associate Faculty and Senior Associate Faculty to include the term “adjunct.” Added a section to outline the evaluation process for Associate and Senior Associate Faculty. Reduced the number of required teaching quarters, updated the requirements, and streamlined the application process for Senior Associate Faculty. Increased the Senior Associate Faculty stipend to \$2,200.

Article XII: Instructor Loads

Updated job titles, incorporated instructor load language from Article XXVIII: eLearning into the article, and lowered the weekly contact hours for Basic Education for Adults from 25 to 22.

Article XIII: Professional Responsibility

Negotiated a new section regarding professional support. The intent of the new language is to provide full-time, tenured faculty with additional support, if needed, in the areas of teaching and learning, governance, student success, or other areas of professional responsibility.

Article XIV: Compensation

Increased base salary from \$48,224 to \$55,000 effective 7/1/19 and \$56,540 effective 7/1/20. Effective 7/1/20, increased promotional steps to \$2,000 for tenure promotion and \$3,000 for Senior Tenured Faculty promotion. Effective 7/1/19, increased stipend amounts for additional responsibilities and added language to provide additional compensation to Division Chairs with more than six full-time faculty.

Added language requiring quarterly contracts for Associate Faculty to be completed prior to the first official student day of the class.

Increased part-time and overload rates by 3.2% effective 7/1/19 and 2.8% effective 7/1/20.

Effective 7/1/20, increased stipends for summer committee work to \$75 per meeting with a maximum of \$375 per committee.

Added language to change the completion date for the annual report on assessment to August 30.

Agreed to work with the Faculty Association to develop two additional promotional steps.

Reached agreement on the distribution of HB 2158 Nurse Educator monies.

Article XV: Professional Development Units (PDUs)

Added language to communicate the importance of professional development. Converted the PDU activity table to verbiage. Effective 7/1/19, increased the Associate Faculty stipend for attending quarterly in-service to \$75.00. Increased the PDU stipend to \$1,500 effective 7/1/20.

Article XVIII: Leaves

Added language regarding the Paid Family Medical Leave Act, clarified the use of conditional leave, included a definition of suspended operations, provided for the use of personal leave in two-hour increments.

Article XX: Probationary Evaluation Process for Tenure

Updated job titles in the article.

Article XXI: Mentor Program

Added language to clarify the purpose of the mentor program as well as the responsibilities of mentors and mentees. Eliminated cumbersome language regarding mentor eligibility.

Article XXII: Personnel Files

Added language to clarify how documents from supervisor working files can be used and when documents may be removed from personnel files. Also, incorporated language into the article regarding the types of documents that require a signature before placement in the personnel file.

Article XXIII: Personnel Policies

Updated the article to reflect a current list of protected classes.

Article XXVIII: eLearning

Moved definitions in this article to Article II: Definitions. Moved sections pertaining to instructor load to Article XII: Instructor Loads. Eliminated sections containing dated terminology. Added language regarding ongoing training and support for faculty. Updated job titles and added language regarding regular and substantive interaction (also included in the appendices).

Article XXX: Curriculum Development

Added language to update job titles and allocated \$6,000 annually for curriculum development stipends. Increased the portion of curriculum that must be updated in order to be considered a substantive change. Added language to clarify the documents required for new courses and substantive changes to existing courses.

Article XXXI: Committees

Added language to include workgroups and taskforces into definitions of committees.

Article XXXII: Assessment

Added language to update job titles, as well as the definitions of assessment plan and assessment report. Added language to increase the number of exempt staff serving on the Assessment Committee to represent instructional departments that do not have a full-time faculty member.

Agreed to work with the Faculty Association on the development of Assessment Fellows.

Article XXXV: Grievance Procedure

Clarified timelines for submitting and responding to grievances. Included language about Faculty Association rights at various steps of the grievance process.

Article XXXVI: Calendar

Negotiated Academic Calendars for the 2020-2021 and 2021-2022 years.

New Appendices:

- Faculty Guidelines for Suspended Operations developed on February 19, 2019.
- Regular & Substantive Interaction

New Language:

- Drafted new language on interruptions to classrooms. The parties still need to determine the best location for this new language.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/19

ITEM #2: Presidential Search Committee Chair (action)

RECOMMENDATION:
None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/19

ITEM #3: Presidential Search Process (action)

John Boesenberg, Deputy Executive Director Business Operations at the SBCTC, will share the attached PowerPoint presentation regarding presidential search processes. After his presentation, the board will discuss search options.

RECOMMENDATION:

None.



PRESIDENTIAL SEARCH – A PRIMER

**Presented to: Big Bend Community College
Board of Trustees**

John Boesenberg
September 11, 2019

QUALIFICATIONS

- 22 years at the State Board; 8 at Pierce College; 3 in general government – 30 years in HR.
- Facilitated two executive director searches; supported consultants on a president and executive director search.
- Provided information and support to college trustees in development of their search processes.
- Learned from college experience recruiting presidents.

DESIRED OUTCOMES



Through
information sharing
and discussion,
develop
understanding and
awareness of:

- The search process and considerations
- Roles of:
 - Consultant (if used)
 - Trustees
 - Search Committee
- Involvement and communication with internal and external communities
- Possible search steps & timeline

ASSESS CURRENT CLIMATE

- Within the College?
- Within the Community?
- In the System?
- In Washington State?

CONSULTANT SERVICES?

INTERNALLY MANAGED RECRUITMENT?

- **WHY?**

Greater control, college/community knowledge, less expensive, no RFP process means quicker start.

- **Why Not?**

Capacity, perceived bias or “agenda,” lack of experience, lack of network.

KEY QUESTIONS:

- How is the relationship between college management and constituencies?
- What is the availability of an internal manager who has credible, positive working relationships with stakeholder constituencies?
- What will be the scope of work/division of labor between consultant and in-house staff?

SEARCH COMMITTEE COMPOSITION

- Who? (Consider past practice, expectations and buy-in.)
 - Trustees (two to avoid quorum).
 - Internal Communities (Classified Staff, Faculty, Administrators, Students, Equity/Inclusion Office).
 - External Communities (Foundation, Community Partners, Business/Industry and Labor partners).
 - Support (HR, Public Information Office).
 - Consultant (if used).

Typically, two representatives from each internal group and one representative from each external group.

HOW ARE PARTICIPANTS SELECTED?

- Possible options (Consider past practice, policy, expectations):
 - Leadership of each constituency picks reps. (with guidance on qualities and availability).
 - Trustees name representatives. (May give perception of too much control, bias.)



SEARCH COMMITTEE COMPOSITION

Constituency Group		Number of Representatives
Trustees	2	
Students	2	1 Student gov't., 1 at-large
Faculty	2	1 Faculty union leadership, 1 at-large
Classified employees	2	1 Classified union representative, 1 at-large
Exempt/administrative professionals	2	2 At-large
Diversity representative	1	Chief diversity officer
Foundation board	1	
Local business representative	1	Recruited by board
Community supporter	1	Recruited by board
Ex-officio – campus liaison	1	Liaison (HR/PIO) between campus /committee or campus/community/search consultant
Total	15	

KEY CONSIDERATIONS/QUESTIONS

- Participation = Buy-in. Whose buy-in is important to the success of the new president? To the College?
- How many from each constituency? How many is too many?
- Be mindful of weighting or bias. Clearly define role/manage expectations.
- Provide training/discussion on college vision, equity, importance of confidentiality and thinking “institutionally” (not just from constituency POV).

TRUSTEE ROLE

Consider:

- Past practice
 - Expectations
 - Availability
- Own and Oversee process
 - Communication
 - Decision Makers
 - Understand and respect roles and process
 - Understand importance of confidentiality
 - Understand parameters of the Open Meetings Act



SEARCH COMMITTEE ROLE AND CHARGE

- Be an integral part of an open and inclusive national search that supports the college goals of diversity and inclusion, providing equal consideration and opportunities for all qualified candidates;
- Assist in the development of the candidate profile and position announcement including desired qualifications and characteristics of the college's next president;
- Act in the best interest of the entire college in selecting candidates who best meet the needs of diverse and varying student populations;

SEARCH COMMITTEE ROLE AND CHARGE

- **Develop job- and competency-related interview questions** designed to distinguish candidates who will best meet the needs of students, the college and its community;
- **Assist with the screening of applications and conduct first campus interview** (Be clear about committee screening authority);
- Accept that **the process is confidential** and what that means;
- **Work collaboratively** with the Search Lead, and each other, to follow the timeline established by the Board of Trustees to bring recommendations to the Board in a timely manner;

SEARCH COMMITTEE ROLE AND CHARGE

- Have the utmost **commitment to attend any and all meetings scheduled**;
- **Make regular reports** to the Board and to the college community on the progress of the search;
- **Respect the roles and contributions** of all members of the committee and **work towards consensus** in selecting qualified candidates who will best serve the college.

COMMUNICATION

- Who will communicate?

i.e., Search Committee Chair (Board Chair) with support from HR/PIO or Consultant.

- How often/when will communication occur?

- i.e., as milestones occur. Communicate on process steps (taken and/or planned), position profile, results, etc. Includes communication with candidates and prospective candidates.
- Consider balance of having an open/transparent process while maintaining confidentiality of candidates, possible media inquiries and Open Meeting Act requirements governing trustee discussions and decisions.

OTHER CONSIDERATIONS

- Compensation Package

Considerations: Current Salary, Market Rates, Community Expectations, Limited Ability to Increase:

- Salary
- Additional Retirement Contributions
- Leave Accruals
- Other: Training, additional insurance, conference participation

- Involvement of the “larger” internal and external community — forums.

- Presenting the College (candidates are evaluating you too).

SEARCH CYCLE

- Typically aligns with academic year:
 - Late launch may result in “best” candidates being hired prior to your decision date.
 - Potential candidates have commitments to current employer through the academic year end.
 - Potential candidates may miss advertising/promotion of position if outside of cycle – i.e., not looking in spring
 - Difficult getting consistent participation of search committee members and college community during breaks (i.e., summer).
 - Consultant support may be limited.

SEARCH STAGES – ACADEMIC YEAR

- Planning – October through January
- Recruiting – January through hiring of finalist
- Evaluation – March through April
- Selection – April through May
- Transition – May through June

SEARCH STAGES

- **Planning – October through January**

- Initiate formation of a search committee.
- Search committee meets to discuss and finalize recruitment material, process schedule and make recommendations to Trustees.
- Trustees meet in December to review and finalize recruitment materials.

- **Recruiting – January through hiring of finalist**

- Recruitment process is launched.
- National advertising is published.
- Recruiting materials are distributed.
- Potential candidates and sources of candidates are contacted.
- Web page goes live.

SEARCH STAGES

• Evaluation – March through April

- Evaluation of application material begins. (Applications/nominations are accepted until position is filled.)
- Evaluation of application material is complete. Initiate Search Committee interview scheduling.
- Trustees meet in March and are provided an update.
- Search committee interviews are completed.
- Trustees interviews and forums are completed. Trustees get input from participating stakeholders and consider information. Visitations?

SEARCH STAGES

- **Selection – April through May**

- Finalist is selected.
- Employment contract negotiations are completed.
- Public announcement.

- **Transition – May through June**

- Transition plan and process is initiated.
- Candidate transitions to the College.
- Newly hired President meets with system constituency groups.
- Transition process continues through first year.

Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
Decision regarding need for consultant/assignment	October	X			
Decision regarding make-up and involvement of search/screening committee	October	X			
RFP is distributed	October				X
Job description reviewed	October	X			
Requests for search committee distributed and committee members identified	October/ November	X			X
Search committee meeting schedule determined	November		X		X
Reports to Board and campus community commence	November		X		X

Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
RFP process complete/search consultant contracted	November/ December	X		X	X
Refine process and schedule	November	X	X	X	X
Compensation package reviewed	November	X		X	
Special arrangements to funnel campus/community feedback (email address, website)	November/ December		X		X
Gather input from campus/community	November - end of process	X	X	X	X
Define ideal competencies/profile to be basis of promotional materials	November/ Early Dec	X	X	X	X



Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
Determine materials required of applicants	November/ early Dec		X	X	X
Promotional material developed	early-mid December		X	X	X
Promotional materials produced	December				X
Sourcing (outreach) efforts identified and responsibilities assigned	December		?	X	X
Initiate formal recruitment	December/ January			X	X
Initial screening of application materials/candidates	February/ March		?	X	?
Possible screening interviews	March		X	X	X

Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
First round interviews and candidate field narrowed	March		X	X	X
Finalist interviews with Trustees, candidates tour college and meet with constituency groups and/or open forums	March/April	X	X	X	X
Reference/background checks of final candidates	April			X	X
Finalist list narrowed	April	X		X	
Campus visitation(s) of finalist candidates	April/May	X			

Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
Decision (in public meeting) and offer made; contract discussions	May	X (with AAG support)			
Board Action in public meeting to confirm contract and compensation terms	May	X			
Communicate decision to internal/external communities	May	X			X
Transition	May until start	X	X	X	X
On-boarding plan developed for new president	March until start	X	X		X

Process Step	Timing	Trustees	Search Committee	Consultant	HRO PIO
New president begins	July – September	X			X
Implement on-boarding plan and monitor progress	Start date through 1 st anniversary	X			

QUESTIONS?

2012
Presidential Search Expenses

Advertising & Print

Web Advertising	\$1,599.00	
Chronice of Higher Ed	\$2,593.00	
Graphic Artist	\$315.00	
	<hr/>	<hr/> <hr/> \$4,507.00

Catering

4/3/12 PSAC Mtg	\$399.20	
4/18/12 PSAC Mtg	\$219.84	
4/30/12 PSAC Mtg	\$228.75	
2/17/12 Board Special Mtg	\$12.00	
3/5/12 Board Special Mtg	\$12.00	
5/3/12 Board Special Mtg	\$12.00	
5/14/12 Board Special Mtg & dinner, forums	\$639.81	
5/17/12 Board Special Mtg & dinner, forums	\$620.86	
5/21/12 Board Special Mtg & dinner, forums	\$639.81	
6/11/12 Board Special Mtg	\$12.00	
VP lunch with Denise Yochum	\$67.91	
VP lunch with Dr. Anne Temte	\$45.76	
VP lunch with Dr. Terrence Leas	\$66.06	
Breakfast meet/greet w Cabinet (3)	\$1,900.48	
Total		<hr/> <hr/> 4,876.48

Candidates Travel

Candidate D	\$407.30	
Candidate A	\$1,082.54	
Candidate T	\$1,199.39	
Total		<hr/> <hr/> 2,689.23

Trustees' Travel

Special Mtg Per Diems (7 mtgs \$123 per Trustee)	\$3,936.00	
Mileage to Special Mtgs	\$577.58	
Mike Wren	\$947.55	
Mike Blakely	\$900.35	
Anna Franz	\$1,064.87	
Jon Lane	\$729.75	
Stephen McFadden	\$842.76	
Rental Car	\$153.53	
Airline Tickets (5)	\$6,088.20	
Total		<hr/> <hr/> \$15,240.59

HR


Background Checks	\$551.50	<hr/> <hr/> \$551.50
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Dr. Leas travel 6/13-6/19

Rental car	\$222.99	
Hotel	\$507.78	
Airfare	\$779.60	
mileage, parking, per diem	\$505.65	
Total		<hr/> <hr/> \$2,016.02

GRAND TOTAL

\$29,880.82

July	August	September	October	November	December
<input type="checkbox"/> Study Session	<input type="checkbox"/> 8/8 Board of Trustees Meeting (Retreat)	<input type="checkbox"/> Back to School Breakfast <input type="checkbox"/> Study Session	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year <input type="checkbox"/> ACT Conference <input type="checkbox"/> ACT Legislative Action Committee Meeting	<input type="checkbox"/> Holiday Potluck <input type="checkbox"/> Study Session
<i>President Search Activities</i> 	<input checked="" type="checkbox"/> 8/15 President's Retirement Announcement Special Mtg.	<input type="checkbox"/> 9/11 Special Mtg. Search Process 1. John Boesenberg Presentation on Presidential Searches 2. Action: Chair of Presidential Search 3. Action: Internal vs External Search Process 4. Review: 2012 Search Expenses 5. Review: PSAC roster make up 6. Review: 2019 President's Salary Survey 7. Review: Draft Search Process Timeline 8. Action: Set Study Session for 10/10/19 <input type="checkbox"/> 9/12 Chair's Update to Campus Community <input type="checkbox"/> 9/16 Chair speaks during Faculty Breakfast	<input type="checkbox"/> 10/10 Study Session before Board Mtg. 1. Discuss President's Job Description 2. Discuss: Salary Range 3. Review: Campus/Community Survey. Trustees submit questions <input type="checkbox"/> Board of Trustees Meeting Oct. 10. Action items: 1. Action: Set salary range 2. Action: Set Job description 3. Action: Formation of PSAC. 4. Action: Approve Timeline 5. Action: Approve survey questions <input type="checkbox"/> 10/11 Chair's Update to Campus Community <input type="checkbox"/> Recruitment Materials and Website design commence (staff)	<input type="checkbox"/> 11/14 PSA Committee members identified and participation confirmed <input type="checkbox"/> 11/14 Board of Trustees Meeting 1. Review/Disc: Campus community survey results. 2. Review/Action: Recruitment materials and outreach methods 3. Action: Nov. 15 launch of 21-day recruitment phase. <input type="checkbox"/> 11/15 Launch 21-day Recruitment Phase <input type="checkbox"/> 11/15 Chair's update to campus community	<input type="checkbox"/> Initial PSAC Committee Meeting for introductions, review of process for candidate screening, confidentiality agreements (date TBD) <input type="checkbox"/> Initial Candidate Review by PSAC commences. 7-10 days <input type="checkbox"/> PSAC selects Round #1 candidates (10) <input type="checkbox"/> Reference checks conducted by VP of Human Resources and Chair of Board of Trustees.

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input type="checkbox"/> Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/9-12 ACCT Legislative Summit, WA D.C. <input type="checkbox"/> Study Session <input type="checkbox"/> 2/17 ACT Transforming Lives Event <input type="checkbox"/> 2/18 ACT Conference	<input type="checkbox"/> Study Session (E-6) <input type="checkbox"/> Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> Board of Trustees Meeting <input type="checkbox"/> Board of Trustees Study Session	<input type="checkbox"/> ACT Conference <input type="checkbox"/> Study Session	<input type="checkbox"/> Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Updated Strategic Plan <input type="checkbox"/> Celebration <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation
<input type="checkbox"/> PSAC second round selection of candidates (Top 5) forwarded to the Board of Trustees <input type="checkbox"/> Board of Trustees Reviews recommended candidate packages <input type="checkbox"/> Chair's update to campus community	<input type="checkbox"/> Board of Trustees selects/announces final candidates <input type="checkbox"/> Board of Trustees Conducts interviews on BBCC campus <input type="checkbox"/> Candidates meet with stakeholders on BBCC campus <input type="checkbox"/> Chair's update to campus community	<input type="checkbox"/> Candidate site visits conducted by Board of Trustees <input type="checkbox"/> Board of Trustees deliberations, selection of new president, contract offer to candidate <input type="checkbox"/> 3/31 New President announced to campus and community <input type="checkbox"/> Chair's update to campus community			

Input from Everyone (on website—announcement to campus):

1. In looking at the President's first three years, what critical issues must be immediately engaged?
2. What key milestones must the next President need to achieve over the next 3-5 years?
3. What competencies and traits are necessary of the next President to embody?
4. What unique professional experiences must the next President possess in order to succeed as President?

Input from Campus on Desired Qualities of the new President:

1. Level & type of education
2. Experience
3. Personal characteristics
4. Management style
5. Leadership experience/ability
6. Communication skills

2012 Presidential Search Advisory Committee Members

Prof/Tech Faculty member
Academic Transfer Faculty member
Exempt Staff member
Administrators (2)
Classified Staff member
Student
Board Members (2) (One being chair of committee)
Foundation Board member
Community Representative
Local Industry Representative
K-12 Educator Representative
HR Representative (Ex Officio)
(14)

Draft 2019-20 Presidential Search Advisory Committee Members

Workforce Education Faculty member
Academic Transfer Faculty member
Exempt Staff member (2)
Classified Staff member (2)
Student
Board Members (2) (One being chair of committee)
Foundation Board member
Community Representative
Local Industry Representative
K-12 Educator Representative
HR Representative (Ex Officio)
Committee on Equity, Inclusion, & Diversity (CEID) member
(15)



Salary & Benefits

Salary: Minimum of \$175,000 per year for a multi-year contract. Excellent fringe benefits including health, vision and dental insurance for entire family (employee contribution), life and salary insurance and retirement benefits for employee (both employee and employer contributions); and paid holidays, vacation, personal leave and sick leave. Dependent care assistance program and medical/dental flexible spending accounts are available.

Primary Consideration Date

Applications may be considered until the position is filled. However, to ensure consideration, application materials must be received by **April 6, 2012**.

Application Packet and Procedure

All completed application files must contain:

- A completed and signed Big Bend Community College application for employment
- Letter of application describing your interest in the position and a detailed description of how the applicant meets the minimum qualifications and further characteristics listed
- Comprehensive resume, not to exceed five pages

- A reference list not to exceed 8 professional references. It should include names, titles, and contact information, including phone, email and addresses. Please include a cross section of persons who can tell us about your work history and relationships. Include the context of how the reference could speak to your candidacy for our position, such as a faculty member, colleague, supervisor, direct-report, community leader, etc.
- Copies of transcripts of all college and university coursework. If transcripts are from an institution outside of the U.S., applicants must provide a formal evaluation of their foreign degree(s) at time of application. Upon hire, official transcripts will need to be submitted as soon as possible.

Selection Process

All inquiries and applications will be held in strictest confidence, to the extent possible. A presidential search advisory committee made up of board members, faculty, administrative/exempt and classified employees, as well as community members, will assist the Board in screening files. Final candidates will be notified and are subject to background and reference checks. The college anticipates interviews will be held in mid to late May. Changes to these dates will appear on the college website.

Expected Start Date No later than **Sept. 1, 2012**

Conditions of Employment

The person hired must be able to provide acceptable documentation of U.S. citizenship or lawful authorization to work in the U.S. In addition, BBCC maintains a drug-free work and learning environment and prohibits smoking in all college buildings and vehicles. BBCC employees must be able to successfully work in and promote a multicultural and diverse work and education environment.

Big Bend Community College does not discriminate on the basis of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Holly Moos 509.793.2010

Vice President of Human Resources and Labor
7662 Chanute Street NE Moses Lake, WA 98837

The College strongly encourages qualified men and women of all races, religions and ancestry, veterans, including disabled veterans, and persons of disability to apply. Upon request, applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible.

Presidential SEARCH



Big Bend
COMMUNITY COLLEGE

MOSES LAKE, WA
www.bigbend.edu

The Board of Trustees of Big Bend Community College invites applications from qualified candidates for the position of President. The President serves as Chief Executive Officer of the College and reports to a local five-member Board of Trustees appointed by the Governor.



The Position

Due to the retirement of our long-term (17 years) president, Big Bend Community College announces the recruitment for a new visionary leader who will provide leadership in a dynamic educational environment with a multicultural student body, an outstanding faculty known for high standards of teaching, and a dedicated and knowledgeable staff.

Required Qualifications

- Doctorate or granting of doctorate degree from a regionally accredited institution within the initial employment contract term
- Significant successful educational administrative experience at the Dean level or above
- College teaching or student services experience

The Board will consider further characteristics and qualities such as

- Ability to lead and communicate effectively within a participatory management structure that instills confidence and empowers people to do their best
- Recent administrative experience with community college accreditation process
- Ability to effectively advocate for the college while working with legislators, community leaders, the media, business and others
- Understanding of Board/President relationships including the Carver model of governance
- Ability to develop innovative and effective policies and procedures for serving a 4,600 square-mile service district in a rural setting
- Leadership in grant writing and fund raising activities.
- Ability to evaluate trends and provide strong leadership for short and long-term planning
- Enthusiasm for adapting to technological changes.
- Involvement with labor negotiations and human resource management
- Ability to promote the international nature and diversity of the college and the college district
- A commitment to the comprehensive community college concept

About the College

Big Bend Community College was founded in 1962 and serves a 4,600-square-mile service district, including all of Grant and Adams counties and a portion of Lincoln County. The service district population of 105,000 lives in 15 primary communities. BBCC has FTE enrollment of approximately 1,800, and an annual student headcount of approximately 5,000.

The campus is located five miles north of Moses Lake on 154 acres adjacent to the Grant County International Airport. The airport has one of the largest runways in the U.S. and is a busy big-jet pilot training center for many airlines. The airport also is the home for BBCC's flagship Commercial Pilot Program. The College is accredited by the Northwest Commission on Colleges and Universities, and is a Hispanic Serving Institution as defined by Title V. Forty percent of the service district population is Hispanic. BBCC completed construction of the Advanced Technologies Education Center and a new library in 2005 to cap the biggest capital project in the College's history. A new Fine Arts Building was completed in 2008.

College Mission Statement

The mission of Big Bend Community College is to serve the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including courses and training for university and college transfer, occupational and technical programs, basic skills and developmental education, community and continuing education, pre-employment and customized training for local business and industry, and support services for students to help promote student access, success and retention.

Carver's Model of Policy Governance

In 2002 BBCC adopted a modified form of Carver's Policy Governance. Since that time it has proven to be an effective governing policy for the Board of Trustees. For more information on this policy please refer to BP1000 on the President's search link at www.bigbend.edu.

About Moses Lake & Service District #18

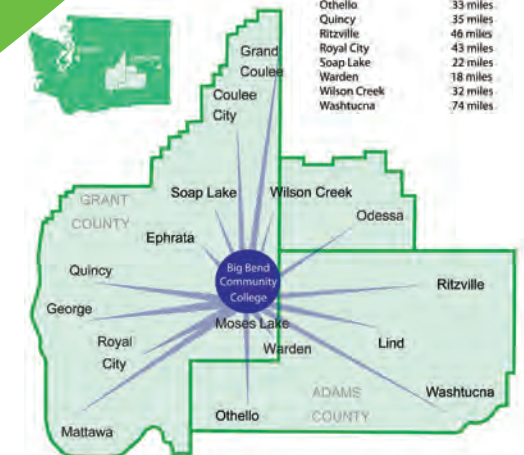
Moses Lake is a community nearest the campus and is the largest city of an area in central Washington State known as the Columbia Basin. Approximately 40,000 people live within the ZIP code, and 22,000 in the city limits. The lake from which the city takes its name is 18 miles long and has 120 miles of shoreline. Moses Lake is located on Interstate 90. The city is 102 miles west of Spokane and 176 miles east of Seattle.

The city's population grew 36 percent from 2000 to 2010. Moses Lake has a well-developed parks and recreation program featuring lighted ball fields, aquatic center, soccer fields, and neighborhood and lakefront parks. The farmers' market and free outdoor concert series are well attended. The region's climate features less than 8 inches of annual rainfall and 300 days of sunshine. The service district has hundreds of lakes that attract tourists for boating, birding, fishing, hunting and camping. Water was brought to this desert by the Columbia Basin Project—the largest contiguous irrigation project in the U.S. Water flowing from Grand Coulee Dam irrigates one of the most diverse and productive agriculture regions in the world. The economy in recent years has been diversified by new manufacturing and technology employers. The new firms include REC Silicon (silicon for the solar industry), SGL/ACF (carbon fiber for BMW cars), Genie Industries (boom lifts), Katana (wind towers), Takata (air bag devices),

Moses Lake Industries (semi-conductor chemicals), and Chemi-Con Materials (electrolytic aluminum foil). The nearby town of Quincy is a prime location for large data centers, already attracting Dell, Intuit, Microsoft, and Yahoo! The growth and diversification of the local economy is due to availability of low-cost electricity provided by the Grant County Public Utility District. The PUD owns and operates two dams on the Columbia River.



Driving Distance from BBCC	
Coulee City	40 miles
Grand Coulee	75 miles
Ephrata	15 miles
George	36 miles
Lind	42 miles
Mattawa	65 miles
Odessa	50 miles
Othello	33 miles
Quincy	35 miles
Ritzville	46 miles
Royal City	43 miles
Soap Lake	22 miles
Warden	18 miles
Wilson Creek	32 miles
Washtucna	74 miles



Service District No. 18

Big Bend Community College has a 4,600 square-mile service district, including all of Grant and Adams counties, and the Odessa School District in Lincoln County. The College provides educational services in 15 primary communities in this rural district. The campus is located five miles north of Moses Lake on 153 acres adjacent to Grant County International Airport.

ADMINISTRATIVE AND MID-LEVEL PROFESSIONAL SALARY SURVEY

2019

101000 CEO, Single Institution or Campus within a System

President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system.

College/District	Annualized Salary	Years of Service in		Reporting Relationship
		Present Position	Substantial Other Duties	
Bates	210,465	1		Board
Bellevue	265,302	2		Board
Bellingham	205,259	4		Board
Big Bend	205,854	6		Board
Cascadia	232,500	9		Board
Centralia	206,936	3		Board
Clark	213,677	13		Board
Clover Park	202,256	2		Board
Columbia Basin	225,000	2		Board
Edmonds	250,736	0		Board
Everett	249,696	13		Board
Grays Harbor	201,630	3		Board
Green River	249,696	2		Board
Highline	250,000	1		Board
Lake Washington	222,564	6		Board
Lower Columbia	202,214	8		Board
North Seattle	216,062	5		CEO, Systems
Olympic	240,000	1		Board
Peninsula	213,008	7		Board
Pierce Ft. Steilacoom	180,000	V	Y	CEO, Systems
Pierce Puyallup	185,000	1		CEO, Systems
Renton	228,106	4		Board
Seattle Central	216,062	4		CEO, Systems
Shoreline	222,545	5		Board
Skagit Valley	258,404	7		Board
So. Puget Sound	209,800	6	Y	Board
South Seattle	209,100	1		CEO, Systems
Spokane	189,054	1		CEO, Systems
Spokane Falls	189,054	1		CEO, Systems
Tacoma	231,000	1		Board
Walla Walla	201,630	3		Board
Wenatchee Valley	247,970	14		Board
Whatcom	211,075	12		Board
Yakima Valley	196,756	24		Board
	2019		2018	
	Average	218,777	Average	206,934
	Median	213,343	Median	201,147

BP3011 Administrative and Exempt Staff Employment and Benefits Schedule BP3011

3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation.

3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2.

A. Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of 40 days of accrued annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.

B. Presidential leave shall be earned according to the following years of experience:
 0-5 years- 16 hours for each full month of service
 6-10 years- 20 hours for each full month of service
 11 or more years- 20 hours for each full month of service. In the Board's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board, in its discretion, may frontload vacation leave in the President's contract.

C. Sick Leave: The Big Bend Community College President is entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per calendar year.

D. Bereavement Leave: The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.

E. Personal Leave: The Big Bend Community College President shall be granted personal leave per calendar year **based on years in present position:**

0-10 years- 3 days or 24 hours

11-15 years- 6 days or 48 hours

16+ years- 9 days or 72 hours

The President is expected to utilize the personal leave during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.

F. Pursuant to the Family and Medical Leave Act of 1993, if eligible the Big Bend Community College President shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following

1. To care for the President's child after birth, or placement for adoption or foster care;
2. To care for the President's spouse, son or daughter, or parent, who has a serious health condition; or,
3. For a serious health condition that makes the President unable to perform the President's job. A combination of paid and unpaid leave may be used for the President to exercise his/her right under this act.

RCW 43.01.040 - 044

BIG BEND COMMUNITY COLLEGE

Date: 9/9/19

ITEM #4: Study Session Date (action)

BACKGROUND:

The board will determine the date of the next Study Session to discuss details of the presidential search process.

RECOMMENDATION:

None.