THE OFFICIAL MINUTES
The Big Bend Community College Board of Trustees held its retreat Wednesday, September 9, 2015, at 9:00 a.m. in the ATEC Masto Conference Center in Building 1800 on the Big Bend Community College campus.

1. **Call to Order**

Present: Stephen McFadden
            Anna Franz
            Jon Lane
            Juanita Richards
            Mike Villarreal

1. **Academic Master Plan Report #3 Mission Fulfillment**
Dean Valerie Parton introduced the workbook and the process of evaluating the workbook. The trustees were invited to note their ratings and comments on the End Statement posters.

Dean Valerie Parton lead the poster review.

E2 Student Success: BBCC provides access to programs and services that meet the needs of our students and prospective students.
Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students. Rated at 4.0 for effectiveness and 4.8 for importance by the trustees.
When asked about improvement ideas based on the data provided, the trustees responded as follows. Recruit more students of color, improve success of online courses, increase agriculture offerings, improve fill rates for business program classes small business, supply chain, HR management, hire excellent teachers, increased night and weekend courses, increase course availability for disabled students, consider targeted satellite workforce development courses, increase community outreach, increase awareness of affordability and access, keep workforce education on the cutting edge.

Objective 1.2: Use of services correlates with success, retention, and completion. Rated at 4.0 for effectiveness and 4.8 for importance by the trustees.
Services and resources with the biggest impact on student success were listed: new student orientation, student achievement initiative, academic early warning system, emporium and STEM, guidance counseling, and tutoring services. Improvement ideas shared included being dynamic – trying new ideas, expanding academic early warning, vigilance, determining how to motivate greater student participation.

Objective 1.3: Students are prepared to graduate and to transfer or to seek employment. Rated 4.0 for effectively meeting this outcome and 4.6 for importance to the mission.

Improvements suggested to help students make meaningful progress reported by trustees are following: flexible offerings – great to see expansion in evening offerings, more frequent touch points, and raising student awareness of their progress (personal scorecard).

To improve employment rates, BBCC should continue to work with advisory groups, economic development councils, translate degree audit to a dashboard, improve facilities, ensure the class offerings teach the skills employers need, and more targeted employer involvement (PET bi-county).

E3 Excellence in Teaching and Learning
Outcome: BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.
Objective 2.1: BBCC implements innovation and creativity in programs and services. Trustees rated BBCC at 4.0 for effectively meeting this outcome and 4.4 in importance.
Best practices that should be expanded include hiring full-time faculty, focused professional development, support new course opportunities, Achieving the Dream, opportunities in ABE, open source books, technology, and needs surveys.

Objective 2.2: BBCC helps students attain high academic and industry standards. Trustees rated BBCC at 4.2 for effectively meeting this outcome and 4.5 for importance.
Ideas for helping students achieve high academic standards include celebrating student success and perfecting student support.

Objective 2.3: BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes. Trustees rated BBCC at 4.2 for meeting this outcome and 4.4 for importance to the mission.
Areas shared for professional development enhancement are the following: board training for new concepts on student success, diversity training, technology training, link staff and faculty training to student success.

E4 Community Engagement
Outcome: BBCC supports economic development, nurtures community and industry partnerships, and acts as a responsible steward of resources.
Objective 3.1: BBCC works with community and industry partners to support economic development. The trustees rated BBCC at 4.4 for effectively meeting this outcome and 4.5 on importance to the mission.
Trustees suggested developing and continuing industrial alliance meetings and participating with the Grant and Adams County Economic Development Councils to support this End Statement.
Education could be enhanced to prepare residents for living-wage jobs by BBCC staying up to date on employers' needs and having a satellite campus for workforce training.

Objective 3.2: BBCC works with K-12 and university partners to provide educational opportunities. The trustees rated BBCC at 3.8 for effectively meeting this outcome and 4.4 for importance to the mission.
Partnerships could be expanded by continued outreach, showcasing key course offerings, College in the High School, and strengthening links with K-12 (MESA).

Objective 3.3: BBCC practices responsible use of resources, including fiscal and natural resources. Trustees rated BBCC at 3.9 for effectively meeting this outcome and 4.7 for importance to the college.
BBCC could allocate resources for LEAN principles (Kaizen events), supporting a clear vision of priorities and continuing to receive support from the Foundation.

Objective 3.4: BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community. Trustees rated BBCC at 4.1 for effectively meeting this outcome and 4.9 for importance to the mission.
The groups on which BBCC should focus for increasing student success include Hispanic males, identified under-served groups, the middle class, and the middle/top demographics. Continuing to expand diversity and inclusion, and equity and generational difference professional development will help BBCC maintain an inclusive environment.

The board and staff took a break for lunch at 11:30 a.m. The meeting reconvened at 12:30 p.m.

2. Board Self-Evaluation
The trustees discussed the value of the data from the Mission Fulfillment work accomplished earlier in the day. It is important to balance the amount of data so trustees are informed but not overwhelmed. The trustees asked that staff consider information that could be provided monthly or quarterly rather than annually.

Trustee Franz stated the data will show if the policies are working effectively. Trustees need a broad view to evaluate if the college is moving forward. The executive summary of the Mission Fulfillment report provides a broad view.

The importance of the board's self-evaluation is to determine how well the trustees are representing the service district and if the Ends effectively guide BBCC to meet the needs of the service area.

Clear direction from the board was related earlier today regarding recruiting diverse students, raising access awareness for the entire district, improving completion rates, and working with local EDCs and industry.

Board Chair Stephen McFadden stated the board's self-evaluation summary at the October 29 meeting sets the tone for the board for the next year. The group discussed worksheets for the board's self-evaluation that follow the format of the AMP posters.

E2 Student Success
The trustees agreed that E-2 Student Success has been satisfied.

E3 Excellence in Teaching and Learning
The probationary tenure review process directly supports this End.
Strategic professional development linked to programs and student achievement are impactful; for example, AVID and ATD. Board recognition and celebration of student achievement and employee success support this End. Faculty and Emeritus Awards support this End. The board needs to define and communicate "high industry standards."

E4 Community Engagement
An annual Foundation activities report would be helpful in this area. Trustee Franz asked how the board can support administration in this area. Will regular reports identify community engagement? How do we engage our rural communities? The community engagement plan needs to be strategic.

Board Chair McFadden suggested arranging a board workshop to discuss E4, E5, and E6 and define board's goals and expectations.

Interactions with local legislators are an important part of community engagement. Is there a board policy that promoted community engagement? Could we have a BBCC vehicle in all community parades? A master community calendar was suggested.

President Leas will work with trustees to schedule a work session to work on E4, E5, and E6 and what the board's goals and expectations are for itself.

PIO Doug Sly needs to work on the marketing report and indicators. The BBCC Brag Sheet and Workforce Development Résumé are good examples of support of a marketing plan.

The trustees agreed that E4 Community Engagement has been satisfied with room for improvement.

E5 Integrity and Stewardship needs objectives and clearly defined indicators. Trustees would like to understand the budgeting process better. Is there an indicator for concern about a financial matter?

E6 Inclusion and Climate has received more attention recently. Board Chair McFadden stated VP Garza's work forming a multicultural committee is a good first step. He suggested the multicultural committee deliver insight during the board's work session. VP Garza stated there is a gap to be bridged in this area. The trustees agreed that there is more work to do regarding accomplishing E6. Hiring Kyle Foreman as the Director of Safety and Security and ongoing safety training efforts support this End. The trustees indicated interest in attending a diversity conference. ACT is holding a diversity training an at upcoming ACT meeting.

The board agreed that E1 Mission has been met.

Board Chair Stephen McFadden announced a 10-minute break at 2:10 p.m. The meeting reconvened at 2:21 p.m.

At 2:30 p.m. Board Chair Stephen McFadden announced a 30-minute Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 2:55 the Executive Session was extended to 3:15 p.m. At 3:15 the Executive Session was extended by 10 minutes. The meeting reconvened at 3:25 with no action taken.

3.   2015-16 President's Evaluation
The group discussed the 360° evaluation survey for the president's evaluation, which is completed by all staff and faculty. The current questions are derived from the leadership competencies. Trustees would like structured questions leading to more narrative responses regarding accomplishment of the Ends Statements. There was discussion about providing the president's 360° evaluation survey during alternate years, separately from the other administrators' surveys, and providing it to industry contacts. The board discussed examining the process and policy and strengthening the board's review of policy.

VP Garza reported that the board may grant a compensation raise of up to 3% per the legislature.

The meeting adjourned at 4:00 p.m.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary