



**Board of Trustees
Board/Admin Retreat
Special Meeting**

**Wednesday, September 9, 2015
9:00 a.m.**

**ATEC
Masto Conference Center**

**Community College District No. 18
7662 Chanute Street NE
Moses Lake WA 98837**

Board of Trustees/Administrative Retreat
BBC Campus, ATEC, Masto Conference Center
Wednesday, September 9, 2015

9:00 am	Arrive	
	Item#1: Academic Master Plan Report #3 Mission Fulfillment Workbook Moderator/Presenter: Dean Valerie Parton Outcome: Gather trustees' data analyses on posters for use in the Mission Fulfillment Monitoring Report which will be presented during the October 29, 2015 board meeting.	Reference Board Workbook
11:30	Lunch	
12:30	Afternoon Session	
	Item#2: Board Self-Evaluation Moderator/Presenter: Dean Valerie Parton Outcome: 2014-15 Board Self-Evaluation Statement at October 29, 2015 board meeting.	Reference (Page) Mission, Vision, Ends Statements (42) September 11, 2014 Board Minutes (58) 2014-15 Motion Log (9) 2014-15 Board Activity Log (3)
2:00	The Board will adjourn to an 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. Item#3: 2014-15 President's Evaluation Outcome: Evaluation statement for October 29, 2015 board meeting.	Reference (Page) Mission, Vision, Ends Statements (42) President's Activity Log (14) December 9, 2014 Board Minutes (69)
3:00	Break	
3:15	Item#4: 2015-16 President's Evaluation Process Moderator/Presenter: VP Kim Garza Outcome: Clarify the 2015-16 President's Evaluation Process.	Reference (Page) Policy Governance BP 1000 (43)

BIG BEND COMMUNITY COLLEGE

Date: 9/09/15

ITEM #1: AMP Mission Fulfillment Workbook Analysis (information/action)

BACKGROUND:

Trustees will note their ratings and comments on the posters during the retreat. The ratings and comments from the trustees, administrators, and division chairs will be combined and reported in the Mission Fulfillment Monitoring Report during the October 29, 2015, regular board meeting.

RECOMMENDATION:

Review and complete the white worksheets in the Mission Fulfillment Workbook prior to the retreat and be prepared to transfer your ratings and comments to the posters at the retreat.

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Date: 9/09/15

ITEM #2: 2014-15 Board Self Evaluation (information/action)

<p>Topics: 2014-15 Board Self-Evaluation</p> <p>Facilitator: Dean Valerie Parton</p> <p>Outcome: Board Self-Evaluation Statement Begin to Draft 2015-16 Board Goals</p>	<p>Reference Material: Mission, Vision, Values, Core Themes Ends Statements 2014-15 Board Activities 2014-15 Board Motions Sept. 11, 2014 Retreat Meeting Minutes</p>
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Trustee Activities (2014-15)

Trustee	Reported	Activities
Ms. Anna Franz		Attended 8 of 9 board meetings. Activities self-reported at board meetings detailed below.
	8/17/14	Trustee Anna Franz attended graduation.
	10/30/14	Trustee Anna Franz attended board meeting.
	12/09/14	Trustee Anna Franz worked on the president's evaluation.
	3/05/15	Trustee Anna Franz attended the TACTC Conference, TACTC Transforming Lives dinner, and the BBCC Transforming Lives celebration. She also reviewed the probationary tenure binders.
	4/09/15	Trustee Anna Franz attended the Grant County EDC banquet and the JATP welcome.
	5/21/15	Trustee Anna Franz reported that she attended the ACT Conference and Cellarbration!
	6/12/15	Trustee Anna Franz reported she attended the Excellence in Teaching and Learning Celebration luncheon and stated it is a great community building event.

Trustee Activities (2014-15)

Trustee	Reported	Activities
Chair Mr. Jon Lane		Attended 9 of 9 board meetings. Activities self-reported at board meetings detailed below.
	8/07/14	Trustee Jon Lane reported that he talked with board members individually about any changes they would like to see during meetings. He also said he wants to invite industry partners to provide presentations at board meetings. Trustee Lane will attend his first TACTC board meeting as the TACTC Treasurer later this month.
	10/30/14	Board Chair Jon Lane stated he attended Star Night. He also attended the ACCT Conference in Chicago. He attended thought-provoking sessions on mapping job skills for the future, disruptive innovations, and presidential evaluations. Trustee Lane also said BBCC is doing a good job with advisory committees. It is important to define what the student experience should be. He asked how we motivate students to make BBCC their first choice? He complimented the monitoring reports for sharing trends rather than just the individual items. Trustee Lane also stated this self-assessment reporting is required by BBCC's accreditation association.
	12/09/14	Trustee Jon Lane reported lunch with Representative-Elect Tom Dent was great, including the tour. Representative Susan Fagan will be on campus for lunch December 22. Trustee Lane attended the Legislative Action Committee and the TACTC Conference at SeaTac. Senator Schoesler from Ritzville is the Senate Majority Leader. Trustee Lane also attended Steve Duncan's Memorial Service.
	1/15/15	Trustee Jon Lane agreed with Trustee Villarreal about the holiday luncheon. Trustee Lane also met with President Leas regarding today's agenda.
	3/05/15	Chair Jon Lane discussed the board-activity-reporting process. President Leas stated the policy governance model is designed more for assessment of board activity collectively regarding advancement of the mission of the college. Trustee Jon Lane attended the TACTC Conference, TACTC Transforming Lives dinner, BBCC Transforming Lives celebration, the ACDC reception in Olympia, and the BBCC Advisory Committee dinner and meeting. He complimented VP Mohrbacher and Dean Kara Garrett on the advisory event. Trustee Lane also attended the ACCT Legislative Action Conference, and he met with legislators and presented BBCC pennants to them. Next week he will attend the TACTC executive board meeting. He also reviewed the probationary tenure binders.

Trustee Activities (2014-15)

Trustee	Reported	Activities
Chair Mr. Jon Lane (continued)	4/09/15	Trustee Jon Lane stated it is a pleasure to serve on this board. He announced that the Trustees Associations of Community and Technical Colleges (TACTC) is changing its name to WA State Association of College Trustees (ACT). Trustee Lane attended the ACT Education Committee and the Visioning Committee. He is running for president-elect of ACT.
	5/21/15	Trustee Jon Lane said he attended Cellarbration! and the ACT Conference. He was elected the ACT President-Elect, and he really enjoyed the session about generational differences. He is looking forward to his new role, which will be positive for BBCC.
	6/12/15	Trustee Jon Lane also attended the GED/High School graduation and really enjoyed Student Success Center Coordinator Diana Villafana's speech. Director of Adult Basic Education Tyler Wallace did a good job challenging students. Trustee Jon Lane also attended the WACTC meeting in his role as ACT President-Elect. He learned about the allocation model, which was developed to be more equitable and logical.

Trustee Activities (2014-15)

Trustee	Reported	Activities
Vice Chair Mr. Stephen McFadden		Attended 8 of 9 board meetings. Activities self-reported at board meetings detailed below.
	8/07/14	Attended graduation.
	12/09/14	Trustee Stephen McFadden attended the ACCT Leadership Congress in Chicago including a Board Chair session. He also attended a lunch hosted by President Leas on campus with Representative-Elect Tom Dent, Trustee Jon Lane, Vice President Gail Hamburg, and Public Information Director Doug Sly.
	1/15/15	Stephen McFadden attended the holiday potluck. He also attended the luncheons on campus with Representative Susan Fagan and Senator Judy Warnick.
	3/05/15	Trustee Stephen McFadden reported that he attended the TACTC conference and TACTC Transforming Lives dinner. He also met with legislators. He attended the BBCC Transforming Lives celebration. Trustee McFadden also hosted the Adams County Development Council (ACDC) legislative reception in Olympia with 55 attendees. ACDC presented Senate Majority Leader Mark Schoesler an award. There was a good discussion regarding higher education. He also reviewed the probationary tenure binders.
	4/09/15	Trustee McFadden reported that he joined BBCC at the Grant County EDC Banquet, and Trustee Juanita Richards did a great job. He also spent time with John Colton, the Eastern WA Director for Senator Patty Murray, raising awareness of Eastern WA and the agricultural industry. Trustee McFadden hopes to bring Senator Murray on campus during October.
	5/21/15	Trustee Stephen McFadden reported that he attended the ACT Conference and Cellarbration! He congratulated Trustee Lane for being elected ACT President-Elect. Trustee McFadden said he has met with employers with high numbers of employees and elected leadership in Adams County and three times in the past week concerns were raised about BBCC programs for Othello residents. McCain Foods and Simplot would like to have BBCC programs offered in Othello. Mayor Logan would like to see professional technical programs offered to Othello High School students in alternative manner like CBTech. Trustee McFadden stated an industry council is being created with the Port of Othello and the City of Othello. Dean Rasmussen stated he could meet with employers in Othello. He also said McCain Foods and Simplot have declined JSP grants in the past. SVC has participated in JSP training.
	6/12/15	Trustee Stephen McFadden attended the GED/High School graduation and commented the event recognizes lives being transformed by education.

Trustee Activities (2014-15)

Trustee	Reported	Activities
Juanita Richards		Attended 7 of 8 board meetings. Activities self-reported at board meetings detailed below.
	10/30/14	Trustee Juanita Richards began her trustee service this month. Trustee Juanita Richards reported she is involved in the Grant County Economic Development Council (EDC).
	12/09/14	Trustee Juanita Richards reported she attended an all managers meeting in Spokane for work, and she was recognized for her volunteer activities. She is eager to be involved.
	1/15/15	Trustee Juanita Richards reported that she attended Grant County EDC and Kiwanis meetings.
	4/09/15	Trustee Juanita Richards attended trustee orientation. She also attended the Transforming Lives Awards dinner in Olympia and enjoyed visiting with BBCC's nominee Tabatha DeLong. Trustee Richards also attended the JATP welcome ceremony and the Grant County EDC banquet as the current President.
	5/21/15	Trustee Juanita Richards attended the ACT Conference and enjoyed the speaker. She enjoyed team building by spending time with her fellow trustees. She missed Cellarbration! due to an annual work event always held the same date.
	6/12/15	Trustee Juanita Richards reported she will attend graduation tonight and the Nurses' Pinning on Saturday.

Trustee Activities (2014-15)

Trustee	Reported	Activities
Dr. Mike Villarreal		Attended 7 of 9 board meetings. Activities self-reported at board meetings detailed below.
	8/07/15	Trustee Mike Villarreal attended graduation. Attended AVID Conference.
	10/30/14	Trustee Mike Villarreal attended board meeting.
	1/15/15	Trustee Mike Villarreal reported the BBCC holiday luncheon was great. He complimented VP Kim Garza for organizing and emceeing the event. He also stated he appreciates the upbeat morale and the employees' interactions.
	3/05/15	Trustee Mike Villarreal reported that he attended the TACTC Conference, TACTC Transforming Lives dinner, ACDC reception, and BBCC Transforming Lives celebration. He also reviewed the probationary tenure binders.
	5/21/15	Trustee Mike Villarreal reported that he attended the ACT Conference. He also participated in Senior Exit Interviews at the Warden High School with President Leas. They promoted BBCC as they visited with students. Trustee Villarreal had a great time hosting JATP students at his residence for two nights.
	6/12/15	Trustee Mike Villarreal reported that he attended the Excellence in Teaching and Learning Celebration luncheon. He commented it was a very fun event and it is great to recognize employees. Trustee Villarreal also attended the GED/High School graduation. He recognized the sacrifice and hard work by students, faculty, and staff.

BBCC BOARD OF TRUSTEES MOTIONS

C=Carried D=Denied T=Tabled

Motion #	Date	Motion Topic	C/D/T	Pg #
14-30	8/07/14	a) Approval of Regular Board meeting minutes from June 13, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Capital Project Report (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I).	C	
14-31	8/07/14	Approve BP6106 Admission as presented.	C	2724
14-32	8/07/14	Accept Board Resolution 2014-1, delegation.	C	2724
	8/07/14	OPMA/PRA Training by AAG Mirisa Bradbury (required every 4 years) (Juanita Richards trained by AAG Bradbury 11/2014 individually).	C	
14-33	9/11/14	Approval MOUs regarding PDUs and SIM Movement	C	
14-34	10/30/14	Transforming Lives Award Nominee, primary Tabatha DeLong and alternate Maribel Gomez Aguilar.	C	
14-35	10/30/14	a) Approval of Regular Board meeting minutes from August 7, 2014 and the Board Retreat minutes from September 11, 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 Report.	C	2743
14-36	10/30/14	Approval of the Proprietary Funds Budget and Financial Statements	C	2746
14-37	10/30/14	Approval of the AMP Mission Fulfillment Report	C	2747
14-38	10/30/14	Revisions to BP 6115	C	2747
14-39	10/30/14	Approval of BP 8070 Presentation of Diplomas	C	2747
14-40	10/30/14	Tabled the 2015 Meeting Schedule	T	2748
14-41	10/30/14	Approval of the Advisory Committee Lists	C	2748
14-42	10/30/14	Next Board Meeting 12/9/14	C	2748
14-43	12/09/14	a) Approval of Regular Board meeting minutes from October 30, 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	2750
14-44	12/09/14	Approve EFA of \$1235 for Dr. Steve Close	C	2753
14-45	12/09/14	Affirm rejoining AtD	C	2754
14-46	12/09/14	Accept President Leas' evaluation.	C	2756
14-47	12/09/14	Extend President Leas' employment contract by one year.	C	2756
14-48	12/09/14	Approval of new BP regarding Personnel Administration.	C	2756
14-49	12/09/14	Repeal BP 4150.	C	2756
14-50	12/09/14	Approval of revisions to BP 1000.	C	2756
14-51	12/09/14	Approval of revisions to BP 2070	C	2756
14-52	12/09/14	Approval of revisions to BP 7700	C	2756
14-53	12/09/14	Approval of revisions to BP 8001.	C	2757
14-54	12/09/14	Approval of 2015 meeting schedule.	C	2757
14-55	12/09/14	Continuation of Transforming Lives Award Recognition ceremony.	C	2757
14-56	12/09/14	Next meeting set 1/15/15 at 1:30 p.m.	C	2758
14-57	12/09/14	Appointed Trustee Stephen McFadden to the TACTC Legislative Action Committee.	C	2758
15-01	1/15/15	a) Approval of Regular Board meeting minutes from December 9, 2014.	C	2760

BBCC BOARD OF TRUSTEES MOTIONS

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Motion #	Date	Motion Topic	C/D/T	Pg #
		(A); b) President's Activity Update (I); c) Student Success Update (I); d) Assessment (I); e) Capital Project Report (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I).		
15-02	1/15/15	Table Sabbatical Leave Discussion to next meeting.	T	2764
15-03	1/15/15	Approved revised BP8021	C	2764
15-04	3/05/15	a) Approval of Regular Board Meeting Minutes January 15, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (A); k) Quarterly Budget Update.		2766
15-05	3/05/15	Approve two quarters of sabbatical leave for Instructor Rie Palkovic during the 2015-16 academic year.	C	2771
15-06	3/05/15	Approve two quarters of sabbatical leave for Instructor Matt Sullivan during the 2015-16 academic year.		2771
15-07	3/05/15	Contract renewal Benjamin Altrogge.		2771
15-08	3/05/15	Contract renewal Heidi Gephart.		2771
15-09	3/05/15	Contract renewal John Marc Swedburg.		2772
15-10	3/05/15	Contract renewal Arthur Wanner.		2772
15-11	3/05/15	Contract renewal John Martin.		2772
15-12	3/05/15	Contract renewal James Ayers.		2772
15-13	3/05/15	Contract renewal Clint Gilbert.		2773
15-14	3/05/15	Contract renewal Lindsay Groce.		2773
15-15	3/05/15	Contract renewal Cara Stoddard.		2773
15-16	3/05/15	Contract renewal Libby Sullivan.		2773
15-17	3/05/15	Contract renewal Valerie Wade.		2773
15-17	3/05/15	Approve revisions to BP3001 Shared Leave.		2774
15-18	3/05/15	Approve new BP6130 Student Holidays for Reasons of Faith or Conscience.		2774
15-19	3/05/15	Appoint Juanita Richards Foundation Board Liaison.		2775
15-20	4/09/15	a) Approval of Regular Board Meeting Minutes March 5, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (A).		2777
15-21	4/09/15	Accept the Student Success Community Engagement 2015 report.		2781
15-22	4/09/15	Approve MOU with the BBCC Faculty (Chief Pilot/Division Chair).		2781
15-23	4/09/15	Approve revisions to BP8040 Check Cashing.		2782
15-24	4/09/15	Approve revisions to BP8045 Credit Card Security.		2782
15-25	4/09/15	Approve revisions to BP4602 Unused Sick Leave Compensation.		2782
15-26	4/09/15	Nominate Terry Kinzel for TACTC Equity Award, Kyle Foreman for TACTC Professional Staff Award, Samaritan Healthcare for TACTC Partner of the Year, and Dr. Ryann Leonard for TACTC Faculty Member award.		2782
15-27	5/21/15	a) Approval of Regular Board Meeting Minutes April 9, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j)	C	2785

BBCC BOARD OF TRUSTEES MOTIONS

C=Carried D=Denied T=Tabled

Motion #	Date	Motion Topic	C/D/T	Pg #
		Enrollment Report (l); k) Quarterly Budget Update (l).		
15-28	5/21/15	Accept Excellence in Teaching and Learning Monitoring Report.	C	2789
15-29	5/21/15	Award Instructor Pat Patterson Emeritus status.	C	2789
15-30	5/21/15	Award Counselor Marsha Nelson Emeritus status.	C	2789
15-31	5/21/15	Award Instructor Gail Erickson Emeritus status.	C	2789
15-32	5/21/15	Award Director Kathy Arita Emeritus status.	C	2789
15-33	5/21/15	Award VP Gail Hamburg Emeritus status.	C	2789
15-34	5/21/15	Award Administrator Mary Shannon Emeritus status.	C	2789
15-35	5/21/15	Approve revisions to BP 1005 Emeritus positions.	C	2790
15-36	5/21/15	Approve revisions to BP 6110 College Tuition & Fees Refund Policy.	C	2790
15-37	5/21/15	Approve new BP 8030 Surplus Property.	C	2790
15-38	6/12/15	a) Approval of Regular Board Meeting Minutes May 21, 2015 (A); b) President's Update (l); c) Student Success Update (l); d) Accreditation (l); e) Assessment Update (l); f) Capital Project Report (l); g) Safety & Security; h) Human Resources Report (l); i) Classified Staff Report (l); j) Enrollment Report (A).	C	2793
15-39	6/12/15	Approve MOU extending current agreement with the Faculty Association to end June 30, 2016.	C	2795
15-40	6/12/15	Approved Spending Authority until August 6, 2015.	C	2796

BIG BEND COMMUNITY COLLEGE

Date: 9/09/15

ITEM #3: 2014-15 President's Evaluation (information/action)

Topic:	Reference Material:
2015-16 President's Evaluation Outcome: Begin President's 2014-15 Evaluation Statement	Mission, Vision, Values, Core Themes Ends Statements Policy Governance BP 1000 President's Activity Log December 9, 2014, Mtg Minutes Excerpt

BACKGROUND:

RCW 28B.50.140 gives Trustees authority to employ the college president, determine the president's duties, and set the compensation for the president.

The responsibility to evaluate the degree to which the president is successful in achieving the goals and objectives outlined in the college's strategic plan also rests with the Trustees.

The policy governance model provides that a board's chief evaluative interest is whether the organization achieves the board's ends and operates within the board's executive limitations. Further, the board holds the President/CEO personally accountable for that organizational performance. Under this model, organization performance, and by extension, presidential performance is disclosed by a monitoring system that provides the board with ongoing, applicable data.

The evaluation should be completed annually, preferably at the board retreat. At a minimum, the evaluation should review and document presidential performance in the following broad areas of presidential responsibility:

1. Assessment of how well the institution is fulfilling its mission.
2. Attainment of or progress toward achieving institutional goals and objectives.
3. Participation and leadership in system-level goals and activities.

Depending upon the outcome of the policy governance training on September 2, the trustees may also wish to include the following areas in the evaluation:

1. Leadership skills and competencies:
 - a. Fiscal management and budgeting
 - b. General management and planning
 - c. Decision making and problem solving
 - d. Personal attributes, including trust and integrity
2. Fundraising
3. Internal relationships/campus climate
4. External relationships/leadership in the community

Documents that may be used in the evaluation process include:

1. Annual internal reports including: Mission Fulfillment, Excellence in Teaching & Learning, Community Engagement, and Budget Presentations.
2. Feedback from college stakeholder groups (faculty, staff, students, foundation), community members, system-level stakeholders, and trustees.
3. The president's annual work plan summary.
4. The president's self-assessment.

The process for evaluating presidential performance is documented in BP 1000, Policy Governance By-Laws, section 1000.4, Board Staff Linkage, subsection BSL-4, Monitoring Presidential Performance. A copy of the policy is included in the board packet.

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/7-7/11/14	Vacation			
7/9/14	Coaches Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
7/10/14	Confronting Without Conflict Training	Professional Development	BBCC	
7/14/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	VP Hamburg	WACTC Budget Conversation		
7/16/14	WACTC Retreat	Professional Development System Support	Grays Harbor College	
7/21/14	Vacation			
7/22/14	KBSN Radio Show	Promote BBCC Community Engagement	Moses Lake	
	Achieving the Dream	Information Sharing & Coordination	Conference Call	
	STEM Director Andre Guzman	Program Support	BBCC	
7/23/14	Grant County EDC Board of Directors Meeting	Community Engagement	BBCC	
	Personnel Evaluation	Supervision	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Board Chair Jon Lane	Agenda Planning	BBCC	
7/24/14	Board Retreat Planning	Coordination	BBCC	
	STEM Internal Monitoring Team	Information Sharing & Coordination	BBCC	
	AD Preston Wilks	Softball Support	BBCC	
7/25/14	Personnel Evaluation	Supervision	BBCC	
	Retirement Celebration	Recognition	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
7/29/14	Welcomed NWAC Eastern Region Coaches	Athletic Program Support	BBCC	
7/30/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Personnel Evaluation	Supervision	BBCC	
7/31/14	Personnel Evaluation	Supervision	BBCC	
	Met with Community Member	Partnership Opportunity	BBCC	
8/01/14	Personnel Evaluation	Supervision	BBCC	
8/04/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
8/05/14	Visited Heritage University President Bassett	Higher Education System Support	Heritage University	
8/06/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Rotary Backpack Stuffing Activity	Community Engagement	Moses Lake	
8/07/14	Grant County Economic Development Luncheon	Community Engagement	BBCC	With Trustees
	Board of Trustees Meeting	Guidance	BBCC	
8/08/14	STEM Director Andre Guzman	Program Support	BBCC	
	AMT Equipment	Program Support	BBCC	
8/11/14	Funeral Service	Trustee Support	BBCC	
	Personnel Evaluation	Supervision	BBCC	
8/12/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Phi Theta Kappa Officers and Advisor	College Project	BBCC	
8/13/14	Ritzville/Lind Supt Rob Roettger	K-12 Partnership	Ritzville	
	Odessa Supt Suellen White	K-12 Partnership	Odessa	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
8/14/14	Perspectacles By Aryan Dehbozorgi	Professional Development	BBCC	
8/16/14	Retirement Party	Staff Support	BBCC	
8/18/14	WA Family Support Network	Grant Support	Conference Call BBCC	
	Visit Volleyball Practice	Support Athletic Programs	BBCC	
8/19/14	Phase 1 LEAN Academy Leadership Training	Professional Development	BBCC	
8/20/14	Coaches Meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Grand Coulee Rotary	Community Engagement	BBCC	
	Grand Coulee Supt Dennis Carlson	K-12 Partnership	Grand Coulee	
	Soap Lake Supt Dan McDonald	K-12 Partnership	Soap Lake	
8/21/14	Warden Supt David LaBounty	K-12 Partnership	Warden	
	Othello Supt George Juarez	K-12 Partnership	Othello	Trustee Villarreal
	Othello Rotary	Community Engagement	Othello	
	Wahluke Supt Aaron Chavez	K-12 Partnership	Mattawa	
8/22/14	STEM Director Andre Guzman	Program Support	BBCC	
8/25/14	Goodbye Lunch	Feedback	Moses Lake	
	Applicant (Employee) Preview	Feedback	BBCC	
	Evergreen Capital Holdings President Bradley Glaves	Opportunity	Conference Call BBCC	
8/26/14	Board Policy Review	Climate	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Wilson Creek Supt Mike Riggs	K-12 Partnership	BBCC	
8/27/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	Trustees
8/28/14	Quincy Supt John Boyd	K-12 Partnership	BBCC	
	Board Policy Review	Stewardship	BBCC	
	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	Moses Lake	
9/02/14	Pre-Facilities Master Plan Meeting	Strategic Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/02/14	North Central WorkForce Development Council Meeting	Community Engagement	Moses Lake	
	Board Agenda Review	Guidance	BBCC	Board Chair Jon Lane
	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	National Community College Benchmark Project	Discussion	BBCC	
9/04/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Welcome Nursing Students	Nursing Program Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
9/05/14	Port Manager Jeffrey Bishop	Introduction; Community Engagement	BBCC	
	New Faculty Institute	Instructor Support	CWU	
9/08/14	Applicant (Employee) Preview	Feedback	BBCC	
	State Authorization Reciprocity Agreement	System Support	BBCC	
	Paul Lauzier Foundation Executive Director Mike Tabler	Partnership	BBCC	
9/09/14	Board Retreat Planning	Preparation	BBCC	
	Administrative Process Review	Stewardship	BBCC	
	Student Success Ideas	Student Success	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
9/10/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	WSU Seminar Topics	Staff Development	BBCC	
	LDS Landscaping Project	Climate/Community Engagement	BBCC	
9/11/14	Board Retreat	Guidance/Feedback	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/13/14	LDS Landscaping Project	Climate/Community Engagement	BBCC	
9/15/14	Fall In-Service	Excellence in Teaching and Learning	BBCC	
	Faculty Visits	Excellence in Teaching and Learning	BBCC	
9/16/14	Dining with Decision Makers (Peer Mentoring Group)	Student Success	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	North Central WorkForce Development Council Board Meeting	Community Engagement	BBCC	
9/17/14	Grant County Economic Development Board of Directors Meeting	Community Engagement	BBCC	
	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Facility Master Planning	Strategic Planning	BBCC	
	New Student Orientation Welcome	Student Success	BBCC	
	Volleyball Game	Athletic Program Support	BBCC	
9/18/14	New Student Orientation Welcome	Student Success	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Samaritan Healthcare Community Forum	Community Engagement	Moses Lake	
9/19/14	Community Work Sites	Community Engagement	BBCC	
	Board Focus Group Discussion	Planning	BBCC	
9/22/14	Work Plan Discussion	Supervision	BBCC	
9/23/14	Work Plan Discussion	Supervision	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Work Plan Discussion	Supervision	BBCC	
9/24/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/24/14	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
9/25-26	WACTC Meetings	System Support/Professional Development	Pierce College Puyallup	
9/27/14	Welcome BBCC Foundation Dollar Da\$h	Community Engagement	BBCC	
	Central WA Health & Wellness Expo	Community Engagement	BBCC	
	Volleyball Game	Athletic Program Support	BBCC	
9/29/14	College Student Success Class	Share Personal Story; Student Success	BBCC	
	Marketing Strategies	Strategic Planning	BBCC	
9/30/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	WA Campus Compact Executive Director Jennifer	Information Sharing/ Consultation/Grant Support	BBCC	
10/01/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	GSA Meeting	Student Success	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Softball Practice	Athletic Program Support	BBCC	
10/02/14	Capital Budget Committee Chair Eric Murray	Process Complaint	Conference Call BBCC	
	Foundation Report	Preparation	BBCC	
	Battlemind to Campus Grind	Professional Development	BBCC	
10/03/14	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Title V Cooperative Discussion	Grant Support	BBCC	
10/04/14	Volleyball Game	Athletic Program Support		
10/06/14	Governor's Board Appointment Secretary Molly Keenan	Trusteeship	Conference Call BBCC	Chair Jon Lane

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/07/14	Coaches meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
10/08/14	JATP Closing Ceremony	JATP Support	Seattle	
10/09/14	WA Campus Compact Executive Director Jennifer Hines	Program Support	Conference Call BBCC	
	EWU President Mary Cullinan	Introduction; Higher Ed Partnership	BBCC	
10/14/14	Meeting for WSU Support	Partnerships	BBCC	
	Donor Lunch	BBCC Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
10/15/14	Grant County Economic Development Board of Directors Meeting	Community Engagement	BBCC	
	Aspen Prize Conference Call	Information	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Lean Academy Meeting	Information Sharing	BBCC	
	Phi Theta Kappa Induction (Speaker)	Student Success	BBCC	
10/16/14	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Donor Lunch	BBCC Support	BBCC	
	Sodexo Meeting	Planning	BBCC	
	JATP 50th Anniversary Meeting	Planning	BBCC	
10/17/14	Capital Budget Funding Discussion	Information Sharing	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Board Agenda Review	Planning	BBCC	Board Chair Jon Lane
10/21/14	Moses Lake School District Superintendent Michelle Price Principal Josh Meeks	K-12 Partnership	Moses Lake High School	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/21/14	Adult Education Advertising	Planning	BBCC	
10/22-25/14	ACCT Congress	Professional Development	Chicago, IL	
10/27/14	Meet & Greet Title V/STEM Grant Auditor	Information Sharing	BBCC	
	BBT Security Discussion	Information Sharing	BBCC	
10/28/14	STEM Grant Audit Wrap Up Meeting	Information Sharing	BBCC	
	Art Community Conversation	Information Sharing	BBCC	
	Foundation Star Night	Donor Recognition	BBCC	
10/29/14	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
10/30/14	Meet Statewide Research & Planning Group	Welcome	Moses Lake	
	Board of Trustees Meetings	Guidance	BBCC	
10/31/14	STEM Director Andre Guzman	Program Support	BBCC	
	Title V Grant Audit Wrap Up Meeting	Information Sharing	BBCC	
11/01/14	Benefit Piano Concert	Music Program Support	Moses Lake Municipal Auditorium	
11/03/14	Instructional Team Meeting	Information Sharing	BBCC	
	Notify Transforming Lives Nominee Tabatha Long	Student Success	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
11/04/14	Uvize Veterans' Support Conference Call	Information Sharing	BBCC	
	Cellarbration! 2015 Committee Meeting	Event Support	BBCC	
	North Central Workforce Development Council Luncheon	Partnership	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/04/14	Applicant (Employee) Preview	Feedback	BBCC	
	Applicant (Employee) Preview	Feedback	BBCC	
11/05/14	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
11/06-07/14	WACTC Meetings	Education System Support	Skagit Valley CC	
11/10/14	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	Arts Program	Planning	BBCC	Art Instructor Rie Palkovic
11/12-15/14	Education Law Association	Professional Development	San Diego, CA	
11/17/14	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning, Student Success	BBCC	
	Meet with Board Chair Jon Lane	Review Agenda	BBCC	
	Workforce Innovation & Opportunity Act Meeting	Discussion	BBCC	
	Dinner with ASB Officers	Student Success, Community Engagement	BBCC	
11/18/14	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Architects	PTEC Planning	BBCC	
	Heritage University Provost Guaglianone Meet & Greet	Higher Education Partnership	BBCC	
	North Central WorkForce Development Council Meeting	Community Engagement	BBCC	
11/19/14	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon (Panel Presenter)	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/19/14	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	
11/20/14	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning	BBCC	
	Donor Lunch	Advancement	Moses Lake	
	STEM Director Andre Guzman	Program Support	BBCC	
11/21/14	WACTC Conference Call	System Support	BBCC	
	Lunch with Salt Students	Student Success	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning	BBCC	
11/24/14	Lunch and BBCC Tour with Representative-Elect Tom Dent	Legislative Support	BBCC	Trustees Jon Lane, Stephen McFadden
	Review Board Agenda with Chair Jon Lane	Guidance	BBCC	
11/25/14	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	Director of Adult Education Tyler Wallace Presented
	Visit Duncan Family	Support	BBCC	
12/01/14	Duncan Memorial Planning	Staff Support	BBCC	
	WACTC Conference Call	System Support	BBCC	
12/02/15	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	
	Million Air Annual Christmas Party	Community Engagement	Moses Lake	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/02/15	Duncan Memorial Planning	Support	BBCC	
12/04/14	Observe French Class Flash Mob	Support Excellence in Teaching & Learning, Student Success	BBCC	
	Observe Political Science 203 International Relations	Support Excellence in Teaching & Learning	BBCC	
	Student Support	Grant Planning	BBCC	
12/05/14	Shared Governance Council	Information Sharing & Coordination	BBCC	
	Duncan Memorial Service	Support	BBCC	
12/08/14	Observe Statistics Final Project Presentations	Support Excellence in Teaching & Learning, Student Success	BBCC	
	Master Planning Tour	Information Sharing Consultation	BBCC	
12/09/14	Columbia Basin Herald Editorial Board	Community Engagement	Moses Lake	
	Board of Trustees Meeting	Guidance	BBCC	
	Community Meetings	Information Sharing, Consultation	BBCC	
12/10/14	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
12/11-12/12/14	WACTC Meetings	System Support	Green River Community College	
12/13/14	Viking Basketball Games	Support Viking Sports	BBCC	
12/16/14	Cabinet Meeting	Information Sharing Consultation	BBCC	
	Holiday Potluck	Campus Celebration	BBCC	
	JATP 50th Anniversary Meeting	Planning	BBCC	
	STEM Director Andre' Guzman	Program Support	BBCC	
	Rotary Scholarship Foundation Christmas Party	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/17/14	Grant County EDC Board of Directors Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
12/18/14	Library Initiative Update	Information Sharing Consultation	BBCC	
	Promoting Student Engagement	Information Sharing Consultation	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
12/19/14	Visit to EWU	Higher Education Partnership	Cheney	
12/22/14	Lunch with Representative Susan Fagan	Legislative Support	BBCC	Trustees Jon Lane, Stephen McFadden
	Work Plan Evaluations	Supervision	BBCC	
	Communication Meeting	Information Sharing Consultation	BBCC	
12/29/14	Legislative Visit Planning	Guidance	BBCC	
	Viking Basketball	Support Viking Sports	BBCC	
12/30/14	Viking Basketball	Support Viking Sports	BBCC	
1/05/15	Personnel Activities	Supervision	BBCC	
1/06/15	Columbia Basin Herald	Editorial Board Participation	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
1/07/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
1/08/15	Aerospace President's Conference Call	Collaboration		
	Quincy Rotary Luncheon	Community Engagement	Quincy	Accompanied Adult Ed Director Tyler Wallace
	Foundation Committee Meeting	Collaboration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/09/15	Shared Governance Council (formerly Cabinet) Meeting	Information Sharing & Coordination	BBCC	
	Personnel Activities	Supervision	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
1/12/15	Attorney General	Consultation	Conference Call	
1/13/15	Visit M & O Crew	Employee Support	BBCC	
	Cellarbration! Planning Meeting	College Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
1/14/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Grand Coulee Rotary Luncheon	Community Engagement	Grand Coulee	Accompanied Adult Ed Director Tyler Wallace
1/15/15	Achieving the Dream (AtD)	College Support	Conference Call	
	Board of Trustees Meeting	Guidance	BBCC	
	Foundation Dinner & Meeting	Information Sharing Consultation	BBCC	
1/16/15	Floch Memorial Games	Planning	BBCC	
	President's Social Media	Planning	BBCC	
	January Lunch & Learn	Professional Development	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
	Basketball Games	Sports Support	BBCC	
1/17/15	Basketball Games	Sports Support	BBCC	
1/20/15	Cabinet (formerly Executive Council Meeting)	Information Sharing Consultation	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Rotary Scholarship Foundation Meeting	Board of Directors	Moses Laek	
1/21/15	Grant Co EDC Meeting	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
1/21/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
1/22/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
	BBCC Foundation Audit	Information Sharing	BBCC	
	JATP 50th Anniversary Meeting	Planning	BBCC	
1/23/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
	Brad Beuckman Memorial	Employee Support	BBCC	
1/24/15	Basketball Games	Sports Support	BBCC	
1/26/15	Probationary Tenure Binder Review	Excellence in Teaching & Learning	BBCC	
1/27/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
1/28/15	New Trustee Orientation	Professional Development	Olympia	Trustee Juanita Richardson
	TACTC Transforming Lives Award Dinner	Celebrating Student Success	Olympia	Trustees Lane, McFadden, Franz, Richards, Villarreal
1/29/15	Legislative Visits: Rep Dent, Sen Warnick, Rep Fagan, Sen Schoesler, Rep Manweller, Rep Schmick	Legislative Relations	Olympia	Trustees Lane, McFadden, Franz, Richards, Villarreal
1/30/15	WACTC Business Meeting	System Support	Olympia	
	Governor Jay Inslee	Lunch & Networking	Olympia	
1/31/15	Basketball Games	Sports Support	BBCC	
2/02/15	Student Issue	Evaluate	BBCC	
	Basketball Game	Sports Support	BBCC	
2/03/15	Columbia Basin Editorial Board	Community Engagement	Moses Lake	
	STEM Director Andre Guzman	Program Support	BBCC	
	Basketball Game	Sports Support	BBCC	
2/04/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/04/15	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Director LeAnne Parton	Planning	BBCC	
	HR Discussion	Response	BBCC	
2/05/15	Moses Lake-Othello Realtors Association (Presenter)	Community Engagement	BBCC	
2/06/15	Faculty In Service Welcome	Excellence in Teaching & Learning	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
2/07/15	Rotary Fundraising at the Basketball Games	Community Engagement	BBCC	
2/09/15	Achieving the Dream Coach Dr. John Nixon	Communication	BBCC	
	HR Discussion	Supervision	BBCC	
2/10/15	Trustee Juanita's Richardson's Confirmation Hearing	Trustee Support	Olympia	Trustee Juanita Richardson
	HR Discussion	Supervision	BBCC	
2/11/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
2/12/15	Classified Staff Local & Global Issues (Presenter)	Information Sharing	BBCC	
2/13/15	Shared Governance Council (formerly Cabinet) Meeting	Information Sharing & Coordination	BBCC	
	Donor Lunch	BBCC Support	Moses Lake	
	WACTC Legislative Update	System Support	Conference Call	
	2015 Dream Conference	Professional Development Information Sharing	Baltimore, MD	
2/24/15	ATD Meeting	Planning	BBCC	
	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
	STEM Director Andre Guzman	Program Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
2/25/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	WSU Tri-Cities Interim Vice Chancellor Dr. Hossain Meeting & Tour	Higher Education Partnerships	BBCC	
	Transforming Lives Recognition Dinner	Student Success	BBCC	
	Foundation Committee Meeting	Collaboration	BBCC	
2/26-27/2015	WACTC Meetings	System Support	SBCTC Olympia	
	Personnel Activities	Supervision	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
3/02/15	WELA Recruitment	Excellence in Teaching & Learning	BBCC	
3/03/15	Architect Meeting	Facility Master Planning	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
	North Central WorkForce Development Meeting	Community Engagement	Moses Lake	
	Visit Aviation Maintenance Technology	View donation	BBCC	
	CBH Editor Lynne Lynch	Community Engagement	BBCC	
	JATP 50th Anniversary Meeting	Planning Celebration	BBCC	
3/04/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Active Shooter Tabletop Exercise	College Support	BBCC	
3/05/15	CBH Editorial Board	Community Engagement	Moses Lake	
	Board of Trustees Meeting	Guidance	BBCC	
3/06/15	Diversity Conference	Professional Development	Seattle	
	Birthday Lunch	Employee Support	Moses Lake	
3/09/15	Venue Story Meeting	Celebrate Student Success	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/10/15	Cellarbration! Meeting	Planning	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
3/11/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	STEM Director Andre Guzman	Program Support	BBCC	
	Transforming Lives Dinner Debrief	Future Planning	BBCC	
3/12/15	Facility Master Plan Meeting	Information Sharing	BBCC	
	Education Law Association Discussion	Professional Development	BBCC	
3/13/15	North Central WorkForce Development Council Retreat	Community Engagement	Chelan	
3/17/15	Attend French Flash Mob	Student Success	BBCC	
	Cabinet (formerly Executive Council Meeting)	Information Sharing Consultation	BBCC	
	TACTC Award Nominations	Excellence in Teaching & Learning	BBCC	Chair Jon Lane
	Lunch & Learn	Professional Development	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	
3/18/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Club Auction	Community Engagement	BBCC	
3/20/15	WA State DES Business Development Meeting	Information Sharing	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
	AWB Executive Director Kris Johnson	Networking	BBCC	
	Grant County EDC Annual Banquet	Community Engagement	BBCC	
3/23/15	New Student Orientation Welcome	Student Success	BBCC	
	JATP 50th Anniversary Meeting	Planning Celebration	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
3/23/15	JAEC Consul Hayasaka Meeting & Tour	JATP Support	BBCC	
	JATP Welcoming Ceremony & Dinner	JATP Support	BBVCC	
	STEM Director Andre Guzman	Program Support	BBCC	
3/24/15	Samaritan Healthcare Strategy & Finance Committee	Community Engagement	BBCC	
	Donor Lunch	Stewardship	BBCC	
3/25/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
3/26/15	All WA Academic Team Ceremony	Student Success	South Puget Sound Community College, Olympia	
	Rep Tom Dent Meeting & Tour	BBCC Support	Olympia	
3/27/15	WACTC Meeting	System Support	South Puget Sound Community College	
3/30/15	Title V Director Terry Kinzel	Program Support	BBCC	
3/31/15	Review Board Agenda	Collaboration	BBCC	Board Chair Jon Lane
	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
4/01/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Athletic Director Preston Wilks	Athletics & Volleyball Support	BBCC	
	Foundation Director LeAnne Parton	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/02/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Phi Theta Kappa Advisor and Officers	Club Support	BBCC	
	Building 1400 Bid Opening	Collaboration	BBCC	
4/03/14	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	Meeting with community member	Promote BBCC	BBCC	
4/06/15	STEM Director Andre Guzman	Program Support	BBCC	
4/07/15	BAC Workshop	System Support	BBCC	
	Rotary Foundation Board Meeting	Community Engagement	Moses Lake	
4/08/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Computing & the Law	Professional Development	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
4/09/15	Cellarbration! Meeting	Planning	BBCC	
	Foundation Contract	Collaboration	BBCC	
	Board of Trustees Meeting	Guidance	BBCC	
4/10/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
	JATP Family Style Lunch	Student Success	BBCC	
	WACTC Legislative Update	System Support	Conference Call	
4/13/15	Everett CC President	Communication	Phone Call	
	ASB Advisor	Activities	BBCC	
	Active Shooter Exercise Meeting	Planning	BBCC	
4/14/15	Foundation Contract	Collaboration	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
4/15/15	Grant County EDC Meeting	Community Engagement	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
4/15/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Active Shooter Exercise	Safety & Security Drill	BBCC	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
	Rotary Foundation Recognition Banquet	Student Success	BBCC	
4/16/15	JATP 50th Anniversary Meeting	Planning Celebration	BBCC	
	Goodbye Lunch	Information Gathering Employee Support	BBCC	
	Foundation Executive Committee Meeting	Collaboration	BBCC	
	Foundation Board Meeting & Dinner	College Support	BBCC	
4/20/15	Foundation Director LeAnne Parton	Planning	BBCC	
4/21/15	Cabinet Meeting	Information Sharing Consultation	BBCC	
	April Lunch & Learn	Professional Development	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
4/22/15	Warden High School Senior Interviews	Community Engagement	Warden	Trustee Mike Villarreal
	Title V Director Terry Kinzel	Program Support	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
4/27/15	JATP 50th Anniversary Meeting	Planning Celebration	BBCC	
	View VP of Finance Forum	Supervision	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	STEM Director Andre Guzman	Program Support	BBCC	
	VP of Finance Dinner Meeting	Information Gathering	BBCC	
4/28/15	Donor Lunch	Foundation Support	Moses Lake	
4/29/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
4/30/15	Program Audit Review	Information Sharing	BBCC	
	Cellarbration! Meeting	Planning	BBCC	
	Badgley Phelps Presentation	Foundation Support	BBCC	
	Heritage University John Bartowski Goodbye	Celebration	BBCC	
	Safety Committee	Active Shooter Exercise Follow Up	BBCC	
5/01/15	Faculty In Service	Excellence in Teaching & Learning	BBCC	
	Employee Memorial Service	Employee Support	BBCC	
5/04/15	Cabinet/Budget	Information Sharing Consultation	BBCC	
5/05/15	Meet Community Member	BBCC Support	BBCC	
	Mayor's Prayer Breakfast	Community Engagement	BBCC	
	JATP 50th Anniversary	Planning	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	US Congressman Dan Newhouse Event	Legislative Contact	BBCC	
5/06/15	Interview VP Candidate	Personnel	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Phi Theta Kappa Induction Speaker	Student Success	BBCC	
5/07/15	Interview VP Candidate	Personnel	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	JATP MOA Discussion	Program Support	BBCC	
5/08/15	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	WACTC Legislative Discussion	System Support	Conference Call	
	Educate' Latino Education Fair	BBCC Support	BBCC	
5/11/15	Interview VP Candidate	Personnel	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/11/15	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
5/12/15	Review Board Agenda	Administration	BBCC	Trustee Jon Lane
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	Columbia Basin Herald Editorial Board	Community Engagement	BBCCV	
	Rotary Foundation Board Meeting	Community Engagement	Moses Lake	
5/13/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Cabinet/Budget	Information Sharing Consultation	BBCC	
	Title V Director Terry Kinzel	Program Support	BBCC	
	ATD Assessment Activity	BBCC Support	BBCC	
	Emeritus Status	Planning	BBCC	
	Rotary Foundation Scholarship Banquet	Student Success	BBCC	
	Foundation Contract	Collaboration	BBCC	
5/14-15	ACT Conference	System Support	Spokane	
5/18/15	WSU Tri-Cities Interim Vice Chancellor Dr. Hossain	Luncheon Partnership	Tri-Cities	
5/19/15	PTEC Discussion	Guidance	BBCC	
	Grant County EDC Luncheon	Community Engagement	BBCC	
	Interview Dean Candidate	Personnel	BBCC	
5/20/15	Grant County EDC Meeting	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Dean of Institutional Research Valerie Kirkwood	Program Support	BBCC	
5/21/15	Professional Development	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
5/21/15	Foundation Contract	Planning	BBCC	
	JATP Goodbye Picnic	Program Support	BBCC	
	Board Meeting	College Guidance	BBCC	
	Dinner with ASB Officers	Collaboration	BBCC	
5/26/15	STEM Director Andre Guzman	Program Support	BBCC	
	Dean Candidate Interview	Personnel	BBCC	
	Sodexo Expectation Meeting	College Support	BBCC	
	Heritage University BBQ	Partnership	BBCC	
	JATP Program	Program Support	BBCC	
5/27/15	Dean Candidate Interview	Personnel	BBCC	
	Cellarbration! Wrap Up	Event Support		
5/28-29	Host WACTC Meetings	System Support	BBCC	
5/28/15	BBCC Student Recognition Night	Student Success	BBCC	
6/01/15	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	NWAC Code Discussion	Program Support	BBCC	
6/02/15	Dean of Institutional Research Valerie Parton	Program Support	BBCC	
	Graduation Meeting	Planning	BBCC	
	JATP 50 th Anniversary	Planning	BBCC	
	North Central Workforce Development Council	Collaboration, Information Sharing	Moses Lake	
	Carver Policy Governance Model Training	Planning	Moses Lake	
	Computer Science Student Recognition	Student Success	BBCC	
6/03/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Attend Recognition for Student	Student Success	Yakima Valley Community College	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/04/15	Economic Development Discussion & Tour	BBCC Support & Information Sharing	BBCC	
	Personnel Discussion	Employee Support	BBCC	
	Board Agenda Review	Collaboration & Administration	BBCC	Chair Jon Lane
	Executive Director of the BBCC Foundation LeAnne Parton	Program Support & Collaboration	BBCC	
	Personnel Discussion	Dean Position	BBCC	
6/05/15	Shared Governance Council Meeting	Information Sharing Collaboration	BBCC	
	Excellence in Teaching & Learning Celebration Luncheon	Excellence in Teaching & Learning	BBCC	
6/08/15	Rotary Programming	Community Engagement	BBCC	
	Breakfast Meeting Event	Planning	BBCC	
	Goodbye Lunch with Retiree	Information Gathering Employee Support	BBCC	
	FAA Meeting	Aviation Program Support	BBCC	
	Venue Story	Planning	BBCC	
6/09/15	French Flash Mob	Excellence in Teaching & Learning	BBCC	
	JATP 50 th Event	Planning	BBCC	
	Aerospace President's Meeting	Planning	Conference Call	
	Aviation 50 th Event	Planning	BBCC	
6/10/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Title V Director Terry Kinzel	Program Support	BBCC	
	Interview with Candidate(s)	Personnel	BBCC	
6/11/15	Interview with Candidate(s)	Personnel	BBCC	
	BBT Introductions	Personnel		
	Graduation Meeting	Planning	BBCC	
	Automotive BBQ	Celebration	BBCC	
	Office Space Meeting	Planning	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/12/15	Board of Trustees Meeting	College Guidance	BBCC	
	Dinner with Board/Cabinet/Commencement Speaker	Celebration	BBCC	
	Commencement	Excellence in Teaching & Learning	BBCC	
6/15/15	Dinner with New ASB Officers	Student Government Support	BBCC	
6/16/15	Cabinet/Budget	Information Sharing	BBCC	
	Lunch & Learn	Professional Development	BBCC	
	Achieving the Dream Meeting	Preparation for Kick-off Conference	BBCC	
	Samaritan Hospital Strategy & Finance Committee Meeting	Community Engagement	Moses Lake	
6/17/15	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Retirement Celebrations	Celebration	BBCC	
6/18/15	Welcome Information Technology Committee	Climate	BBCC	
	BBCC Finance, Property & Personnel, Executive Committee Foundation Meetings	Program Support	BBCC	
	Quincy Business After Hours	Community Engagement	BBCC	
6/19/15	JATP 50 th Event	Planning	BBCC	
	Aviation Meeting	CWU Partnership	BBCC	
6/22-25/15	Achieving the Dream Kick-Off Conference	Excellence in Teaching & Learning	Cincinnati, OH	
6/26/15	Facilities Master Plan Review	Climate	BBCC	
	Birthday Lunch	Celebration	Moses Lake	
6/29/15	Title V Director Terry Kinzel	Program Support	BBCC	
	Weinstein Beverage Meeting	Planning	BBCC	
	Foundation Photo	Climate	BBCC	
	Office Space Meeting	Planning	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 9/09/15

ITEM #4: 2015-16 President's Evaluation Process (information/action)

<p>Topic: 2015-16 President's Evaluation Process</p> <p>Outcome: Determine President's 2015-16 Evaluation Process</p>	<p>Reference Material: Mission, Vision, Values, Core Themes Ends Statements Policy Governance BP 1000</p>
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BACKGROUND:

RCW 28B.50.140 gives Trustees authority to employ the college president, determine the president's duties, and set the compensation for the president.

The responsibility to evaluate the degree to which the president is successful in achieving the goals and objectives outlined in the college's strategic plan also rests with the Trustees.

The policy governance model provides that a board's chief evaluative interest is whether the organization achieves the board's ends and operates within the board's executive limitations. Further, the board holds the President/CEO personally accountable for that organizational performance. Under this model, organization performance, and by extension, presidential performance is disclosed by a monitoring system that provides the board with ongoing, applicable data.

The evaluation should be completed annually, preferably at the board retreat. At a minimum, the evaluation should review and document presidential performance in the following broad areas of presidential responsibility:

1. Assessment of how well the institution is fulfilling its mission.
2. Attainment of or progress toward achieving institutional goals and objectives.

3. Participation and leadership in system-level goals and activities.

Depending upon the outcome of the policy governance training on September 2, the trustees may also wish to include the following areas in the evaluation:

1. Leadership skills and competencies:
 - a. Fiscal management and budgeting
 - b. General management and planning
 - c. Decision making and problem solving
 - d. Personal attributes, including trust and integrity
2. Fundraising
3. Internal relationships/campus climate
4. External relationships/leadership in the community

Documents that may be used in the evaluation process include:

1. Annual internal reports including: Mission Fulfillment, Excellence in Teaching & Learning, Community Engagement, and Budget Presentations.
2. Feedback from college stakeholder groups (faculty, staff, students, foundation), community members, system-level stakeholders, and trustees.
3. The president's annual work plan summary.
4. The president's self-assessment.

The process for evaluating presidential performance is documented in BP 1000, Policy Governance By-Laws, section 1000.4, Board Staff Linkage, subsection BSL-4, Monitoring Presidential Performance. A copy of the policy is included in the board packet.

Board Retreat Reference Material

September 9, 2015

Reference Material

Board Activity Log (2014-15).....3

Meeting Minutes

 September 11, 2014.....58

 December 9, 2014 (Excerpt).....69

Mission, Vision, Ends Statements.....42

Motions Log (2014-15).....9

Policy Governance BP 1000.....43

President’s Activity Log (2014-15).....14



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)

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

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or

allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

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

EL – 4 Respect For Employees

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

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.
3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

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

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

EL – 5 Ethical Conduct

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

The President may not:

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

EL – 6 Asset Protection

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

The President may not:

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

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

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

EL – 8 Financial Condition And Activity

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

The President may not:

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

EL – 9 Communication And Support To The Board

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

The President may not:

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

EL – 10 Emergency Executive Succession

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

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

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

GP – 2 Governing Style

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

The board will:

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

GP – 3 Board Job Descriptions

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

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.

- D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
- 3. The assurance of the President's performance (against policies in 2A and 2B).
- 4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chairperson's Role

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

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

3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson.
4. In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.

GP – 5 Board Members Code Of Ethics

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

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.

- C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

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

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

GP – 7 Naming Of Facilities

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

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

GP – 8 By Laws Of Community College District #18

INTRODUCTION

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

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

OFFICES OF THE BOARD OF TRUSTEES

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

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

MEETINGS OF THE BOARD OF TRUSTEES

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

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.

- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

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

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

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

OFFICERS OF THE BOARD

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

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

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

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

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

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

RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

FISCAL YEAR OF THE BOARD OF TRUSTEES

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

SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

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

DELEGATION OF RESPONSIBILITY

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

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

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

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

BSL - 2 Delegation To The President

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

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* 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 Evaluating Presidential Performance

Evaluation of the President will be performed on an annual basis. Components of the evaluation include the President's Self-Evaluation form, annual work plan, feedback from stakeholder groups, monitoring reports, and financial reports.

At the beginning of each academic year, the President will outline yearly individual performance goals and suggested specific performance indicators reflective of the long-term strategic goals for the college. These goals will be reviewed with the Board of Trustees at their annual retreat.

At the end of the academic year, the President will document to what extent the goals and indicators were met in the previous year.

Upon completion of the annual evaluation, the Board of Trustees will prepare a written summary of the President's performance. The summary will be read in an open board meeting with any subsequent action to be taken at that open meeting.

A copy of the written summary will be filed and maintained in the President's personnel file.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its retreat Thursday, September 11, 2014, at the CBTech Facility.

Board Chair Jon Lane led the pledge.

1. Call to Order

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

2. Introductions

Each person attending introduced themselves: Executive Assistant Melinda Dourte, Dean Tim Fuhrman, Dean Kara Garrett, VP Kim Garza, VP Gail Hamburg, Director Kim Jackson, Dean Valerie Kirkwood, Associate VP Candy Lacher, President Terry Leas, VP Bob Mohrbacher, Faculty Association President Rie Palkovic, Executive Director LeAnne Parton, Dean Clyde Rasmussen, Director Charlene Rios, PIO Doug Sly, and BBT Director Rick Sparks.

3. MOUs with Faculty Association

VP Garza introduced the two Memorandums of Understanding (MOU) that were developed the past year since the 2013-15 Negotiated Agreement was approved by all parties. The Faculty Association and BBCC agreed to work together to draft wording describing movement on the Salary Index Matrix (SIM) including a promotional step for tenured faculty and a professional development unit (PDU) process. The MOU regarding SIM movement provides a process for tenured faculty to request a promotion to senior tenured faculty.

The MOU regarding PDUs provides a process for earning PDUs and receiving a PDU stipend.

Faculty Association President Rie Palkovic thanked the team members: VP Kim Garza, Dean Kara Garrett, VP Bob Mohrbacher, Psychology/Criminal Justice Instructor Ryann Leonard, and BIM Instructor/VP Faculty Association President Daneen Berry-Guerin. She said the team worked hard and developed agreements that will benefit BBCC students and faculty. The Faculty Association voted unanimously to accept the MOU regarding PDUs and the MOU regarding SIM Movement.

Motion 14-33

Trustee Mike Blakely moved to approve the Memorandums of Understanding regarding PDUs and SIM Movement. Trustee Stephen McFadden seconded, and the motion passed.

4. Academic Master Plan

Dean Valerie Kirkwood introduced the Mission Fulfillment Workbook task. The trustees transferred their comments to the posters.

Student Success

Outcome: BBCC provides access to programs and services that meet the needs of our service district.

Objective 1.1: BBCC provides access to programs and services that meet the educational needs of our students and prospective students

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

Are there areas where we are not fully meeting needs? What changes could we make to meet needs for prospective and current students?

Agriculture Tech, Engineering, Hospitality, Veterans, and maximizing STEM, are areas in which BBCC could expand.

Trustee McFadden said there is a growing focus on added-value agriculture programs. BBCC needs to help entrepreneurs develop ways to put agriculture to work for retail sales. Trustee Blakely encouraged prioritizing a science building to include an agriculture program. Trustee Villarreal advised that there is a teacher shortage. BBCC needs to be innovative and attract 4th-5th graders to agriculture science, and help young students to see BBCC as their first higher education step. VP Mohrbacher stated many BBCC students are education majors. There aren't many agriculture students. There is a fine balance to determining whether hire an instructor before there are students or recruit students and then hire an instructor.

Trustee McFadden asked about student feedback. Dean Kirkwood explained that BBCC staff talk to students at different levels of education throughout their BBCC experience. Trustee McFadden said he would like to hear the students' conversations around successes and challenges in the form of a focus group with students and no more than two trustees in attendance.

President Leas commented on the complexity of information gathering and multiple audiences and asked if the monitoring reports inform the trustees appropriately? Trustee McFadden stated focus group information will be equally valuable to him as the data.

VP Mohrbacher suggested focus groups with people who are not BBCC students may be helpful, he suggested industry employees.

Trustee Jon Lane stated the Carver model discussion will inform this. He is interested in learning about wait lists and class cancellations. Associate VP Candy Lacher said the wait lists are shorter this year.

It will be easier to capture this information once the new statewide computer software system, ctcLink, is in place.

Director of Student Activities Kim Jackson shared that a training to raise awareness of veterans' issues for staff/faculty, "Battle Grind to Campus Mind" will be available on campus in October.

Objective 1.2 Use of services correlates with success, retention, and completion.

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

What services and resources seem to have the biggest impact on student learning, course success, retention, and completion rates?

TRiO, and AVID in Higher Ed stress advantages of two- and four- year degrees. I- Best, English lab, new student orientation (NSO), STEM Center, counseling, emporium math, and online textbooks all positively impact student learning, course success, retention, and completion rates.

Trustee Anna Franz suggested holding a focus group of students who have not attended NSO to understand why they aren't participating? Trustees' comments included encouraging more on-campus participation, teaching soft skills, and faculty and staff usage of the advisor tool.

Objective 1.3 Students are prepared to graduate and to transfer or to seek employment.

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

Trustee Stephen McFadden suggested targeted counseling for students. Even though undecided students are exploring, focused pathway advising will help students seek appropriate classes/credits. What are the characteristics of students who are "wandering aimlessly" through classes that are not on their degree pathway?

VP Mohrbacher reported that a study revealed very few transfer problems with WA state schools. Some students take the wrong classes, which can slow their progress to their certification or degree. Students also need to understand the skills needed for their chosen profession. This insight can be illuminated by job shadowing opportunities which could be arranged by a career services coordinator. Recruiting days for employers would also be beneficial.

Board Chair Jon Lane announced a 10-minute break at 10:09 am.

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' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

Are there best practices that should be expanded or taken to scale at BBCC?

Trustees asked about recognition of employee creativity and encouragement of future leaders. Employees are nominated for awards. President Leas commented that he could send more personal thank-you notes.

Discussed AVID strategies that are being used campus-wide and expanding AVID workshops. Trustee Mike Villarreal asked about faculty development process. VP Mohrbacher explained that BBCC has several processes that assess both student learning and teaching practice:

The annual assessment process involves departments, and each department develops a plan for student learning assessment for the year. The following fall they produce a report detailing the assessment results, and then use the results to make changes to curriculum, teaching practices, department procedures, etc.

Faculty in the tenure process have classroom observations, student evaluations, and peer feedback as part of their process.

Tenured faculty participate in the Tenured Faculty Evaluation process, which involves classroom observations, student evaluations, and peer feedback as part of their process.

Adjunct faculty have student evaluations and classroom observations on a regular schedule.

Objective 2.2 BBCC helps students attain high academic standards

Trustees' effectiveness rating for this objective: 4.2

Trustees' importance rating for this objective: 5

Trustees discussed continuing to develop student support services and encouraging participation. Trustee Blakely commented that the full-time faculty ratio should be increased. BBCC is implementing more peer mentoring because students listen to their peers. Trustee Lane stated he would like to see professional development education plans for faculty.

Objective 2.3: BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

The trustees discussed AVID training and Carver Policy Governance training. VP Garza has developed staff training opportunities. She would like to develop a plan for employees who want to move up in the organization. The new professional development unit (PDU) category for faculty mentorship will be critical with new employees.

Faculty Association President Rie Palkovic stated all faculty members are on committees due to high number of new faculty.

President Leas commented that more professional/technical instructors should attend the AVID training.

The group discussed building relationships between BBCC faculty and school district faculty.

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

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 5

Trustees discussed the importance of networking with industry, legislators and local boards. Trustee McFadden asked about our advertisement strategy with industry sectors.

VP Mohrbacher talked about BBCC's connection with CWU's aviation program. CWU's flight contractor recently dropped services. BBCC is trying to help, but there are some limitations due to FAA regulations. Some of CWU's new students have come to BBCC. CWU also lost its VA certification.

Objective 3.2 BBCC works with K-12 and university partners to provide educational opportunities.

Trustees' effectiveness rating for this objective: 4

Trustees' importance rating for this objective: 4.8

Trustees discussed attracting students from local school districts by connecting with them at a younger age. Trustee McFadden stated Adams County needs more connection with BBCC. He talked about using a graphics wrapped bus or trailer to make an impactful statement in our communities. Students are multi-media focused, and BBCC needs to reach them with social media.

Director of ASB Kim Jackson reported the ASB is sponsoring “Thrillin’ Third Thursdays” featuring an artist on campus and open to the public. She said she could send posters and invites to school districts. Peers attract students, and BBCC’s large pool of alumni could be featured in messages to make them more personal. President Leas visited a high school that had graduates’ photos with their higher education plans; for example, “I went to BBCC!” Trustees agreed BBCC needs to celebrate with students.

Objective 3.3 BBCC practices responsible use of resources, including fiscal and natural resources

Trustees’ effectiveness rating for this objective: 4

Trustees’ importance rating for this objective: 4.5

Trustees commented about the improved lighting on campus. The PTEC building will help with energy conservation. BBCC needs to establish partnerships with the PUD, REC and wind farms.

Objective 3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community

Trustees’ effectiveness rating for this objective: 4

Trustees’ importance rating for this objective: 5

Trustee Mike Blakely stated it is important to be visible in the communities. The Transforming Lives Award dinner was a great example of celebrating with students. BBCC needs to build alumni connections and use them to reach new students. Trustees also discussed reaching out to communities with cultural activities and closing the gaps in success rates between white and minority students.

Director of BBT Rick Sparks said he would like to see student competition to create viral videos as a great way to advertise the college.

The board took a break for lunch and a tour of the CBTech facility at 12:15 p.m.

Board Chair Jon Lane opened the afternoon board retreat session at 1:24 p.m.

5. Board Self-Evaluation

Dean Valerie Kirkwood facilitated the board’s self-evaluation discussion. This exercise is an opportunity to evaluate the board as a whole, not individually. The new mission, core themes and Ends Statements provide good momentum for moving forward. The board’s policies drive the college focus.

Board Chair Jon Lane asked about Achieving the Dream (AtD) activities. Dean Kirkwood responded that AtD’s focus and requirements for data collection helped guide Institutional Research, and those strategies continue to be used. AtD provides external coaches to provide feedback regarding internal processes and goals.

President Leas stated if BBCC moves forward with AtD, the institution will be an AtD leader college, which will bring national recognition, and more importantly, it raises BBCC's eligibility for grants and continuous improvement.

E-1 Mission Fulfillment: Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.

Strengths:

Chair Jon Lane stated the board makes data-informed decisions. Trustee Blakely stated the board puts the needs of the students first.

Challenges:

Trustee Anna Franz commented that some of the service district's outlying communities are not represented. Trustee Stephen McFadden stated he feels removed from college between board meetings. More time on campus would provide the board a better grasp of the BBCC culture. Meeting the needs of the college and service district population is important. Trustee Blakely stated most public BBCC functions are attended by at least one trustee.

President Leas encouraged the trustees to think of the board collectively, rather than individually. The board represents the service district and provides insight into students' experiences. Trustee Mike Villarreal suggested a strategic approach to cross-geographical community visits. Up to two trustees could accompany President Leas when he visits communities and business/industry leaders. He also encouraged the entire board to meet with other boards. Trustee McFadden stated the local economic development councils and BBCC's workforce résumé are great tools. He invited President Leas to accompany him when visiting with workforce industries (this applies to E-4 Community Engagement) President Leas stated trustee attendance and interaction at community meetings fulfills mission effort. He reminded the board that they inform the "why" for the college.

Regarding E-3 Excellence in Teaching and Learning, Trustee McFadden stated he would like trustee involvement in stakeholder focus groups. BBCC gives outstanding effort to gather data and provides great financial information.

President Leas stated an important role of the board includes adding credibility to requests to business and industry for support and reminding legislators about funding needs.

Trustee McFadden asked about the next capital project, after PTEC. VP Hamburg responded that the Allied Health and Fitness Center, located next to the DeVries Activity Center will be the next capital request. She confirmed that equipment is included in the PTEC budget, and we have plans to provide sponsorship opportunities. PTEC will include the "latest and greatest" technology at the time it is built. Faculty and industry leaders are involved in the planning.

E-3 Excellence in Teaching and Learning

Board Chair Jon Lane stated the data indicate BBCC instructors do a good job teaching. Hispanic students are performing above their counterparts nationally. VP Mohrbacher stated he is working with faculty emphasizing that teaching is about the outcome, not the input; in other words, what students learn, not what instructors teach.

Trustee Villarreal asked how teaching and learning is monitored. VP Mohrbacher stated there are multiple pathways, including master course outlines with outcomes and general education outcomes, which include critical thinking, quantitative reasoning and communication at the institutional level. Random student work and tests are used as evidence for student learning.

President Leas stated E-3 sets the tone and expectation for BBCC as the desired outcome. The monitoring reports are useful for operational staff, are they valuable for informing the board? Do the monitoring reports help the board self-evaluate?

Trustee Blakely stated the monitoring reports shows incremental increases. Board Chair Lane responded that the data and monitoring reports are valuable; they may provide more information than necessary. Trustee Villarreal stated BBCC is headed in the right direction; how do we continually improve?

Challenges: One challenge is the decrease in percentage of full-time instructors; BBCC is down to 55% full-time instructors. Tenured full-time instructors participate in governance and offer more availability to students.

Strength: Trustee McFadden stated reviewing the tenured evaluation information is a good experience for trustees. Seeing the interaction in the reviews, recommendations, self-evaluations, and student surveys is very helpful. Tenured faculty members make the collective culture, and they are the legacy of trustees.

E-2 Student Success

Board Chair Jon Lane and Trustee Anna Franz agreed that BBCC is doing a great job with teaching and learning and that impacts student success. Developing partnerships ensures BBCC's offerings reflect the community. Chair Jon Lane reminded all that BBCC is a Hispanic Serving Institution (HIS).

President Leas encouraged the trustees to set a vision with examples. BBCC's graduation rate of 35% is a challenge even though we are in the 89th percentile nationally. What happens to the 65% of students who don't graduate? The board does a good job praising the good work employees do. Trustees asking employees to continually improve for our students helps create a culture of excellence.

Trustee Mike Blakely asked about a mechanism to follow up with students who miss multiple classes.

The Academic Early Warning (AEW) system is labor intensive, but it does have good results when a personal connection is made with the student. In a ten-week quarter, it takes three to four weeks to reach students, which is almost halfway through quarter.

VP Mohrbacher stated many outside issues impact students. The WA Family Support Network (WFSN) grant will target some external issues, support building financial literacy and assets, and career planning. For most students, academic problems stem from family or financial issues. BACC's service district has a low per capita income.

E-5 Integrity and Stewardship

The trustees agreed that they receive high-quality fiscal information from VP Hamburg and the business services office. The trustees reiterated their role as policy-makers.

E-6 Inclusion and Climate

The trustees agreed that they do a good job setting the tone at the college. Supporting hiring a Director of Campus Security and Safety is an example of this. Trustee Mike Villarreal encouraged the college to continue to embrace diversity and look for more opportunities. He said the board could be more strategic about making industry connections.

E-4 Community Engagement

This was discussed during the Mission Fulfillment conversation. There are opportunities for growth outreach to businesses and segments of population. Trustee McFadden stated the board's overarching role is to continue to challenge and fine-tune what is being done well. He said he has never had a dissatisfied moment as a trustee. BACC is always advancing, and the family culture is strong and healthy.

6. 2013-14 President's Evaluation

The Board adjourned to an executive session for 20 minutes 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. Chair Jon Lane extended the executive session 10 minutes. The meeting resumed at 3:25 p.m. with no action taken.

7. 2014-15 President's Evaluation Process

The current evaluation process and timeline for the president is in conflict with policy (BSL4 Monitoring Presidential Performance). The board sets the terms of the president's employment. VP Garza asked the board what they want from the evaluation process.

Board Chair Jon Lane stated the June evaluation completion date is poor timing. VP Garza stated that 95% of the community college boards in Washington State

complete their presidents' evaluation in May or June. The review cycle could be revised to align with the fiscal cycle, which would provide access to current financial information and the BBCC's Ends Statement outcomes. Trustee Stephen McFadden stated he prefers that the review cycle be adjusted to begin the evaluation discussion during the fall retreat, which will provide access to current financials and outcome data. Trustee McFadden also suggested the board and president participate in an annual focus group with community stakeholders about the college in general to receive feedback on the college rather than an assessment of the president. Student focus groups would also be helpful for gathering information. Trustee McFadden discussed delivery of a year-end report to the community that is interactive with participants sitting around the table together to give stakeholders a voice in the process.

VP Garza reported the TACTC website contains numerous presidential evaluation processes from community colleges around the state. The boards that request feedback on their president make deliberate requests and some use surveys. Survey feedback could help determine questions for the focus group. Currently, a biennial survey is administered campus wide on the president, vice presidents and deans with a focus on leadership competencies. VP Garza stated assessing how well the college is meeting the communities' needs is within the Institutional Research duties; performance evaluations are within the Human Resource duties.

Trustee Anna Franz suggested changing "June" to "annually" on page 16 of BP1000. She also suggested keeping the BSL4 policy broad and not prescribing a particular method of gathering information. Trustee McFadden emphasized the importance of the focus group. He asked President Leas and VP Kim Garza to present revised wording of BSL4 Monitoring Presidential Performance at the next board meeting.

Board Chair Jon Lane asked the trustees to provide feedback on the day's activities. Trustee Anna Franz said the new Ends Statements require fine-tuning of the information.

President Leas stated the board self-evaluation portion of the retreat was a good opportunity for the trustees to think strategically as a board. Dean Kirkwood facilitating the board's self-evaluation was a new approach.

Trustee Franz stated she would like to talk about aligning the board goals with the Ends at a future meeting.

Trustee McFadden asked who evaluates the board outside of the board's self-evaluation. He is interested in how the board is perceived. Board Chair Jon Lane suggesting holding a community forum formatted similarly to the mission, vision, core themes stakeholder meeting that was facilitated by Ron Baker. President Leas suggested holding forums for Grant and Adams counties separately.

Trustee Mike Blakely thanked his fellow board members for being a good effective group. His term expires September 30, and he will continue to serve until his replacement is appointed by the Governor.

The meeting adjourned at 3:56 p.m.

Jon Lane Chair

ATTEST:

Dr. Terrence Leas, Secretary

Excerpt from December 9, 2014 Board Meeting Minutes

10. President's Evaluation

Chair Jon Lane provided the president's evaluation as follows.

"We are pleased with the performance of the College and the President from the past year. Dr. Leas has shown us leadership style that is encouraging, collaborative, and transparent. When Dr. Leas was hired he began to implement processes that not only sustained the culture of Big Bend but have also created positive transformations to continue that culture in the future and foster success for our institution. Dr. Leas gives encouragement and support for innovation and excellence. People are willing to take risks with the knowledge that they will be supported even if their initiatives are not completely successful. He continues to encourage and develop leadership in those he comes in contact with. His staff and senior administration trust and enjoy working with Dr. Leas and we are very pleased with his efforts to create a collaborative environment through an open and transparent administration.

Dr. Leas has done a self-evaluation that supports and confirms our observations. His priorities are to ensure everyone is committed to student success. He gives credit to the great team that surrounds him for the successes of the college. He wants to work on establishing better relationships with our communities to strengthen the impact that Big Bend has on their future. Dr. Leas is committed to "Achieving the Dream" program: the continuous improvement, the data, and the opportunities it will give the college.

The Board would like Dr. Leas to set several goals for the future. First to focus on continued Community outreach; Big Bend needs to reach out to all our communities, especially the smaller and more remote communities, and make our presence known. The Board of Trustees is also committed to help this effort and will try to make themselves available to facilitate and join these visits. We would also like to see Dr. Leas continue to be involved in community activities like Rotary, High School Senior interviews and other community wide events. Secondly, it is a priority to reach out to businesses and industry to work together and meet their training needs. Our ability to work together to train the next generation of an educated workforce is critical. Industry also plays a role in securing precious resources privately and through their impact on government appropriations. Thirdly, State funding and support is critical to the mission of Big Bend. Dr. Leas needs to continue to work with our local and state legislators to help them understand the vital role that we play in our economy. We need both operating capital and support to build new facilities that will help us catch up with our un-met needs. While Big Bend is currently in line for state funding of a professional technical education center, there continues to be other unfunded facility needs. Finally, Big Bend Community College is a "Hispanic Serving Institution". We would like to see Dr. Leas continue to bring a focus on this significant population, as well as serving the disadvantaged, the first generation college students, and the under-educated. We have made some progress in helping with student success and we want Big Bend Community College to be known as the first choice of students throughout the Big Bend Service area who wish to get an education.

We encourage Dr. Leas to continue to articulate his vision, promote a collaborative working environment, commit to student success, and work with a wide range of constituents. We are pleased with the performance of Dr. Leas and support his efforts to lead Big Bend Community College into the future.”

Trustee Anna Franz stated she appreciates Dr. Leas work for the institution. Trustee Stephen McFadden stated Dr. Leas is very responsive and swift to provide supporting materials. Trustee Jon lane challenged Dr. Leas to focus on continued community outreach with school districts, business and industry, legislative partners, and advocacy for state funding. BBCC is an Hispanic serving institution and ensuring BBCC is meeting the needs of its communities is a priority.

Motion 14-46 Trustee Anna Franz moved to accept the president’s evaluation as presented. Trustee Juanita Richards seconded, and the motion passed.

Motion 14-47 Trustee Stephen McFadden moved to extend President Leas’ employment contract by one year. Trustee Anna Franz seconded, and the motion passed.

President Leas responded that he appreciates the support from the trustees. The Carver Policy Governance Model provides a good working environment. Dr. Leas stated BBCC has a great team of faculty, staff, and trustees.