



**November 14, 2019**

**Board of Trustees**

**Regular Meeting 1:30 p.m.**

ATEC

Hardin Community Room

Community College District No. 18

7611 Bolling St NE

Moses Lake WA 98837

# **Big Bend Community College District #18**

## **Governing Board:**

**Chair Stephen McFadden, Vice Chair Anna Franz,  
Jon Lane, Juanita Richards, and Thomas Stredwick**

**President Terry Leas**

### **2020 Meeting Schedule**

**January 9, 2020**

**February 13, 2020**

**March 26, 2020**

**May 7, 2020**

**June 4, 2020**

**August 27, 2020**

**October 1, 2020**

**November 12, 2020**

### **Board Goals**

*Continued involvement at the State and Federal Level.*

*Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.*

*Development of an “on-boarding” process for new trustees and others who are in leadership positions.*

*Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.*

# BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

## Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, November 14, 2019, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Navigator Kenneth Vogel
3. Introductions  
New Employees
4. Consent Agenda **(E-1)**
  - a. Meeting Minutes October 10, 2019 **(Action)**
  - b. President's Activity Update **(Information)**
  - c. Accreditation **(Information)**
  - d. Student Success **(Information)**
  - e. Assessment **(Information)**
  - f. Finance & Administration Report **(Information)**
  - g. Human Resources Report **(Information)**
  - h. Enrollment Report **(Information)**
  - i. Safety & Security Report **(Information)**
  - j. ASB Report **(Information)**
  - k. E-6 Inclusion and Climate **(Information)**
  - l. Classified Staff Report **(Information)**
5. Remarks  
(Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
  - a. ASB Public Relations Officer – Kelsey Sorenson
  - b. Classified Staff – Not available
  - c. Faculty Association President – Salah Abed
  - d. VP Finance & Administration – Linda Schoonmaker
  - e. VP Learning & Student Success – Dr. Bryce Humpherys
  - f. VP Human Resources & Labor – Kim Garza
  - g. Executive Director BBCC Foundation – LeAnne Parton
6. Exceptional Faculty Award Recommendations – VP Humpherys **(E-3, Action)**
7. Board Policy 3011 – VP Garza **(E-1 Action)**  
*Executive Session – Break*
8. Transforming Lives Nomination – Trustees **(E-1, Action)**
9. Presidential Search – Trustees **(E-1, Action)**  
Job Description, PSAC Members, Recruitment Materials, Timeline
10. Study Sessions – Trustees **(E-1, Information/Action)**
11. Trustee Orientation and Onboarding – Trustees **(E-1, Action)**
12. Board Goals – Trustees **(E-1, Action)**
13. Professional Development for Trustees – Trustees **(E-1, Action)**
14. Assessment of Board Activity – Trustees **(E-1, Information)**
15. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
16. Miscellaneous – Trustees, President Leas **(E-1, Information/Action)**
17. Adjournment

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (b) to consider the selection of a site or the acquisition of real estate by lease or purchase; (c) to consider the minimum price at which real estate will be offered for sale or lease; (d) to review negotiations on the performance of a publicly bid contract; (f) to receive and evaluate complaints or charges brought against a public officer or employee; (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (h) to evaluate the qualifications of a candidate for appointment to elective office; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

**NEXT MEETING: Thursday, January 9, 2020**

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.*

# BIG BEND COMMUNITY COLLEGE

## Fall Quarter 2019 Student Activities Calendar of Events

### September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
22	23 Classes Begin	24	25	26 <b>ASB EVENT Back to School Barbeque 4:30p-7:30p ATEC Courtyard \$7/Person</b>  Last day to add a class	27 Volleyball vs Blue Mtn CC @ 6pm	28	
29	30 <b>ASB Delivers... Monday Morning Treats!</b>	<p>Introducing, ASB Swag Days! Show your Viking Spirit! Wear Swag to earn Swag! Show up on first Thursdays for swag give-aways! While supplies last, students <b>ONLY</b>, one swag item per student.</p> <p><small>* Must be present with BBCC ID &amp; be wearing BBCC swag or BBCC colors *</small></p>					

### October 2019

Keep an eye out for ASB Officers delivering treats on Mondays!		1	2	3 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	4	5 Volleyball vs Treasure Valley CC @ 2pm
6	7 <b>ASB Delivers... Monday Morning Treats!</b>	8 <b>ASB Event Blood Drive, 1400 Parking Lot 10am – 1pm</b>	9 <b>ASB Event Mini Pumpkin Painting, Activities Center Room 1428 Students ONLY 11am – 1pm</b>  Volleyball vs Columbia Basin College @ 6pm	10	11	12 Volleyball Vs North Idaho College @ 2pm
13	14 <b>ASB Delivers... Monday Morning Treats!</b>	15 <b>ASB Event "I'Mpossible" Motivational / Disability Speaker Jeff Griffin, Masto @ 1pm</b>	16 Volleyball vs Yakima Valley CC @ 6pm	17 <b>ASB Event Boom Boom BINGO Masto @ 7pm – 9:00pm Students ONLY</b>	18	19
20	21 <b>ASB Delivers... Monday Morning Treats!</b>	22	23 Volleyball vs CC of Spokane @ 6pm	24	25	26 Wrestling Blue & Gray Challenge @ 10am
27	28 <b>ASB Delivers... Monday Morning Treats!</b>	29	30	31 <b>ASB Event Bowling Night Lake Bowl @ 10pm – Midnight Students ONLY, Costume Contest</b>	Club & Community meetings and events calendar is online at: <a href="http://www.bigbend.edu/student-life/asb/student-clubs-and-communities/">www.bigbend.edu/student-life/asb/student-clubs-and-communities/</a>	

### November 2019

Fall Quarter grades available December 19 <sup>th</sup>					1	2
3	4 <b>ASB Delivers... Monday Morning Treats!</b>	5	6	7 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	8 Volleyball vs Walla Walla CC @ 6pm	9
10	11 Veterans' Day Campus Closed	12 Registration <i>Current Students</i>	13 Registration <i>Current Students</i>	14 <b>ASB Event Movie Night, Lee Theater, Students &amp; Staff FREE, Showings &amp; Times TBD</b>  <a href="#">Board of Trustees</a> Registration <i>Current Students</i>	15 Registration <i>Former Students</i>	16 Women's Basketball vs NW Indian College @ 2pm  Wrestling vs WSU @ 10am
17	18 <b>ASB Delivers... Monday Morning Treats!</b>  Last day to drop a class	19	20 <b>ASB Event ALIVE! Mental Health Fair, Peterson Gallery/ATEC @ 10am – 2pm</b>	21 <a href="#">Transforming Lives Recognition</a> 5:30 p.m.	22	23
24	25 Thanksgiving Break No Classes	26 Thanksgiving Break No Classes	27 Thanksgiving Break No Classes	28 Thanksgiving Break Campus Closed	29 Thanksgiving Break Campus Closed	30

### December 2019

1	2 <b>ASB Delivers... Monday Morning Treats!</b>	3	4 <b>ASB Event Library Campout Peterson Gallery @ 1pm</b>	5 <b>ASB Swag Day Activities Center Room 1428 @10am</b>	6	7
8	9 Open Registration	10 Last day of classes	11 Finals	12 Finals	13 Finals	14

**BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for action)

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meetings held on October 10, 2019 are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Study Session October 10, 2019, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards

### 1. Presidential Search

#### Salary and Benefits

VP Kim Garza discussed the salary and benefits comparison of the Eastern WA community and technical colleges. The current salary of the BBCC president will rise to \$218,391 with the 3% increase July 2020. Per Deputy Executive Director of Business Operations at the SBCTC John Boesenberg, WA State is a little below the national curve for president's salaries, which is confirmed by College and University Professional Association (CUPA) data. The trustees discussed establishing a salary range. The successful candidate will want the highest salary due to current climate and unlikeliness of increases other than the regular increases.

AAG Jason Brown stated the legislature provides for colleges to provide benefits beyond the college percentage to retain an employee with evidence like a bona fide job offer. He recommended setting a range with a collective agreement on how to move along the range. Given salaries of the community and being a good steward of resources, VP Garza recommended a range of \$218,500-\$223,500 and a package of benefits that may include an additional investment plan or healthcare premium. Work environment that provides autonomy and support will be important to presidential candidates. While the salary may motivate candidates to apply, the campus visit will drive their decision. VP Linda Schoonmaker stated funding for the salary could go to \$230,000. VP Garza encouraged the trustees to be as transparent as possible providing a range and then consider increasing an offer within the range depending on experience.

Other benefits could include personal leave hours. The regular vacation-leave accrual rate is 16 hours per month plus 8 hours for a personal holiday. Dr. Leas currently earns 24 hours of additional personal leave. Dr. Bonaudi received the same amount of personal leave, and neither president used their personal leave. There is no maximum number of leave hours for the president. Other employees can only accumulate up to 240 hours by their anniversary date. The maximum number of leave hours for which the president may be compensated is 320 hours. Additional benefits could include a voluntary investment plan, premiums for life insurance policies, and premiums for long-term care insurance. VP Garza recommended considering adding long-term care and additional life insurance premiums. Trustee Anna Franz asked VP Garza to compile

information for additional compensation package pieces for presentation at the November board meeting.

#### Estimate of Search Expenses

VP Linda Schoonmaker prepared an estimate of expenses related to the presidential search; 2012 expenses totaled almost \$30,000 and estimated 2019-20 expenses total \$41,283. She stated it is permissible to pay relocation expenses up to the daily per diem rate, and it is taxable. The meeting, travel, and relocation expenses would be spent even if an external consultant were hired.

#### President's Job Description

The trustees discussed the president's job description comparisons among community college presidents in Eastern Washington. Campus and community surveys regarding the next president will be conducted to gather input. The job description will be drafted based on information from the survey results.

Board Chair Stephen McFadden stated that Trustee Jon Lane will participate in presidential search planning conversations. The trustees gathered feedback from the stakeholders at the meeting about educational qualifications for the next president. Educational qualifications may limit the applicant pool. A doctorate degree may provide credentials important to working with staff and faculty. Experience and ability will provide important strengths to guide the operations and organization of the college, which may be enhanced by a doctorate degree. Board Chair Stephen McFadden asked that the trustees provide their individual feedback to Melinda. The draft job description based on survey results and trustees' input will be presented for discussion and action at the November 14 board meeting.

#### Campus/Community Survey Questions

VP Kim Garza recommended using the 2012 survey questions. Employee engagement with this process is important, and the campus community will want to see how the trustees use their input.

A draft of the job description based on the survey results will be shared with the trustees and the campus for feedback. The trustees will take action on the job description during the board meeting on November 14.

VP Garza will launch the survey October 14, and the survey will close October 23. Board Chair McFadden, Trustee Lane, and VP Garza will meet October 24 to review the survey results.

Faculty Association representative Dawnne Ernette stated the survey information seemed appropriate. Board Chair McFadden asked Instructor Ernette to encourage faculty members to complete the survey.

#### Proposed Timeline

Board Chair McFadden stated that Trustee Stredwick suggested adding presidential onboarding tasks to the timeline. Dr. Leas reported to Chair McFadden that intentional onboarding such as connecting with community leaders would be helpful to a new president. A community welcoming celebration and additional onboarding experiences

will be added to the trustees' calendar. Trustee Jon Lane stated he has learned about onboarding plans from other trustees. VP Kim Garza will gather information from her counterparts around the state.

#### Presidential Search Advisory Committee (PSAC)

The trustees discussed potential PSAC members. Chair McFadden recommended Jacob Barth to represent the Foundation Board and Amy Parris, Director of School and Technical Education of the Othello School District to represent K-12. Trustee Lane recommended Lisa Karstetter as a community representative. Trustee Juanita Richards suggested Ephrata City Administrator Wes Crago. Local legislators were considered for the committee; however, their busy schedules may make meeting attendance difficult.

Instructor Ernette reported that the academic faculty selection has been made and a Workforce Education faculty member is being identified. VP Kim Garza said that Administrative Exempt staff are being identified, and two Classified Staff members have agreed to serve. The trustees will appoint PSAC members during the meeting November 14. All PSAC members will be required to sign confidentiality agreements. VP Kim Garza will share the confidentiality agreement with AAG Jason Brown for review.

Chair McFadden stated that Director of Communications Matt Killebrew will create a digital display ad. He will communicate information to Chair McFadden and Trustee Lane through Melinda. Director Killebrew is also working on a save-the-date card. VP Kim Garza stated once the job description is finalized, she will distribute online postings and share with diversity websites. Trustee Anna Franz asked for a list of how other community colleges have advertised presidential positions in the next consent agenda.

The presidential search webpage will include the timeline, recruitment materials, updates, press releases, links to Chambers, links to school districts, relocation packet scenario, links to monitoring reports, BBCC demographics, the Employee Focus Group Report, link to the strategic plan, and a link to the board resource page. The presidential search will go live through NeoGov on November 15 following board action on November 14.

The meeting adjourned at 10:50 a.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary



## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting October 10, 2019, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards

Softball coach, VetCorps Navigator, and Marine Veteran Mike Garoutte led the Pledge of Allegiance.

### 2. Introductions

Dean of Transitional Services Faviola Barbosa reported that due to the increase of Open Doors sessions, she has hired two new case managers: Danessa Raymond and Matty Moore. The Open Doors program serves Ephrata and Moses Lake students who are credit deficient graduate from high school and prepare to transition to college.

Executive Director of the Foundation LeAnne Parton introduced Alumni and Development Coordinator Chandra Rodriguez.

Registrar Starr Bernhardt introduced Program Assistant Rebecca Ozuna.

VP Linda Schoonmaker announced that newly hired BBT Director Patrick Steele was not available for the meeting.

### 3. Consent Agenda

Registrar Starr Bernhardt shared a correction on the enrollment report. Summer enrollment increased, and state FTEs are only down 1% rather than 6%. VP Linda Schoonmaker reported that BBCC's allocation has not been changed yet based on our FTEs. Many other WA State CTCs also have dropping enrollments.

VP Kim Garza will discuss the Campus Climate Action Plan during her report.

#### Motion 19-34

Trustee Jon Lane moved to approve the consent agenda. Trustee Anna Franz seconded the motion, and the motion passed.

### 4. Remarks

- a. An ASB representative was not available.
- b. A Classified Staff member was not available.

- d. VP Linda Schoonmaker reported BBCC's completion rate toward ctcLink requirements is 33%. BBCC is scheduled to go live with ctcLink October 2021. She shared that a SBCTC Infrastructure Analyst is on campus today. The Workforce Education Center (WEC) progress has not changed from the consent agenda update. Some WEC classrooms are open, and the building is closed on Fridays for the workers to maximize progress. VP Schoonmaker also reported that an architect walked through the Wallenstien Theater Tuesday to prioritize updates needed, and demolition of Building 3300 has begun.
- e. VP Bryce Humpherys provided updates from the consent agenda regarding accreditation. Using the new Northwest Commission on Colleges and Universities (NWCCU) standards, assignments have been made to staff to review policies and procedures for revisions to meet standards in their areas.

Dr. Humpherys reported that he will accompany VP Schoonmaker, Executive Director of the Business Office Char Rios, and Dean of Institutional Research Valerie Parton at NWCCU training. He will also attend an accreditation chair training and an accreditation site visit next week and next spring. Trustee Jon Lane asked about the board members' roles in accreditation efforts. VP Humpherys stated Standard 2 is compliance oriented and Standard 1 is about institutional advancement and strategic planning such as reducing student equity gaps, facilitating student learning, and learning from assessment and making allocations accordingly. The board's self-evaluation and strategic goals fit here. Continuous quality improvement is essential to the core of accreditation and tasks like revising the president's job description fit. As staff review policies, board policies may be brought forward for revisions. Dr. Leas stated that the board's work actively reviewing the monitoring reports and providing expectations for closing gaps also fits within accreditation requirements.

Dr. Humpherys reported that he presented BBCC's Bachelor of Applied Science (BAS) statement of need to the SBCTC Board yesterday, and it was approved. Next steps include convening a group of faculty to articulate an implementation plan to be reviewed and approved by the SBCTC Board in one year. Dr. Humpherys said the BAS should start fall 2021. Board Chair McFadden thanked Dr. Humpherys for his work with the BAS.

Dr. Humpherys stated closing equity gaps through advising is a priority. Starfish, a student management software package, is being initiated to coordinate and enhance advising efforts with students. Starfish is scheduled to be piloted winter quarter.

- f. VP Garza thanked all search committee members who served through the summer. Several positions were filled and additional open instructor positions will be posted soon. She is also meeting with subject matter experts composing a response to the Civil Rights audit.

VP Garza shared that Robin Arriaga has served as the chair of the STAR Committee for the Classified Staff in the past. Her workload has increased and others on the committee have been promoted to administrative exempt positions. The STAR Committee is in a holding pattern as staff are struggling with workloads and interested in serving on other committees on campus. More Classified Staff are interested in leadership training and expressing positivity about changes in the climate. Board Chair McFadden stated it is important that employee groups have a voice with the board, and they are welcome and encouraged to give updates. If they cannot attend in person, a written report would be helpful.

VP Garza reported that the Campus Climate Action Plan (CCAP) is posted to the portal. Cabinet members are working on CCAP calendar and assignments. Three workgroups have started Workplace Norms led by Deans Valerie Parton and Faviola Barbosa, Onboarding and Orientation led by Director Tammy Napiontek, and a Leadership Development Group led by Executive Director LeAnne Parton. There have been positive responses from employees serving on the workgroups. Leadership trainer Michael Nash will be on campus December 17-19 for eight-hour training sessions for all staff. VP Garza also reported that a template is being created to ensure talking points from meetings are shared with staff. Cabinet members are completing Leader User Guides to help with communication and community building. A community-building Ice Cream Social event was hosted by Cabinet members the week before school started.

Board Chair Stephen McFadden asked for more information about the CCAP. VP Garza reported that employees appreciate being heard, and some employees are more cautious than others. As the climate improvement plan is implemented, the effort will be adjusted as needed. Members of the Committee for Equity, Inclusion, and Diversity (CEID) are discussing how they could support the infusion of equity and diversity into the other groups and activities on campus. Progress of the CCAP will be measured with a survey administered by a third-party vendor, which is being selected by Cabinet members.

- g. Executive Director of the Foundation LeAnne Parton reported on Foundation activities. The Foundation has secured pledges to date for the Building Tomorrow's Workforce Capital Campaign totaling \$2,792,287, which is 74.46% of goal. The Foundation has made 130 asks, garnered 65 pledges and received 38 declines. There are answers still pending, more people or businesses to meet with, and more grants to write in 2019.

Foundation scholarships totaling \$252,253 have been awarded for the 2019-2020 academic year. The scholarship total does not include Microsoft's \$18,233 and Biella's \$10,000.

Program Specialist 2 Jennifer Starr, Alumni Development Coordinator Chandra Rodriguez, and Executive Director Parton attended the national Council for Advancement and Support of Education (CASE) conference in San Diego last week.

The WA state community and technical college Foundation Directors meet semiannually for professional development and networking. Executive Director Parton serves on the executive committee, which plans agendas, considers potential statewide fundraisers, and develops strategies to support strong working relationships between Foundations and college presidents.

Executive Director Parton is also leading the Leadership Work Group for the college. Lastly, the Foundation's donor/recipient connection event, Star Night, is scheduled on October 22.

- c. Faculty Association President Salah Abed shared news from faculty members. He and Academic Support Division Chair Dawnne Ernette are recruiting Workforce Education and Transfer faculty for the President's Search Advisory Committee.

Chemistry Instructor Sarah Bauer is teaching a new hybrid, flipped classroom chemistry course to help students who are not in the healthcare path. The class meets the science lab requirement and is introductory for those who do not have experience with science.

Early Childhood Education Instructor Michele Reeves attended a SBCTC-sponsored statewide training about creating equity in the classroom and a training about team teaching and I-BEST strategies.

Foreign Language Instructor Jen McCarthy reported she has an enthusiastic, motivated, and organized group of students learning German this year.

## **6. Exceptional Faculty Award (EFA)**

Associate English Instructor Scott Woodham shared about his EFA experience. He is a poet with a Masters in Fine Arts and reported there is a "massive world of poetry," which helps with critical thinking. He attended "The Project Book" workshop which shared a way for poets to write books of poems that are compiled into a full poem. Instructor Woodham is writing a project book, and he enjoyed the online workshop with a community of professional poets.

## **7. WAC Revisions**

President Leas explained that the WAC revisions presented were recommended by AAG Jason Brown.

Motion 19-35 Trustee Jon Lane moved to approve the revisions to WAC 132R-117-020 Trespass. Trustee Anna Franz seconded the motion, and the motion passed.

Motion 19-36 Trustee Anna Franz moved to approve the revisions to WAC 132R-02-050 Brief Adjudicative Procedures. Trustee Jon Lane seconded the motion, and the motion passed.

Motion 19-37 Trustee Anna Franz moved to approve the revisions to WAC 132R-04-063 Disciplinary Action. Trustee Juanita Richards seconded the motion, and the motion passed.

## **8. 2019-20 Proprietary Funds Budget & Financial Statements**

VP Linda Schoonmaker shared details of the 2019-20 Proprietary Budget and Financial Statements. She discussed differences in the ASB budget and stated the bulk of funding from S&A fees is derived from tuition and Running Start.

The revenues increased in athletics as a result of more fund raising and facility rentals. The wrestling team members brought in additional FTEs, and expenses were higher with the athletic director's salary. The gym floor needs to be refinished, and athletics needs a new bus. Athletes' scholarships are supported by S&A funds.

The bookstore continues to lose money. Personnel and open hours have been reduced this year. Many community and technical college bookstores are experiencing the same financial pressure. VP Schoonmaker met with Barnes and Noble, and they are not interested because our sales are below \$800,000.

VP Schoonmaker reviewed the housing and food budgets. Sodexo is losing money, and a campus food service workgroup is meeting to consider options. Housing is doing well and will need new washers and dryers soon. The housing fee is \$1,160 per quarter for a single occupant.

VP Schoonmaker stated the total assets are at \$26,588,481 and liabilities total \$4,519,755. Advance for WEC was \$5.5 million, and the fundraising goal for the foundation is \$3.75 million. The operating reserves balance is \$18,675,365 and BBCC is financially sound.

Motion 19-38 Trustee Jon Lane moved to approve the 2019-20 Proprietary Funds Budget and Financial Statements. Trustee Juanita Richards seconded the motion, and the motion passed.

## **9. BP3011**

President Leas stated this is the first reading of BP3011 Administrative and Exempt Staff Employment and Benefits Schedule, which details the benefits for the president. Based on previous board conversations, this item will be presented for action in November. VP Kim Garza stated changes to leave schedules for the president are being considered

Board Chair Stephen McFadden announced a 10-minute break at 3:00 p.m. to be followed by a 30-minute executive session, including President Leas, 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. The executive session was extended by 10 minutes and then five minutes. The executive session ended at 3:55 p.m. with no action taken.

## **10. President's Evaluation**

Board Chair Stephen McFadden read the 2018-19 evaluation of President Terry Leas into the record:

*Among the primary roles of the Board of Trustees lies the responsibility for selecting and evaluating the president of Big Bend Community College. This letter addresses the evaluation of President Terrence Leas, Ph.D., for his service during the 2018-2019 year.*

*Since selecting Dr. Leas as President in 2012, the Board of Trustees have appreciated his servant leader style and his demonstrated desire to establish a culture of inquiry. Many accomplishments have been achieved during these seven years that Dr. Leas and the campus community can be proud of.*

*This year's evaluation letter follows Dr. Leas' announcement of his retirement in June 2020. When the time comes to celebrate his career achievements in higher education, it is our sincere hope that Dr. Leas is able to point to many memorable moments during his time at BBCC.*

*The past year has been hectic, challenging, and at times frustrating for the entire campus community. Through all of those moments in time, Dr. Leas has strived to empower the BBCC community to be successful and there are key examples to be noted.*

*As the Workforce Education Center comes online, it will serve as a crowning achievement for the college's workforce education effort. The facility was originally designed to be 76,000-square-feet of educational space. With vision and hard work, Dr. Leas inspired the campus team and our communities to support expansion of the project to 129,000-square feet.*

*Dr. Leas has been pivotal in the BBCC Foundation's effort to raise \$3.75 million to support the additional expense of the expanded WEC. Today, the foundation is nearing the goal, with just \$900,000 left raise. Dr. Leas has been at the forefront of the funding pursuit, making key presentations across the service district to business, industry, and other stakeholders who have produced substantial private investment.*

*With the BBCC Mission in mind, Dr. Leas has worked through challenging circumstances to ensure the delivery of lifelong learning.*

*The Northwest Commission on Colleges and Universities' Notice of Correction was an unexpected development that sent the entire campus community scrambling. Without swift and intentional action by the leadership team, faculty and staff, BBCC's accreditation would have been at risk. In an accelerated timeline, BBCC responded and addressed the Notice of Correction which was successfully mitigated. Work has already turned toward preparation for the next accreditation cycle.*

*The creation of an Employee Focus Group and the subsequent work of the Committee on Equity, Diversity and Inclusion were critical steps to address campus climate. Dr. Leas was forward thinking in commissioning the report prepared by Christine Clark, Ed.D. Recognizing challenges in the area of professional relations with faculty and staff, Dr. Leas facilitated an independent review which resulted in the Clark report: Re/Building a Meaningfully Engaged Campus Community. It's a brave act to call for a third party evaluation of your leadership team.*

*The report was necessary and points to systemic issues that can be treated and must be repaired. The Executive Leadership Team, led by Dr. Leas, has taken the lead, starting with a review of their own engagement with the campus community. This effort is helping them make progress campus wide in terms of regular communication and engagement.*

*Advocacy and community engagement are strong suits for Dr. Leas, they have led to state and private investment in the Workforce Education Center as well as numerous other areas. Civic and legislative engagement has been successful in keeping BBCC at the forefront of community and economic development. Dr. Leas currently serves as the chairman of the Grant County Economic Development Council. He is a board member on the North Central Workforce Development Council. As a resident of Moses Lake, he is an active member of its Rotary Club, fully embracing "Service Above Self." At the system level, Dr. Leas has been an active member of WACTC including serving on the Strategic Visioning Committee.*

*Addressing enrollment and implementation of new enrollment management strategies are showing signs of promise. As the system experiences enrollment declines, BBCC has successfully taken steps to diminish such impacts on this campus. While enrollment is slipping, BBCC has been able to slow the decline compared to its peers who are experiencing significant declines. These actions under Dr. Leas' leadership have established a foundation for continued improvement and innovation in pursuing increased enrollment and the funding that it provides.*

*For the remainder of Dr. Leas' tenure as president of BBCC, the Board of Trustees encourage him to continue to strive for improvements in the following key areas and to empower the BBCC leadership team to be successful now and during the transition period as the future president arrives.*

*Positioning BBCC to be well prepared for the Northwest Commission on Colleges and Universities' next accreditation visit is paramount. The college must meet performance expectations in order to fulfill its mission, and maintaining accreditation is necessary to this goal.*

*The action plan to address Inclusion and Climate on campus must be a priority. Work to strengthen the relationship between the leadership team, faculty, and staff will have direct impacts in the overall performance of the campus in its effort to ensure student success.*

*We encourage Dr. Leas to facilitate additional efforts to stabilize enrollment while ensuring our students take full advantage of student support services and advising.*

*Periodic review of the success rates of current and future programs needs to be established in order for the college to successfully maintain a full roster of educational offerings that are sustainable and responsive to the needs of students and employers from our primary service area.*

Motion 19-39 Trustee Anna Franz moved to approve the president's 2018-19 evaluation. Trustee Jon Lane seconded the motion, and the motion passed.

Board Chair Stephen McFadden said the board is grateful to Dr. Leas for everything he has done for BBCC pursuing fulfilling the mission of BBCC. Dr. Leas credited faculty, staff, and the administrative team for their efforts.

## **11. Presidential Search**

Motion 19-40 Trustee Anna Franz moved to approve the presidential search timeline as presented. Trustee Juanita Richards seconded the motion, and the motion passed.

Board Chair McFadden noted that onboarding items were added to the timeline. The timeline will be added to the presidential search webpage.

Motion 19-41 Trustee Jon Lane moved to approve the structure of the Presidential Search Advisory Committee (PSAC). Trustee



Juanita Richards seconded the motion, and the motion passed.

The PSAC structure has two changes from the previous structure with the addition of one student plus an alternate and adding a member of the Committee on Equity, Inclusion, and Diversity.

Motion 19-42 Trustee Juanita Richards moved to approve the campus and community survey questions. Trustee Jon Lane seconded the motion, and the motion passed.

Motion 19-43 Trustee Anna Franz moved to approve the salary range for the presidential search at \$218,500 – \$223,500. Trustee Jon Lane seconded the motion, and the motion passed.

## **12. Study Sessions**

Board Chair Stephen McFadden stated the board will discuss needed study sessions during their self-evaluation. One topic for consideration is the new set of accreditation standards. Trustee Anna Franz stated the topic of board self-evaluation would also be helpful. These topics will be discussed further during the November board meeting.

## **13. Trustee Orientation and Onboarding**

Board Chair McFadden stated Trustee Stredwick has worked diligently to develop and coordinate the trustees' input on trustee orientation and onboard. OPMA and UAS will be added to the list of acronyms. Rather than specifying Humble Inquiry as a resource use "resources." AAG Jason Brown suggested removing the link to the online OPMA training and adding Public Records training along with OPMA. The item will be tabled until November when Trustee Stredwick is present.

## **14. Board Self-Evaluation**

Board Chair Stephen McFadden read the board's self- evaluation into the record.

*During the 2018-2019 academic year, the Big Bend Community College Board of Trustees were active in each of the Ends, 1-6. The Trustee Activity Report, which tracks trustee engagement away from the boardroom, totaled 516 activities for the year.*

*Of the 516 engagements, 107 were specific to the mission of delivering lifelong learning. Activity in the areas of student success, excellence in teaching and learning, community engagement, integrity and stewardship, and inclusion and climate were relatively balanced in terms of the quantities of engagements.*

*The minutes of the official meetings serve as an additional tracking mechanism for the business decisions made by the trustees as a governing board. Forty-seven action items were undertaken in the past year that can*

*be tracked as activity relating to End Statements. Among them were 28 E-1 mission-related activities.*

*The BBCC Board of Trustees, as a governing body of a public institution, has specific duties it is obligated to fulfill. Selecting a president, reviewing the president's performance, and setting goals for the president are paramount. Ensuring fiduciary responsibility, granting tenure, and community and legislative advocacy are equally important official duties.*

*As part of the review of the performance of the Board, the Board sets goals for itself to achieve over the course of the following year.*

*In December 2018 the Board of Trustees approved 4 goals.*

- 1. Continued involvement at the state and federal level: The trustees have actively engaged in legislative advocacy including direct outreach during visitations to the state capital, participation in advocacy via WACTC, and as individuals interacting with elected officials.*
- 2. Development of a timeline to receive meaningful, accurate, and reliable data to determine board effectiveness: This goal has not been met. Trustees will need to work with the president to develop a defined process to improve monitoring of board performance. This work is imperative given the upcoming transition in our president, the next NWCCU accreditation cycle, and the vital need to address the issues identified in the Clark Report.*
- 3. Development of an "on-boarding" process for new trustees and others who are in leadership positions: The dashboard has been developed, reviewed, and updated, led by the efforts of the Board's newest member, Trustee Thomas Stredwick. Board approval of a mechanism for new trustee orientation and on-boarding is expected before the end of this year. The BBCC Executive Leadership team is currently working with a consultant on leadership development efforts. The trustees will consider similar process for leadership development training for the Board.*
- 4. Enriching and expanding our relationships with our "workforce partners" to better understand and respond to their needs: Trustees have participated in multiple engagements with business and industry. This includes working with the North Central Workforce Development Council, Grant County Development Council and Adams County Development Council. Trustees have directly supported the BBCC Foundation's capital campaign for the Workforce Education Center, including assisting the foundation as it has invited private business and industry to invest in the facility. As active participants during Star Night and Cellarbration, the trustees directly engage with those who are investing in scholarship support for BBCC students.*

Motion 19-44 Trustee Jon Lane moved to approve the board self-evaluation with the additional reference to the accreditation cycle. Trustee Anna Franz seconded the motion, and the motion passed.

The board self-evaluation statement was revised to include a reference to the accreditation cycle for inclusion in the minutes.

Board goals and objectives for 2020 will be discussed during the October meeting of the Board of Trustees with potential action during the November 2019 meeting.

Trustee Jon Lane asked to include accreditation in the board goals. Board goals will be discussed during the November 14 board meeting.

**15. 2020 Board meeting schedule**

Motion 19-45 Trustee Juanita Richards moved to approve the 2020 board meeting schedule. Trustee Jon Lane seconded the motion, and the motion passed.

**16. Assess Board Activity**

Trustee Juanita Richards reported that she attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. She also attended Paul Hirai's Foundation party and Groovefest August 24, 2019.

Trustee Jon Lane reported that he had lunch with Dr. Leas and attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. He also attended Paul Hirai's Foundation party and the Boeing donation event.

Trustee Anna Franz reported that she attended graduation, the retreat on August 8, Special meetings on August 15 and September 11, and In-Service breakfast on September 16. She also attended the Boeing donation event and reviewed the draft evaluation statements.

Board Chair Stephen McFadden reported that he attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. He also attended Groovefest August 24, 2019, multiple presidential search meetings on campus, Transforming Lives meetings, and lunch with Trustee Jon Lane.

Trustee Jon Lane stated he appreciates Board Chair McFadden's effort on the presidential search. Board Chair McFadden stated he and Trustee Lane will work together with BBCC staff and the board searching for a new president.

### **17. Next Meeting**

The next meeting is scheduled on November 14, 2019

### **18. Miscellaneous**

President Leas reported that Trustee Lane will attend the ACCT Congress next week as the ACCT WA State Coordinator. So far, 91 people from WA State are attending the congress.

#### Motion 19-46

Trustee Anna Franz moved to appoint Trustee Jon Lane as BBCC voting delegate at the ACCT Congress. Trustee Juanita Richards seconded the motion, and the motion passed.

President Leas announced that Boeing donated \$100,000 to aviation maintenance and flight programs September 15. He was invited to speak at the Governor's Alliance and STEM event to welcome and talk about workforce education efforts for STEM education. He attended the JATP 2018 closing ceremony held in Seattle yesterday. Dr. Leas stated that Cabinet members are developing User Guides on themselves to help building communication and community on campus.

President Leas acknowledged Director of Communications Matt Killebrew's and Communication Coordinator Tiffany Fondren's efforts to build enrollments through digital marketing. This is the first year the aviation maintenance program is full with a wait list. A targeted social media and digital marketing campaign is making a difference. Dean Daneen Berry Guerin agreed that the communication department's work is making a positive difference. Workforce Ed enrollment is up 9%.

Board Chair Stephen McFadden has talked with Leadership Consultant Linda Seppa Salisbury. He proposed that Linda Seppa Salisbury conduct leadership training and the Myers Briggs Inventory with the board of trustees. This professional development opportunity could be funded by the trustees account (\$1,100-\$1,300) total. AAG Jason Brown will research if the Myers Briggs data would be public record. This topic will be discussed further at the November meeting for action.

Board Chair McFadden thanked everyone for their efforts on behalf of BBCC. The meeting adjourned at 4:45 p.m.

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Stephen McFadden, Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

b. President's Activity Update

**BACKGROUND**

Highlights of President Leas' activities from August 30, through October 31, 2019, follow.

.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

9/3/19	Cabinet Meeting	X	X			X		
	Chubu University Welcome	X						
	Grant County EDC Brant Mayo	X			X			
	Campus Visits	X		X			X	
	Transforming STEM Pathways Director Rafael Villalobos	X		X		X		
	Discuss Athletic Trainer Opportunity	X						
9/4/19	Leadership Consultant Linda Seppa Salisbury	X						
	Accreditation Discussion	X						
	Personnel Discussion			X				
	Student Club Discussion	X	X	X				
	WAC Hearings (x3)	X				X		
9/6/19	Shared Governance Council Meeting	X					X	
9/10/19	Campus Climate Action Plan Discussion	X	X	X		X	X	
	Foundation Meeting	X				X		
	Workforce Development Board Committee Meeting	X			X			
	Dean of Institutional Research Valerie Parton	X	X	X				
	Foundation Member Gary Chandler Event				X			
9/11/19	Grant County EDC Executive Committee	X			X			
	Rotary Lunch Meeting	X			X			
	Executive Director of the Foundation LeAnne Parton	X				X		
	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Moses Lake LEAD #Build Community Report Out				X			

9/16/19	Back-to-School Breakfast, All Staff In-Service	X	X	X			X	
9/17/19	Title V Director Tammy Napiontek	X		X		X		
	Transforming Lives Planning Meeting	X	X					
	Transforming STEM Pathways Director Rafael Villalobos	X		X		X		
	Dean of Student Services, André Guzman	X	X					
9/18/19	Executive Team Meeting with Vice Presidents	X						
	Ice Cream Social						X	
	Discuss Position			X				
9/23/19	Visit on Campus						X	
9/24/19	Cabinet Meeting	X	X			X		
	Discuss Program		X					
	Discuss Newsletter						X	
	Campus Climate Action Plan	X	X	X		X	X	
	Personnel Discussion		X					
	North Central Workforce Development Board Meeting	X			X			
9/25/19	Executive Team Meeting with Vice Presidents	X						
	Boeing Announcement Event	X			X	X		
	Executive Director of the Foundation LeAnne Parton	X				X		
	Discuss Governor's STEM Alliance Meeting	X			X			
10/1/19	Cabinet Meeting	X	X			X		
	Grant County EDC Brant Mayo	X			X			
	Discuss Board Agenda	X						
	Discuss Newsletter						X	

10/2/19	STEM Ed Innovation Alliance Meeting	X			X			
10/3-4	WACTC Meetings	X			X			
10/7/19	WEC Building Tomorrow's Workforce Appointments (x2)	X			X	X		
	Personnel Discussion			X				
10/8/19	JATP Graduation Ceremony	X	X		X			
10/9/19	Leadership Consultant Linda Seppa Salisbury	X				X		
10/10/19	Board Lunch and Meeting	X						
10/15/19	Cabinet Meeting	X	X			X		
	AeroTec Press Conference				X			
	Discuss Newsletter						X	
	WEC Building Tomorrow's Workforce Appointment	X			X	X		
10/16/19	Grant County EDC Board Meeting	X			X			
	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X			X			
	Title V Director Tammy Napiontek	X		X		X		
	Meet with Phi Theta Kappa Officers		X					
10/17/19	Foundation Governing Board Meeting	X				X		
10/21/19	WEC Building Tomorrow's Workforce Appointments (x2)	X			X	X		
	Quincy Valley Leadership Meeting	X			X			
10/22/19	Director of Communications Matt Killebrew	X	X	X	X	X	X	
	Discuss Newsletter						X	
	Discussion with Sodexo Representative					X		
	Star Night	X	X		X			



	Executive Team Meeting with Vice Presidents	X						
	Grant Review Maureen Pettit	X				X		
10/28/19	VP Linda Schoonmaker	X				X		
10/29/19	Puget Sound Business Journal Interview				X			
	Dean of Institutional Research Valerie Parton	X	X	X				
	Transforming Lives Planning Meeting	X	X					
	Discuss Newsletter						X	
10/30/19	Executive Team Meeting with Vice Presidents	X						
	Rotary Lunch Meeting	X			X			
	Timely Warning Discussion	X				X	X	
	Senator Schoesler	X			X			
10/31/19	Birthday/Service Award Recognition	X					X	
	Committee for Equity, Inclusion, and Diversity	X	X				X	

**2019-20**

<b>End</b>	<b>This period</b>	<b>YTD (9/2019)</b>
<b>E-1 Mission</b>	63	155
<b>E-2 Student Success</b>	21	41
<b>E-3 Excellence Teaching/Learning</b>	16	37
<b>E-4 Community Engagement</b>	26	51
<b>E-5 Integrity &amp; Stewardship</b>	26	48
<b>E-6 Inclusion &amp; Climate</b>	17	30

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

c. Accreditation

The Northwest Commission on Colleges and Universities will hold its Annual Meeting on November 20-22. VP Bryce Humpherys, VP Linda Schoonmaker, Executive Director Char Rios, and Dean Valerie Parton will attend.

Pre-Conference Sessions include ALO (Accreditation Liaison Officer) and Chair Training on the 2020 Eligibility Requirements and Standards and workshops that provide more in-depth information on the new standards, Emergency Preparedness, Cybersecurity, and NWCCU technology updates. In addition, Dr. Humpherys will attend an Accreditation Chair training that is open by invitation only.

The Annual Conference will cover national updates, student success, eliminating achievement gaps, the need for data-informed faculty, and improving quality and reducing cost in higher education. Big Bend Community College alumnus and former Transforming Lives awardee, Timothy Woodiwiss is Friday's lunch featured speaker who will share his educational journey and success.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

### **ITEM #3: CONSENT AGENDA (for information)**

#### d. Student Success

On November 5, nine school district superintendents met with BBCC staff to discuss how to help students transition from high school to BBCC. The BBCC information on the following pages along with school district specific information was provided to each school district superintendent.

BBCC's participation in Achieving the Dream (ATD) allows BBCC to work with an ATD coach who focuses on areas where the college is expanding or wants additional help. The ATD visit will be November 13 and 14 and will cover transitioning to Starfish, implementation of an academic advising system, online development and implementing online new student orientation, revising new student intake and providing supports for evening and online students.

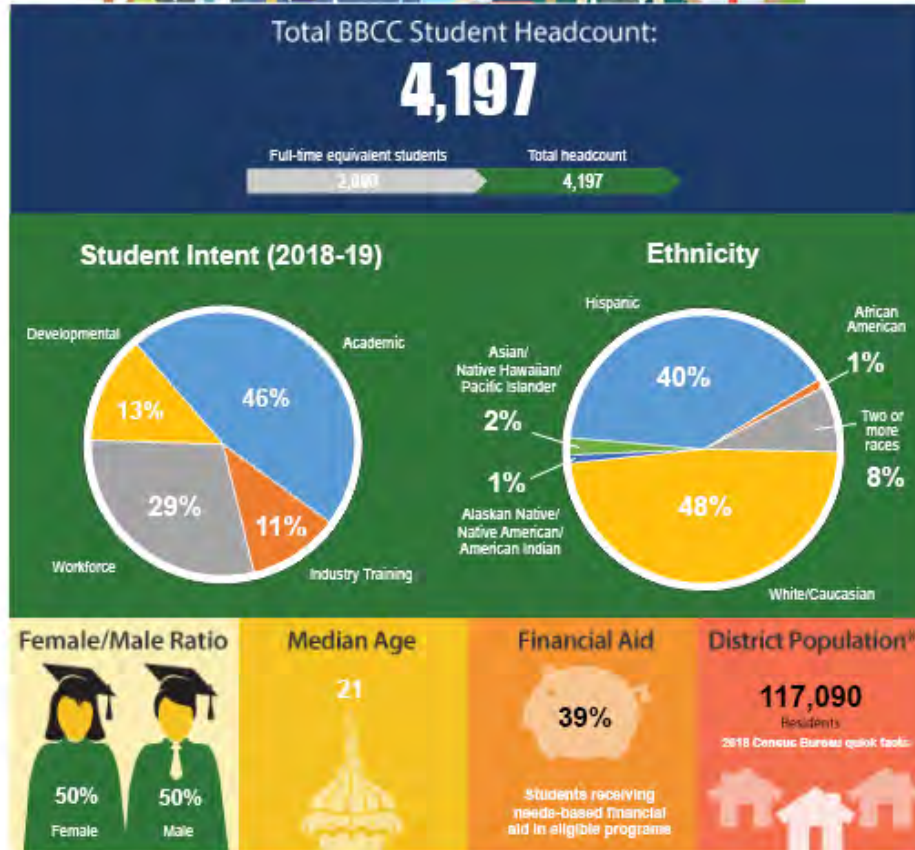
Prepared by VP Bryce Humpherys, Dean Valerie Parton.

### **RECOMMENDATION:**

None.

# Big Bend Community College

## 2018-19 ACADEMIC YEAR DATA



### Academic Programs by Area of Interest



Commercial Pilot  
 Aviation  
 Maintenance  
 Unmanned Aerial Systems



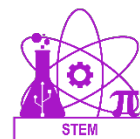
Accounting  
 Agribusiness  
 Business  
 Business Information Management



Medical Assistant  
 Medical Office  
 Medical Records  
 Medical Simulation  
 Nursing Assistant  
 Nursing  
 Pre-Med



Automotive  
 Agriculture  
 Commercial  
 Driver's License  
 Computer Science  
 Industrial Systems  
 Tech  
 Mechatronics  
 Welding



Agriculture  
 Biology  
 Botany  
 Chemistry  
 Computer Science  
 Engineering  
 Math  
 Mechatronics  
 Medical Simulation  
 Physics



Anthropology  
 Art  
 Criminal Justice  
 Early Childhood Ed  
 Economics  
 English  
 Foreign Languages  
 History  
 Homeland Security  
 Music  
 Philosophy  
 Physical Education  
 Political Science  
 Psychology  
 Religious Studies  
 Sociology

## BBCC Credentials

### University Transfer

Direct Transfer Agreements-WA  
Colleges and Universities  
Associate Degrees in Major Related  
Programs

### Workforce Preparation

Bachelor's of Applied Science  
(coming soon)  
Associate Degrees in Applied  
Science  
Certificate of Achievement, 1 year  
Certificate of Accomplishment, 1-3  
quarters  
Industry Recognized Certifications

### High School Completion

High School Diploma  
GED Preparation & Testing

## BBCC Services

### Academic Support

- Academic Advising
- Academic Early Warning
- Bookstore
- Campus Safety
- Case Management
- Computer Labs
- Counseling
- Disability Support Services
- Food Services
- High School Dual Enrollment
- Learning Management Support

- Library Services - research, computers, study space, laptop and textbook check-out
- STEM Center - supplemental instruction, tutoring, study area
- Study space
- Testing - Placement, Career, GED
- TRIO SSS - tutoring, mentoring, academic planning
- Writing Center

### Community Support

- Associated Student Body - activities
- Athletics - baseball, basketball, softball, volleyball, wrestling
- Career Services - job postings, resume help, interviewing skills
- Childcare Center
- Financial Aid - grants, loans, work-study, scholarships
- Residence Halls
- Student Clubs
- Veteran's Services
- Viking Food Pantry

## BBCC Student Data

Grade Point Average	2014-15	2015-16	2016-17	2017-18	2018-19
All BBCC Students who graduated from High School the prior year and attended BBCC the next year	2.56	2.64	2.61	2.55	2.63
All BBCC Running Start Students	3.00	3.01	2.84	2.92	2.94

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

e. Assessment

BBCC will administer the fall survey for the second year. The Data Committee developed the survey last fall (2018) based on a review of several national surveys and staff feedback on BBCC's mission fulfillment. The survey covers these four broad topics:

- Student Satisfaction
  - General experience
  - Experiences with services
  - Experiences with advising
- Class scheduling
- Climate
  - Diversity
  - Inclusion (in the classroom, in student services, on campus)
- Basic Needs

The Mission Fulfillment Workbook is also currently being prepared with 2018-19 data.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

f. Finance & Administration Update

**ctcLink Update:** Big Bend Community College is a member of Deployment Group 5 (aka DG5). As of the last reporting period, we are at 53% completion of the Initiation Schedule and are on track for our Peer Review in December (was October) to be formally accepted and given the GO for Implementation.

**Facilities Master Plan:** Reviewing the plan for the 'mini' update that will include the new WEC and AMT buildings.

**SAO Audit update:** Financial Statement audit with auditors scheduled to be onsite in November. Continuing to provide information for Attestation Audit for Federal Grant time and effort to SAO for formulation of their audit plan.

### Ongoing Capital Projects:

**Workforce Education Center (New Building):** New furniture begins arriving November 12-15. Discussion with DES and Lydig (construction company) begins on dates for completion.

**Stucco Repair 1500:** Completed.

**Wallenstein Review for Updating/Renovating:** Waiting for Notice to Proceed (NTP).

**Various Roofs:** Hazardous-materials survey completed and architectural review/design in process.

**Concrete and Asphalt work for ADA:** RFP completed. Contract has been awarded. Scheduled work for springtime.

### History:

**Workforce Education Center (WEC) formerly Professional Technical Education Center (New Building) 10/10/2019:** While the building has an occupancy permit for portions of the first floor, and did open to students in 7 classrooms and 2 labs, the first floor is not complete. Classrooms and labs will be completed during the Fall quarter, and move in dates for programs will begin in early December for full occupancy beginning Winter quarter in January. New furniture will begin arriving in mid-November. Demolition of 3300 begins—all hazardous materials have been removed.

**6/6/2019:** Remains on Schedule. While still pouring cement on the east side, the west side is getting some drywall, mudding, and even painting.

**4/3/2019:** Remains on Schedule. Rapidly taking shape. Roof decking on in some places. Storefronts going in.

**3/14/2019:** Construction site closed for the week of Feb 11<sup>th</sup> for weather related issues. Still on the original completion date as days were built into the construction schedule for such weather related events.

**1/31/2019:** The building continues to grow with rooms taking shape!

**12/20/2018:** On schedule. Structure taking shape now, and you can see the "bones" of the building.

**11/15/2018:** Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

**10/15/2018:** Project on schedule. One cement interior wall poured, another being prepared for pour; a few pieces of structural steel erected; some slabs poured this week. Exciting to watch!

**8/9/2018:** Permitted. Footings and some stem walls being poured. Mechanical and Electrical contractors on site now. Day 84 out of 480 and On Schedule.

**6/7/2018:** Notice to Proceed issued May 18, 2018—total project is to meet ‘substantial completion’ in 650 days. We are waiting for the Grant Co permit, but fence is up and both Lydig Construction and Apollo have construction trailers on site. Construction cost is approximately \$300 per sq ft.

**4/12/2018:** Construction Bid Opening April 11, 1:05pm.

**3/08/2018:** Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

**01/17/2018:** The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

#### **Stucco Repair 1500:**

**10/10/2019:** Waiting on Notice To Proceed (NTP). Exterior stucco repairs in a few places.

#### **Wallenstein Review for Updating/Renovating:**

**10/10/2019:** DES has engaged an architectural firm to review the building and provide us with a ‘laundry list’ of items to be attended to and in which order.

#### **Various Roofs:**

**10/10/2019:** Architect engaged for describing the specific work for an RFP.

#### **Concrete and Asphalt work for ADA:**

**10/10/2019:** RFP in draft form for additional concrete sidewalk and access ramp repair work.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for action)

g. Human Resources and Labor

### **BACKGROUND:**

#### **Recruitment & Selection:**

Reza Sharifi accepted a full-time, tenure-track Industrial Technology Automation Instructor position. This position replaces Bill Autry who retired in June. Reza will begin his new position on December 2.

Ethan Tonnemaker accepted the position of Agriculture Program Coordinator. This is a full-time, admin/exempt position replacing Landra Kosa. Ethan began work on November 1.

The following searches are currently in process:

- Director of Health Education Programs
- Nursing Instructor, tenure-track
- Nursing Instructor, non-tenured
- Music Instructor, tenure-track
- Communications Instructor, tenure-track
- Director of Workforce Education Services
- Program Assistant, Financial Aid

Anticipated searches for the remainder of the 2019-20 academic year include:

- President
- Math Instructor, tenure-track
- Business/Accounting Instructor, tenure-track

#### **Retention:**

There were no separations during the month of October. The year-to-date turnover rate is 10.226%.

#### **Civil Rights Review:**

On October 29, the college submitted a plan to the SBCTC to address areas of non-compliance as noted in the results of the April 2019 civil rights review. We are waiting for confirmation the college's plan has been accepted.

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

h. Enrollment Report

**BACKGROUND:**

Fall headcount and total FTEs are higher than this time last year, and state-funded FTEs are lower. As of November 4, 2019, headcount was 2,571 (a 6.8% increase from last year) and total FTEs were 1,971.6 (a 1.9% increase from last year). On the same date, state-funded FTEs were 1,458.4 – a 2.2% decrease in state-funded FTEs from this time last fall.

At the fall 2019 10<sup>th</sup> day count on October 4, 2019, state-funded FTEs (1,413.6) were down nearly 2% from fall 2018 10<sup>th</sup> day state-funded FTEs (1,440.4). The Fall 2019 10<sup>th</sup> Day Enrollment Report is included.

The tuition amount budgeted for 2019-2020 is \$4,000,000. As of Sept 30, 2019 we have collected \$1,363,206 or 34.1% of the budgeted amount. As of Sept 30, 2018 we had collected \$1,284,339 or 32.1%.

### TUITION COLLECTION REPORT

	<u>2019-20</u>	<u>2018-19</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of April 30	\$ 1,363,206	\$ 1,284,339
As a % of annual budget	34.1%	32.1%
Left to collect to meet budget target	\$ 2,636,794	\$ 2,715,661

Prepared by Registrar Starr Bernhardt and Executive Director of Business Services Charlene Rios.

## FALL 10th DAY ENROLLMENT REPORT

### HEADCOUNTS

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
<b>ETHNIC ORIGIN</b>								
Amer. Indian/Alaska Ntv	37	24	19	26	30	23	27	29
Asian/Pacific Islander	67	68	53	43	45	38	38	28
Black	22	26	30	34	32	45	28	38
Hispanic	950	830	775	897	768	732	638	619
White*	1,105	1,086	1,225	1,459	1,226	1,224	1,211	1,140
Other	17	19	14	18	125	146	87	109
Unknown*	179	228						

\*Prior to 2018, these groups were combined

### SEX

Female	1,295	1,241	1,156	1,376	1,209	1,169	1,171	1,102
Male	1,081	1,040	959	1,065	1,017	1,032	853	831
Not Coded	1	0	1	2	0	7	5	30

### STUDENT STATUS

Full-time (12 or more crs)	1,681	1,472	1,471	1,480	1,517	1,470	1,480	1,368
Part-time (less than 12 crs)	696	809	645	963	709	738	549	595
Percent full-time	70.7%	64.5%	69.5%	60.6%	68.1%	66.6%	72.9%	69.7%

<b>TOTAL HEADCOUNT</b>	<b>2,377</b>	<b>2,281</b>	<b>2,116</b>	<b>2,443</b>	<b>2,226</b>	<b>2,208</b>	<b>2,029</b>	<b>1,963</b>
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Running Start	444	439	401	419	369	355	213	165
International	3	4	7	9	10	9	4	2

## STATE FUNDED FTES

### STUDENT INTENT

ABE/ESL	87.0	152.0	224.5	138.8	119.1	73.3	25.5	71.8
Academic/Transfer	778.2	790.5	720.5	934.5	905.9	907.4	957.8	869.6
Workforce Education	548.4	497.9	470.0	485	510.6	532.8	557.1	561.3

<b>TOTAL STATE FTES</b>	<b>1413.6</b>	<b>1440.4</b>	<b>1415.0</b>	<b>1558.3</b>	<b>1535.6</b>	<b>1513.5</b>	<b>1540.4</b>	<b>1502.7</b>
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Prepared 10/09/19 SB

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

### ITEM #3: CONSENT AGENDA (for information)\

#### i. Safety & Security Update

*Campus Safety thanks everyone who has helped us this quarter. It's been a busy past few months and we could not be successful without the campus community's help and support. We appreciate it!*

#### **SIGNIFICANT INCIDENTS FROM THE PUBLIC CRIME LOG**

**10/07/2019:** Gang graffiti found in men's restroom, Building 7700. Message says the gang has claimed the facility as their turf. Graffiti is photographed as evidence, documented, then removed ASAP. Gang graffiti is a concern since the messages indicate what is happening in a location or neighborhood.

**10/09/2019:** Campus Safety received a report of an assault which happened in Building 7700 on 10/07/2019. A student allegedly attempted to choke another student. Both students disciplined (dismissed from program).

**10/23/2019:** Gang graffiti found in men's restroom, Building 7700. Message says the gang (the same one mentioned above) either sells drugs on campus or is boasting that they make a substantial profit selling drugs. Graffiti is photographed as evidence, documented, then removed ASAP. Gang graffiti is a concern since the messages indicate what is happening in a location or neighborhood.

**10/24/2019:** Campus Safety, in compliance with the Jeanne Clery Act, issued a Timely Warning message to the campus community regarding an alleged rape, which is reported to have happened in the residence halls on or about 10/10/2019. This case is under investigation by Title IX. The respondent and the complainant are both BBCC students.

**10/29/2019:** Campus Safety, the Grant County Sheriff's Office, the Dean of Student Services and the Director of Residence Halls responded to the report of student who threatened to shoot others at Building 7700. Responding staff located the student, isolated him in a room and conducted an interview. No weapon was found on the student. A suicide note was found in the student's backpack. The student admitted to a suicide plan which included acquiring a firearm from a friend, going to Moses Lake High School and committing suicide in front of other students. GCSO transported the student to Samaritan Healthcare for medical clearance. The student was then sent to Grant Integrated Services for a mental health evaluation. The student was issued an emergency suspension from the college. Efforts to improve safety on campus are now being discussed at all levels of the college organization.

*In order to report on all tasks performed by the Campus Safety Department, this report is divided into the program areas which are managed by Campus Safety.*

## ***CLERY COMPLIANCE OFFICER***

### **1. Primary Prevention and Awareness Program**

- a. Trained three new college employees in October, one each from BBT, Library and SASS.

### **2. Ongoing Prevention and Awareness Program**

- a. No tasks completed.

### **3. Monthly Clery Compliance Tasks**

- a. Each year, a list of 59 administrative tasks are completed in order to maintain Clery Act compliance. Per the checklist, two tasks were completed in October. These tasks are in addition to the Annual Security and Fire Report and all other disclosures.

## ***ENVIRONMENTAL HEALTH AND SAFETY***

### **1. Bloodborne Pathogens Plan**

- a. Draft submitted. Awaiting approval to publish.

### **2. Hazardous and Universal Waste Management Plan**

- a. Draft submitted. Awaiting approval to publish.

### **3. Accident Prevention Plan**

- a. Draft submitted. Awaiting approval to publish.

### **4. Chemical Hygiene Plan**

- a. Working with new lab tech to establish Chemical Hygiene Plan.

### **5. Hazardous Waste Disposal**

- a. Developing waste removal inventory from Building 1200 Science Labs. Next removal is December 2019.

## ***EMERGENCY MANAGEMENT***

### **1. Emergency Drills and Exercises**

- a. None

### **2. Emergency Operations Plan**

- a. Draft submitted. Awaiting approval to publish.

## ***CARE TEAM***

### **1. INTAKES/REFERRALS**

- a. Assisted CARE Team with the intake and referral of nine students experiencing behavioral issues.

## ***SITE SECURITY***

### **1. COVERAGE GAPS**

- a. Attempting to create maximum campus coverage plan to fill gaps in weekday schedule.

### **2. NEW FACILITY 3700**

- a. Attempting to map the new security surveillance cameras in the new building.

Prepared by Director of Safety & Security Kyle Foreman,

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

j. ASB Report

### **BACKGROUND:**

ASB's Disability Awareness Presentation motivational speaker, Olympian Jeff Griffin shared with 122 people attendees. He even shot hoops in the gym with the women's basketball team after his presentation. A few days later, ASB hosted a high energy event, Boom Boom Bingo with over 70 students attending. ASB sponsored a leadership training with presenter Mike Fritz, who spoke about how to get students engaged in our programs, events and clubs. Over 30 ASB members, club leaders, and RAs attended. ASB also held a Halloween Bowling Night at LakeBowl, with over 150 attending, and the majority wearing costumes for our costume contest. ASB also held a Day of the Dead event in the ASB Activity Room with a display about the tradition, as well as a face painter and Mexican candies and cookies. There was also a photo backdrop for students to get their pictures taken after getting their faces painted. Almost 50 students had their face painted. ASB has reached over 170 students each week with Monday Morning Treats delivering warm muffins and hot apple cider this quarter. Candy treat bags were shared with 250 students October 28, while ASB officers announced upcoming events and distributed informational cards about the campus's CARE team.

Upcoming ASB events include Swag Day, Free Movie Night at the Lee Theater in Ephrata, as well as a large Mental Health Awareness Fair next week in the ATEC Building. ASB is holding a Killian Korn fundraiser. They are sponsoring a monthly pizza party for the WorkForce Education departments; the welding program will enjoy pizza in November. ASB is learning that they need to take activities to the students, and pizza with students from a WorkForce Education program is one of the ways to meet the goal.

Three of the ASB Officers attended a conference hosted by the Association for the Promotion of Campus Activities. The officers attended workshops on leadership, student engagement and assessment, as well as viewing a wide range of performers who may come to campus the future.

The Nursing Club is holding a Krispy Kreme Fundraiser, planning a "Be the Match" blood marrow table in conjunction with the Mental Health Awareness Fair, and giving shots at different living facilities. The Aviation Club travelled to the Museum of Flight recently and is planning a food drive for the Viking Food Pantry. Some M.E.Ch.A. Club members attended the "Beyond the HB 1079 Conference" and set up a beautiful informational display for Dia de los Muertos in the Library. The Engineering Club is planning a club rocket launch by the baseball field on November 15.

Prepared by Director of Student Activities Kim Jackson.

### **RECOMMENDATION:**

None.

## Purposeful Programming Form

ASB Event Title:           **Letter Art**

Date & Time:             **5/16/19 @ 11am – 1pm**

Location of Event:       **ASB Activity Room**

Number of People in Attendance:     **87**

ASB Mission Statement: “The Associated Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success.”

How does this activity tie in with the ASB mission statement?: This activity will help build a strong sense of unity and community.

What particular group of students are we trying to target with this activity?: We are trying to reach all students, staff and faculty.

Event Ratings (on a scale of 1 to 10): 8,10,10,8.5,10,9,10,10,10,10,10,9 AVG 9.5

Comments on ratings: It was so fun! All students and staff enjoyed the event. People really liked it, and there was a pretty good turn out. A fun event. People really liked it. The quality of the letter art was awesome! It was fun and easy to do. Great event! Neat walking around campus seeing everyone with their art – community building! I think a lot of people came and enjoyed themselves. I honestly thought it was really cool and look forward to hanging it one my wall. Great, loved it, I’ll keep mine forever. It was such a fun event!

### **RECOMMENDATIONS:**

Would you recommend this event be done in the future?: Y (12)        N (0)

Please explain why (eval comments): It was fun and I liked seeing what everyone chose to have as their word. People will learn where ASB is located. Lots of people. People enjoy it. Lots of participants. Great way for students to get creative and have fun. Almost everyone wanted to make, event all my friends loved it. Quick and easy, not too much pressure. I think it encouraged people to show their



uniqueness, also they had fun! Great activity. It was a great art project, lots of fun. It was different and fun.

Suggestions for improvement (eval comments): More space, it was too crowded. Have a better set up so people can make their words quicker. Food. I think everything went great and also the time was perfect. Flow of the event, maybe signs posted and more tables. We need to find a way to advertise more besides posters, maybe walking around campus showing people.

**LEARNING OUTCOMES:**

1. Students who attend will be able to state what their degree plan/major is.  
(Outcome reached on a scale of 1-poor, 10-outstanding):  
 5,10,10,8.5,10,8,10,8,7,10,10,7 AVG 8.6
  
2. Student who attend will be able to know where the new ASB location is.  
(Outcome reached on a scale of 1-poor, 10-outstanding):  
 8,10,10,9.5,10,10,10,10,10,10,10,10 AVG 9.8

<b>Event Expense Summary</b>	
<b>Expense Description</b>	<b>Cost</b>
Letter Art Kits	\$ 1,381.12
Posters	\$ 30.78
	\$ -
	\$ -
	\$ -
<b>Total Expense of Event</b>	\$ 1,411.90
<b>Total Attendees</b>	87
<b>Cost per Attendee</b>	\$ 16.23

STUDENTS WERE ASKED TO COMPLETE A SHORT QUESTIONNAIRE  
DURING THEIR ACTIVITY:

**1. How did you hear about this activity?**

Posters:	7
Email:	1
Saw someone else's art:	20
Announcement/word of mouth:	19
Other:	Laura, walked by; SSC Veronica mentioned it; in class

**2. What is your degree plan/major at Big Bend?**

DTA: 17; Nursing: 2; Criminal Justice: 3; AA or AAS: 5; Unsure: 2; Aviation: 1; BIM: 1;  
Computer Science: 1; Mechanical Engineering: 1; Social Work: 1; Electrical Tech: 1;  
Accounting: 1; History: 1; Science: 1; Psychology: 1

**3. How many ASB events have you attended?**

1:	21
2-4:	17
5-7:	2
7+:	2

**4. How would you rate this activity?**

10, 10, 10, 10, 10, 10, 10, 10, 8, 10, 9, 8, 8, 10, 10, 8, 10, 8, 9, 7, 10, 10, 10, 7, 7, 7,  
10, 5, 10, 9, 10, 10, 7, 10, 10, 9, 10, 10, 10, 8, 10, 10, 10, 10 **AVERAGE 9.16**

## Purposeful Programming Form

ASB Event Title:

Date & Time:

Location of Event:

Number of People in Attendance:

ASB Mission Statement: “The Associated Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success.”

How does this activity tie in with the ASB mission statement?:

What particular group of students are we trying to target with this activity?:

Event Ratings (on a scale of 1 to 10):

Comments on ratings:

### **RECOMMENDATIONS:**

Would you recommend this event be done in the future?: Y (0)    N (0)

Please explain why (eval comments):

Suggestions for improvement (eval comments):

### **LEARNING OUTCOMES:**

1. Students who attend will be able to  
(Outcome reached on a scale of 1-poor, 10-outstanding):
  
2. Student who attend will be able to  
(Outcome reached on a scale of 1-poor, 10-outstanding):

<b>Event Expense Summary</b>			
<b>Expense Description</b>			<b>Cost</b>
			\$ -
			\$ -
			\$ -
<b>Total Expense of Event</b>			\$ -
<b>Total Attendees</b>			
<b>Cost per Attendee</b>			#DIV/0!

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #3:** CONSENT AGENDA (for information)

k. E-6 Inclusion and Climate

**Inclusion & Climate Ends Statement: “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.”**

VP Kim Garza will share progress on the Campus Climate Action Plan during her verbal remarks.

Prepared by the President’s Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

### **ITEM #3: CONSENT AGENDA (for action)**

#### I. Classified Staff Report

#### **BACKGROUND:**

Classified staff have been very busy supporting the college as we begin the 2019-20 academic year. Staff in HR, Payroll, Financial Aid, and Admissions are working on process maps in support of the upcoming ctLink implementation.

A number of classified staff are serving on screening committees as well as the three committees focused on items from the Campus Climate Action Plan. Staff are sharing their input and experiences on the Leadership Development Group, Onboarding & Orientation Group, and the Workplace Standards Group.

Nancy Leach, Program Assistant for TRiO Upward Bound, was recently recognized for her 45 years of service to Big Bend Community College. Nancy began work at BBCC on July 29, 1974 as an Office Assistant 1 for the Nursing and Aviation programs. Nancy joined the Upward Bound program in 1976, accepting a promotion to Secretary 1. Nancy is well loved by faculty, staff, and especially the students she works so closely with. She is known for her smile, her giving heart, and her wonderful colorful hair! Big Bend is fortunate to have been the recipient of Nancy's talents over these many years. Congratulations, Nancy, and thank you for your dedication to the college and our students!

Three classified staff attended the STTAAC conference in August. Barbara Collins, CarlaLouise Christian, and Edwin Castro traveled to Pierce College where they had an opportunity to network with colleagues from other colleges and listen to some great speakers. The keynote speaker was Dr. Dennis Cherekoff who spoke on achieving greater effectiveness by developing a plan to fine-tune our perspective, meet our commitments and structure our time so we not only reach our daily productivity goals, but do it with energy to spare.

During the conference, Edwin Castro, Program Assistant in Financial Aid, was honored as the Exemplary Award winner for Region D. Congratulations, Edwin!

Classified staff have expressed interest and excitement in the upcoming training offered by Nash Consulting. The training will be held December 17, 18, 19. The course will cover listening so others feel heard, strengthening adaptive leadership skills, and exchanging constructive criticism.

Classified staff continue to log hours for training including webinars, conferences, and professional development. We have a few classified staff pursuing higher educational degrees.

Prepared by Robin Arriaga and Kim Garza.

#### **RECOMMENDATIONS:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #6:** Exceptional Faculty Award Recommendation (for action)

### **BACKGROUND:**

The Exceptional Faculty Awards Committee is pleased to recommend awards to the following faculty.

Zach Olson is requesting an award of \$1,771 to attend the Conference on College Composition & Communication (CCCC), as well as the jointly held conference of the Two-Year College Association, that will be held March 25-28, 2020 in Milwaukee, WI. This conference works within Zach's professional discipline and will allow him to get a better idea of what strategies his peers across the country are using to accelerate Developmental English students. His department has been working hard to increase student retention and success in accelerated courses, and this conference will help him to continue to improve that work, as well as give him a clearer measure of Big Bend's progress. "It is possible that our Accelerated English program is not just a leader in WA state," he says in his application, "but also a national leader." The committee is impressed by and commends Zach's pursuit of excellence.

Dr. Steve Close is asking for a \$2,000 award that he may use to pay a portion of tuition for courses in Education and Communications that he is presently taking at Eastern Washington University. At present, he is on sabbatical and furthering his education is part of his sabbatical plan. He is paying all tuition costs out of pocket. During the current term, he is taking four courses, two in Communications theory, one in Indigenous Education Models, and one in Foundations of Educational Communication and Information Technology. Each of these courses will help him with course design and teaching methodology in his classes at Big Bend, especially his communications courses. This committee enthusiastically supports Steve's dedication.

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

### **RECOMMENDATION:**

President Leas and the VP of Learning & Student Success, Bryce Humpherys, recommend approval of the Exceptional Faculty Awards as presented.



# Big Bend

COMMUNITY COLLEGE

*Transforming lives through excellence in teaching & learning*

Exceptional Faculty Awards Committee

November 4, 2019

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you that we have two faculty submitting applications this fall quarter: Zach Olson and Dr. Steve Close. The committee reviewed these applications and found that they fit within the guidelines and are well in keeping with the spirit of the awards.

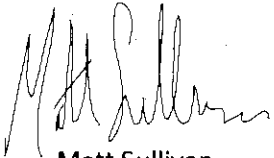
Zach Olson is requesting an award to attend the Conference on College Composition & Communication (CCCC), as well as the jointly held conference of the Two-Year College Association, that will be held March 25-28, 2020 in Milwaukee, WI. This conference works within Zach's professional discipline and will allow him to get a better idea of what strategies his peers across the country are using to accelerate Developmental English students. His department has been working hard to increase student retention and success in accelerated courses, and this conference will help him to continue to improve that work, as well as give him a clearer measure of Big Bend's progress. "It is possible that our Accelerated English program is not just a leader in WA state," he says in his application, "but also a national leader." The committee is impressed by and commends Zach's pursuit of excellence.

Dr. Steve Close is asking for an award that he may use to pay a portion of tuition for courses in Education and Communications that he is presently taking at Eastern Washington University. At present, he is on sabbatical and furthering his education is part of his sabbatical plan. He is paying all tuition costs out of pocket. During the current term, he is taking four courses, two in Communications theory, one in Indigenous Education Models, and one in Foundations of Educational Communication and Information Technology. Each of these courses will help him with course design and teaching methodology in his classes at Big Bend, especially his communications courses. This committee enthusiastically supports Steve's dedication.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration of these applications.

We wish to thank you and the Board of Trustees for your continued support of our faculty, and for making the Exceptional Faculty Awards possible.

Sincerely,

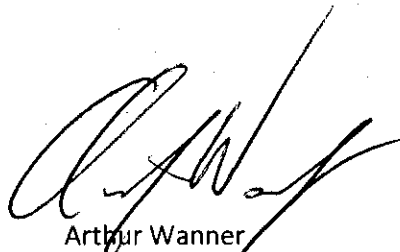


Matt Sullivan

Matt Sullivan



Tyler Wallace



Arthur Wanner

Arthur Wanner



Char Rios

Char Rios



John Marc Swedburg II

John Marc Swedburg II



## APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Steve Close

DATE: 10/22/2019

DIVISION: Humaities

**1. List all your principal professional duties including courses normally taught.**

Teaching English 101, 102, 105 and 234. Humanities 214. CMST 210 and 220.

**2. Amount requested: \$2000**

**3. Specific purpose the award would be used for:  
(Attach a separate sheet with details, if necessary.)**

Payment of a portion of tuition for courses at Eastern Washington University in Education and Communications.

**4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.**

Tuition for Fall Term: \$4275. Annual tuition costs will be nearly three times that amount.

**5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.**

None

**6. When was your last sabbatical? I am currently on sabbatical.**

**7. What travel monies have you received during the last year?**

I was reimbursed for travel to Portland for the AWP conference during Spring Term of 2019

**8. How will this stipend improve your teaching and/or professional expertise?**

The courses I am taking are part of my sabbatical plan, but go far beyond what was promised for the sabbatical. At present, I am paying all tuition costs out of pocket. During the current term, I am taking four courses, two in Communications theory, one in Indigenous Education Models, and one in Foundations of Educational Communication and Information Technology. Each of these courses will help me with course design and teaching methodology when I return from sabbatical.

**9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.**

I have been active in committee work, including CEID and the workgroup on evening courses. I have met independently with both the President and Vice President regarding climate and faculty retention issues. I served on the negotiation committee for the faculty Negotiated Agreement. I have taught collaboratively with David Holliway and Dawnne Ernette in courses designed around the i-BEST model.

# APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Zach Olson DATE: 10/23/19

DIVISION: Transitional Studies

**1. List all your principal professional duties including courses normally taught.**

Advising, English Placement assessment, and instruction including Accelerated English 98/99, English 101, English 109, CSS 100, and PEH 112 (Walking or Running for Fitness)

**2. Amount requested:** \$1771

**3. Specific purpose the award would be used for:  
(Attach a separate sheet with details, if necessary.)**

This award would be used to attend the Conference on College Composition & Communication, as well as the jointly held conference of the Two-Year College Association that will be held March 25-28, 2020 in Milwaukee, WI

**4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.**

Conference Fee	\$260
Lodging	\$700
Mileage to Spokane and back (214)	\$124
Parking at the Spokane Airport	\$30
Per Diem for Meals	\$210
Airfare to Milwaukee and back	\$407
Taxi/Shuttle to and from Airport	\$40
Total	\$1771

**5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.**

N/A

**6. When was your last sabbatical?** Never

**7. What travel monies have you received during the last year?**

Some hotel, per diem, and conference registration money for the two-day Northwest eLearning conference in Bend, OR, 10/16-18

**8. How will this stipend improve your teaching and/or professional expertise?**

Currently, we've been working within the Developmental English department to create an accelerated English program that allows students who place in English 98 or 99 to earn English 101 credit in their first quarter, with the goal of increasing retention and completion by reducing the amount of time students need to finish their degrees or certifications. We have had success so far, accelerating students at a higher rate than peer colleges in the state. To further improve, we need to engage in learning and professional development occurring at the national level to get a better idea of what strategies our peers across the country are using to accelerate Developmental English students. This conference is the premiere conference for university and community college instructors in composition and English. I hope to learn best practices, strategies, and course and program structures that we can bring back to Big Bend to increase student success in our accelerated courses. It is possible that our Accelerated English program is not just a leader in WA state, but also a national leader. Attending this conference will give us the perspective and data we need to potentially present on our achievements at Big Bend at the 2021 TYCA National conference which will be held in Spokane.

**9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.**

I have worked closely with Dawnne Ernette to continually improve our Accelerated English offerings. I've served on the Employee Experience work group, helped (in a small way) to develop the Getting Started Admissions sessions, developed the PEH 112 course, and am currently working with Jerry Workman to revise the CSS 100 MCO and develop instructor resources for all CSS instructors at Big Bend. I'm scheduled to offer new advisor training for four new faculty advisors next week, and I've organized a probationary faculty Self-assessment workshop to give peer feedback to all probationary faculty on our self-assessment documents and to support one another in the tenure process.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #7:** Board Policy for Action (information/action)

**BACKGROUND:**

The trustees expressed a desire to review their board policies during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the second reading for the following policy.

BP 3011 Administrative and Exempt Staff Employment and Benefits Schedule was discussed during the September 11 and October 10 board meetings. BP 3011 details the president's leave benefits. Version 1 is identical to the document shared during the October 10. Version 2 has the additional vacation accrual awarded to the president removed. The board may discuss and act on revisions to BP 3011.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

**BP3011**      **Administrative and Exempt Staff Employment and Benefits Schedule**      **BP3011**

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

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

3011.3      The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2. The President is entitled to the same types and amounts of leave other exempt employees are entitled to with the following exceptions:

A.      Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of ~~320 hours~~ 40 days of accrued ~~vacation~~ annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state. If the President separates to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed out; it must be transferred as authorized by RCW 43.01.040. The only exception is where the President has a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow to transfer. In those cases, Big Bend Community College will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the calendar year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 320 hours.

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

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

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

~~the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.~~

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- B.E.** Personal Leave: The Big Bend Community College President shall be granted personal leave per calendar year **based on years in present position:**  
**0-10 years- 3 days or 24 hours**  
**11-15 years- 6 days or 48 hours**  
**16+ years- 9 days or 72 hours**

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

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

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

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RCW 43.01.040 - 044

**BP3011      Administrative and Exempt Staff Employment and Benefits Schedule      BP3011**

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

3011.2      Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation. Leave amounts for administrative and exempt staff are covered in AP 3011, Exempt Employee Leaves.

3011.3      The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2. The President is entitled to the same types and amounts of leave as other exempt employees as outlined in AP 3011, Exempt Employee Leaves. are entitled to with the following exceptions:

A. Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, the president is entitled to a maximum of 320 hours40 days of accrued vacationannual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state. If the President separates to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed out; it must be transferred as authorized by RCW 43.01.040. The only exception is where the President has a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow to transfer. In those cases, Big Bend Community College will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the calendar year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 320 hours.

B. Presidential vacation leave shall be earned according to the following years of experience:

- 0-5 years - 16 hours for each full month of service
- 6-10 years - 20 hours for each full month of service

11 or more years - 20 hours for each full month of service. In the Board of Trustee's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board of Trustees, in its discretion, may frontload vacation leave in the President's contract.

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

D. Bereavement Leave: The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand

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~~children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.~~

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

**0-10 years- 3 days or 24 hours**

**11-15 years- 6 days or 48 hours**

**16+ years- 9 days or 72 hours**

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

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

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

RCW 43.01.040 - 044

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## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #8:** ACT Transforming Lives Award Nomination (for action)

### **BACKGROUND:**

ACT is hosting the Transforming Lives awards again this year. The packet of nominations is on the [Board of Trustees Agenda web page](#).

#### Timeline:

- ACT deadline for receiving nominations, student essays, board letters of support and student photos – Friday, November 15, 2019.
- Five student awardees from around the state will be notified by ACT in early December.
- BBCC's local Transforming Lives Award Dinner is scheduled on Thursday, November 21, at 5:30 p.m. in the Masto Conference Center.
- Awards dinner – February 17, 2020

BBCC's nominations will be reviewed by the trustees.

### **RECOMMENDATION:**

President Leas recommends the trustees select a nominee and an alternate for the 2020 ACT Transforming Lives Award.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #9:** Presidential Search (information/action)

### **BACKGROUND:**

The draft president's job description follows for discussion and action by the board. The Presidential Search Advisory Committee (PSAC) and presidential search advertising plan are attached for information. The update timeline is also following.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

# President of Big Bend Community College Position Profile

November 5, 2019

## **Purpose:**

Pursuant to Board of Trustees' Policy [BP 1000](#), the president is accountable to the board with all authority and accountability of the operating organization. The president, as chief executive officer, is the single official link to the college and the president's performance is synonymous with the organizational performance as a whole. The board will direct the president to achieve specified results through the establishment of Ends statements.

## **General Duties & Responsibilities:**

- Manage the entire program of activities at the College, including but not limited to, developing the institutional mission and educational program; long-range, strategic, and budget planning; managing and developing the financial, capital, and human resources of the institution; prioritizing equitable student outcomes; effectively partner with the BBCC Foundation; supporting campus safety and security; and maintaining strong and positive relations with internal and external constituencies, as well as such duties mutually agreed upon or assigned by the board.
- Responsible for all subordinate personnel and for carrying out such duties and responsibilities as may be directed by the board or as may be set forth in the administrative policies of the institution and/or applicable laws.
- As the appointing authority for the college, the president is authorized to hire and dismiss employees and to take the additional actions specified for each employee classification, i.e., faculty, administrative professional, or classified.
- Perform all duties and carry out all responsibilities that the board has delegated to the president by resolution or otherwise.
- Inform the board of significant issues affecting the college, including but not limited to, concerns related to the performance of personnel, budgetary problems, over- or under-enrollment of students, or the reputation of the institution.
- Provide special reports or other information requested by the board.
- Respect and obey all laws, rules, and regulations of the State of Washington and to act at all times in a thoroughly professional manner so as not to bring discredit upon the president or injure the reputation of the institution.

## **Desired Attributes & Experiences:**

- A demonstrated record of visionary, collaborative, decisive, and effective leadership with the ability to address issues and resolve problems in a timely and fair manner.
- An educational leader who is accessible and visible to students and who places the highest value on the success of students and eliminating disparities in educational outcomes including:
  - Understanding and addressing the challenges pertinent to student success, curriculum development and relevance, inclusive practices, and outcomes assessment at the program, department, and classroom level.

- Attracting and retaining a diverse faculty and staff reflecting the students they serve.
- Understanding Washington State college systems, processes, culture, and environment necessary for the successful implementation of ctcLink, Guided Pathways, accreditation process and standards, and the college's Campus Climate Action Plan.
- Leading from an equity-minded framework and holding teams accountable for the same. Practicing personal leadership in equity, diversity, and inclusion in service of an open environment to people from all backgrounds and experience levels.
- An ethical leader with great integrity who sets high standards and ensures balanced support for all programs.
- An understanding of the importance of communication in building and maintaining trust inside and outside the institution. An active listener and outstanding communicator with strong interpersonal skills, a commitment to transparent, collaborative, and open communication, and the ability to relate to all elements of the college and community.
- An entrepreneurial and innovative leader open to new ideas and risk taking with an understanding of the importance of technology as it relates to institutional effectiveness; skilled in process improvement and change management models and frameworks.
- Demonstrated passion for the community college mission and programs with the ability to build support and work with various and diverse stakeholders inside and outside the college. Understands the value and importance of professional technical education in preparing learners for employment.
- Experience developing and translating organizational health assessments for ongoing measurement of climate, health, culture, and morale.
- A skillful leader with business acumen who exercises thoughtful stewardship of fiscal, capital and human resources with effectiveness working with others in a collective bargaining environment including working knowledge of unions and applicable collective bargaining acts.
- A decision maker who is able to analyze problems, develop alternatives, make difficult choices among competing interests, set a strategic course of action, and communicate that decision to the campus community.
- A partnership builder with business, industry, labor, government, and educational institutions; active in the community and able to assume the role of community leader; an articulate, politically sensitive and savvy spokesperson who will seize opportunities to share BBCC's mission and successes.
- An active advocate and leading voice in support of the BBCC Foundation, supporting and aiding the foundation team in pursuit of vital resources to support scholarships and capital project improvements.

**Minimum Qualifications:**

- Doctorate or granting of doctorate degree from a regionally accredited institution within the initial employment contract term.
- Five (5) years of successful senior-level administrative experience, preferably at the community college level.
- Teaching experience and/or student services experience in higher education.

- Competence in communicating education policies, goals, and objectives to faculty, staff, students, and the community.
- Fiscal management experience with a track-record of innovation yielding impactful results.

**Start Date:**

The successful candidate will begin onboarding in the summer of 2020 in preparation for the beginning of the 2020-21 academic year. The college operates on a quarterly schedule.

**Compensation Package:**

A competitive salary with a multi-year contract will be negotiated based on the candidate's successful experience and educational preparation. The salary range for this position is \$218,500 to \$223,500.

To assure best consideration, applications should be received by \_\_\_\_\_, 2019. The application should include a letter of interest specifically addressing the applicant's background in relationship to qualifications and demonstrated skills, behaviors, and experience described in the search profile (not more than four pages); a current resume or curriculum vitae; unofficial transcripts for all degrees earned, responses to the supplemental questions, and the names of at least five professional references with each person's position, office or home address, e-mail address, and telephone number.

References will not be contacted without prior authorization from the applicant. All applications will remain confidential.

Additional information regarding the Big Bend Community College Presidential Search may be found at [www.bigbend.edu](http://www.bigbend.edu).


## 2019 Presidential Search Advisory Committee

Potential Member	Representing	Title
<b>Jacob Barth</b>	BBCC Foundation	Auctioneer, Moses Lake
<b>Richard “Dick” Wynder</b>	Faculty	Automotive Instructor
<b>Dr. Tyler Wallace</b>	Faculty	Math Instructor
<b>Tammy Napiontek</b>	Admin/Exempt	Director of Title V Grants
<b>Angela Garza</b>	Admin/Exempt	Assistant Director of Business Services
<b>Brandy Searcy</b>	Classified Staff Represented	IT Application Development
<b>Kerri Furman</b>	Classified Staff Non-Represented	Credentials Evaluator 3
<b>Madison Shrope</b>	Student	ASB President
<b>Stephen McFadden</b>	Trustee	Chair, BBCC Board of Trustees
<b>Jon Lane</b>	Trustee	Member, BBCC Board of Trustees
<b>Wes Crago</b>	Community Representative	Ephrata City Manager
<b>Lisa Karstetter</b>	Local Industry Representative	Microsoft TechSpark Manager, Quincy
<b>Amy Parris</b>	K-12 Educator Representative	Director of School to Career, Othello School District
<b>Heidi Gephart</b>	Committee on Equity, Inclusion, & Diversity	Counselor
<b>Kim Garza</b>	HR Representative	VP of Human Resources & Labor

**BIG BEND COMMUNITY COLLEGE PRESIDENTIAL SEARCH  
ADVERTISING PLAN**

<b>Publication</b>	<b>Description</b>	<b>Advertising Type</b>
<b>Chronicle of Higher Education</b>	<a href="https://www.chronicle.com">https://www.chronicle.com</a>	Print and Online Ad
<b>Inside Higher Education</b>	<a href="http://www.insidehighered.com">http://www.insidehighered.com</a>	Online Ad
<b>American Association of Community Colleges</b>	<a href="http://www.aacc.nche.edu">http://www.aacc.nche.edu</a>	Online Ad
<b>Higher Ed Jobs</b>	<a href="https://higheredjobs.com">https://higheredjobs.com</a>	Online Ad +Diversity/Inclusion email
<b>Community College Jobs</b>	<a href="https://www.communitycollegejobs.com">https://www.communitycollegejobs.com</a>	Online Ad
<b>Washington State Board for Community and Technical Colleges</b>  <b>SBCTC Listservs</b>	<a href="http://www.sbctc.edu">http://www.sbctc.edu</a>	Online Ad
<b>Ads placed in targeted diversity websites through Job Target. Target populations include women, veterans, LGBTQ, Native Americans, Hispanics, Blacks, Asians, and Disabled</b>	<a href="http://www.jobtarget.com">http://www.jobtarget.com</a>	Online Ad
<b>Hispanic Outlook</b>	<a href="http://www.hispanicoutlook.com">www.hispanicoutlook.com</a>	Online Ad
<b>Diverse Jobs - Diverse Issues in Higher Education</b>	<a href="http://www.diversejobs.net/">http://www.diversejobs.net/</a>	Online Ad
<b>HACU - Hispanic Association of Colleges and Universities</b>	<a href="http://www.hacu.net/hacu/default.asp">http://www.hacu.net/hacu/default.asp</a>	Online Ad
<b>NCORE-National Conference for Race and Ethnicity in American Higher Education</b>	<a href="http://www.ncore.ou.edu">http://www.ncore.ou.edu</a>	Online Ad
<b>LinkedIn</b>	<a href="http://www.linkedin.com">http://www.linkedin.com</a>	Online Ad
<b>Big Bend Website and Facebook</b>	<a href="http://www.bigbend.edu">http://www.bigbend.edu</a>	Online Ad



July	August	September	October	November	December
<input type="checkbox"/> Study Session	<input type="checkbox"/> 8/8 Board of Trustees Meeting (Retreat)	<input type="checkbox"/> Back to School Breakfast <input type="checkbox"/> Study Session	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets  Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year  <input type="checkbox"/> ACT Conference  <input type="checkbox"/> ACT Legislative Action Committee Meeting 11/21 Transforming Lives Recognition Dinner	<input type="checkbox"/> Holiday Potluck <input type="checkbox"/> Study Session
<i>President Search Activities</i> 	<input checked="" type="checkbox"/> 8/15 President's Retirement Announcement Special Mtg.	<input checked="" type="checkbox"/> 9/11 Special Mtg. Search Process <ol style="list-style-type: none"> <li>John Boesenberg Presentation on Presidential Searches</li> <li>Action: Chair of Presidential Search</li> <li>Action: Internal vs External Search Process</li> <li>Review: PSAC roster make up</li> <li>Review: 2012 Search Expenses</li> <li>Review: Draft Search Process Timeline</li> <li>Review: 2019 President's Salary Survey</li> <li>Action: Set Study Session for 10/10/19</li> </ol> <input type="checkbox"/> 9/12 Chair's Update to Campus Community  <input checked="" type="checkbox"/> 9/16 Chair speaks during Faculty Breakfast	<input type="checkbox"/> 10/10 Study Session before Board Mtg. <ol style="list-style-type: none"> <li>Discuss President's Job Description</li> <li>Discuss: Salary Range</li> <li>Review: Campus/Community Survey. Trustees submit questions</li> </ol> <input type="checkbox"/> Board of Trustees Meeting Oct. 10. Action items: <ol style="list-style-type: none"> <li>Action: Set salary range</li> <li>Action: Formation of PSAC.</li> <li>Action: Approve Timeline</li> <li>Action: Approve survey questions</li> </ol> <input type="checkbox"/> 10/11 Chair's Update to Campus Community  <input type="checkbox"/> Recruitment Materials and Website design commence (staff)	<input type="checkbox"/> 11/14 PSA Committee members identified and participation confirmed  <input type="checkbox"/> 11/14 Board of Trustees Meeting <ol style="list-style-type: none"> <li>Review/Disc: Campus community survey results.</li> <li>Action: Set Job description</li> <li>Review/Action: Recruitment materials and outreach methods</li> <li>Action: Nov. 15 launch of 21-day recruitment phase.</li> </ol> <input type="checkbox"/> 11/15 Launch 21-day Recruitment Phase  <input type="checkbox"/> 11/15 Chair's update to campus community  <input type="checkbox"/> 11/18 Initial PSAC Committee Meeting for introductions, review of process for candidate screening, confidentiality agreements	<input type="checkbox"/> Initial Candidate Review by PSAC commences. 7-10 days  <input type="checkbox"/> 12/16 PSAC selects Round #1 candidates (10)  <input type="checkbox"/> Reference checks conducted by VP of Human Resources and Chair of Board of Trustees.

January	February	March	April	May	June
<ul style="list-style-type: none"> <li><input type="checkbox"/> IR Releases Monitoring Report Workbook to staff</li> <li><input type="checkbox"/> 1/9 Board of Trustees Meeting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Probationary/Tenure Information</li> <li><input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C.</li> <li><input type="checkbox"/> 2/13 Board of Trustees Meeting</li> <li><input type="checkbox"/> 2/17 ACT Transforming Lives Event</li> <li><input type="checkbox"/> 2/18 ACT Conference</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3/26 Board of Trustees Meeting Probationary/Tenure Candidates</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Study Session (E-6)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ACT Conference</li> <li><input type="checkbox"/> 5/7 Board of Trustees Meeting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 6/4 Board of Trustees Meeting</li> <li>Action on Emeritus Status</li> <li>Action on President's Evaluation/Renew Contract</li> <li>Action on Board Chair Election</li> <li>Action Approve Budget for next year</li> <li>Action Final Monitoring Report</li> <li>Updated Strategic Plan</li> <li><input type="checkbox"/> Celebration</li> <li><input type="checkbox"/> 6/12 HS21/GED Graduation</li> <li><input type="checkbox"/> 6/14 Graduation</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1/6 PSAC second round selection of candidates (Top 5) forwarded to the Board of Trustees</li> <li><input type="checkbox"/> Board of Trustees Reviews recommended candidate packages</li> <li><input type="checkbox"/> Chair's update to campus community</li> <li><input type="checkbox"/> New President's Onboarding: Samples of onboarding/orientation process shared with Trustees. Discussion regarding time frame, priorities, etc.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Trustees selects/announces final candidates</li> <li><input type="checkbox"/> Board of Trustees Conducts interviews on BBCC campus</li> <li><input type="checkbox"/> Candidates meet with stakeholders on BBCC campus</li> <li><input type="checkbox"/> Chair's update to campus community</li> <li><input type="checkbox"/> New President's Onboarding: Draft process prepared for Board of Trustees review. To include proposed timeline identification of stakeholder participants</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate site visits conducted by Board of Trustees</li> <li><input type="checkbox"/> Board of Trustees deliberations, selection of new president, contract offer to candidate</li> <li><input type="checkbox"/> 3/31 New President announced to campus and community</li> <li><input type="checkbox"/> Chair's update to campus community</li> <li><input type="checkbox"/> Action: New President's Onboarding approved by Board of Trustees.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> New President's Onboarding: process initiated.</li> </ul>		

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

### ITEM #10: Study Sessions (action)

#### BACKGROUND:

The board of trustees will discuss potential study session topics and dates. During the December 20, 2018 board meeting suggested potential study session topics included:

- Carver Policy Governance Model
- board self-evaluation process
- activity report template
- liaison reports
- cyclical annual plan
- marketing plan

During the August 8 board meeting, suggested potential study sessions included Employee Focus Group Report

- marketing
- meeting policy goals
- monitoring programs through institutional dashboards
- budget allocations
- new accreditation standards
- goal setting
- Carver Policy Governance Model
- board self-evaluation process
- activity report template
- liaison reports
- cyclical annual plan
- marketing plan

There are also special meetings to consider for the president search.

Prepared by the President's Office.

#### RECOMMENDATION:

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #11:** Trustee Orientation and Onboarding (information/action)

**BACKGROUND:**

The board discussed the trustee orientation and onboarding during their June 6 regular meeting, August 8 study session, and October 10 regular meeting. The board may discuss or take action on the schedule.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

Area of Focus	Supporting documents, tools, resources	Who will lead	How to deliver	When to train						Recurring training Yes= For all trustees annually, No: Only include in onboarding		
				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No	
1. Introductions (meet and greet)		President	In-person site visits	X								X
2. Job-specific BBCC, ACCT, ACT, WA webpages	<a href="https://www.acct.org/">https://www.acct.org/</a> <a href="https://www.sbctc.edu/">https://www.sbctc.edu/</a> <a href="https://www.bigbend.edu/">https://www.bigbend.edu</a>	Board Chair	Self-Guided	X								X
3. Policy Governance		ACT/ACCT/SBCTC	Conferences (Scheduling support provided by Executive Assistant)	X								X
4. Board Policies	See BP 1000 series	President & Board Chair	In-person discussion, Board Meetings & Self-Guided	X							X	
5. Service District Demographics		President	Self-guided via BBCC website & review of data provided by Institutional Research		X						X	
6. BBCC Finances	Annual operating budget	President & Cabinet, ACT	In-person discussion & self-guided review of annual operating budget. ACT new trustee orientation		X						X	
7. OPMA/Public Records Training	RCW 42.30,	Attorney General's Office	Online training modules, self-guided review	X							X	
8. Campus Tour		President & Board Chair	In person discussion along with SMEs, visit campus locations and get program-specific introductions: UAS, Medical Simulation, Aviation, Welding, Ag, Arts, etc.				X					X
9. BBCC Foundation		President, Board Chair	In-person discussion				X					X
10. Labor management		President & HR	In-person discussion regarding labor at the college & roles/responsibilities of board members			X						X
11. Board Goals/Presidential Evaluation	Annual board goals, presidential goals	Board Chair	Review/Discuss at Annual Board Retreat		X						X	
12. Tenure		President & Board Chair	Discuss what tenure is, how it is conducted, and nature of the trustee's role.			X						X
13. Robert's Rules of Order 101		AG/Legal Counsel	Self-guided	X							X	

Area of Focus	Supporting documents, tools, resources	Who will lead	How to deliver	When to train						Recurring training Yes= For all trustees annually, No: Only include in onboarding		
				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No	
14. Elements of your board Packet	Board Packet	President & Board Chair	How to prepare for meetings and follow flow of the meeting. Review standing consent agenda items.	X								X
15. Reference Resources	Provided by Executive Assistant.	Board Chair	Self-guided (i.e. <i>Humble Inquiry, Trusteeship in Community Colleges</i> )					X				X
16. College Success Indicator Dashboard		President & Institutional Research	Self-guided and at annual board retreat			X					X	
17. Trustee Calendar	Annual planning calendar	Board Chair	Self-guided		X						X	
18. Review of relevant Org Plans	Facilities Master Plan, IR annual reports, Strategic Plan, Workforce Ed. Plan	President & Cabinet	Self-guided & review at annual board retreat			X					X	
19. Fiduciary responsibilities of Trustees	Materials provided via mail by Attorney General's Office	AG Office/ACT	Self-guided, SBCTC/ACT New Trustee Orientation	X								X

**Abbreviations Legend**

ACCT: Association of Community College Trustees (national)

ACT: Association of College Trustees (state)

AG: Attorney General

Cabinet: Cabinet is composed of the senior leadership of the college, including the president, vice presidents, deans, and directors with campus-wide responsibilities.

OPMA: Open Public Meeting Act

SBCTC: State Board of Community and Technical Colleges

SME: Subject Matter Expert

UAS: Unmanned Aerial Systems

NOTE: Board Chair may delegate mentorship activities as needed to ensure new trustee has access to ongoing support resources.

## BIG BEND COMMUNITY COLLEGE

Date: 11/14/19

**ITEM #12:** Board Goals (action)

### **BACKGROUND:**

#### **2018-19 Board Goals and Objectives (adopted December 20, 2018)**

1. Continued involvement at the State and Federal Level.
2. Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.
3. Development of an “on-boarding” process for new trustees and others who are in leadership positions.
4. Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.

### **DRAFT**

#### **2019-2020 Board Goals and Objectives**

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president’s first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all “workforce partners” and those who support the mission of BBCC.
5. Participate in professional development as a Board and as individual trustees.
6. Continue legislative advocacy on behalf of BBCC at the state and federal level.
7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU’s new guidelines.

Prepared by the President’s Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #13:** Professional Development (information/action)

### **BACKGROUND:**

#### **Description of the process and an estimate of the time involved for the trustees**

Details from Leadership Consultant Linda Seppa Salisbury's half day professional development workshop on the Myers Briggs Inventory for the board of trustees is below.

In this process the trustees would receive a copy of the Myers Briggs Type Inventory (MBTI) prior to the workshop, take the inventory, score it and submit the information to Consultant Salisbury, as well as keep their own copy of the results (30-60 minutes). Consultant Salisbury would commit 1-2 hours to thoroughly assessing how each board member responds in each of the four categories of the test as well as assessing the combined patterns on the board.

Second, there would be a half-day workshop at BBCC to review the MBTI results and scores, what they mean, and discuss the communication patterns that exist on the board. The workshop generally takes a 3-4 hour commitment Consultant Salisbury the trustees.

Finally, Consultant Salisbury would schedule a one-hour phone conference with each board member to assist them in using the MBTI information to enhance their communication, teamwork, and leadership skills. That's a one-hour commitment for each member and for me as the consultant.

Total Hours of commitment for each trustee:

- 1) Take the MBTI and score it: 30-60 minutes
- 2) MBTI half-Day Workshop: 3-4 hours
- 3) One-hour phone conference with Consultant Salisbury: 1 hr Approximately 4 1/2 hrs-6 hours

#### **Advantages and Benefits to the Board for Engaging in This Process**

The goal in taking the MBTI is for board members to be more self-aware of how they communicate, learn about communication and leadership patterns on the board, and brainstorm ways for the BBCC Board of Trustees to work more effectively together. This is an excellent professional development opportunity. Another advantage of taking this inventory is that recently BBCC's Executive Leadership Team took the MBTI and went through a similar workshop. Having the trustees and the members of the Leadership Team on the same page is an asset in working well together, especially as you look for



a new President. Finally, taking this training not only helps in professional relationships, it helps improve personal and family relationships as well.

### **Estimate of the Cost**

- 1) Consultant Salisbury charges \$100 an hour for consulting time, along with preparation time. In this consultation, prior to the half-day workshop, she would assess MBTI results and the group patterns for the Board of Trustees (approximate time: 1-2 hours)
- 2) Half-day workshop with the BBCC Trustees (approximate time 3-4 hours)
- 3) One hour phone conference with each BBCC Board of Trustees member (approximate time 5 hours)
- 4) Transportation time and expense from Spokane WA to Moses Lake and back again- 4hrs + gasoline = \$200.

Total Estimated Cost: \$1100- \$1300.

Note: If this does not work with your budget, to save money we could eliminate the individual phone conferences so the cost could be \$500 less.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

### **ITEM #14:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

#### **BACKGROUND:**

This agenda item provides an opportunity for the individual trustees to report on community contacts they have made and/or meetings they have attended since the previous board meeting. This reporting process has been implemented as an assessment tool to give the board a way to measure definitively what is accomplished throughout the year for its next self-evaluation review.

#### **Board Goals**

1. Continued involvement at the State and Federal Level.
2. Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.
3. Development of an “on-boarding” process for new trustees and others who are in leadership positions.
4. Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.

(Adopted during December 20, 2018 Board Meeting.)

#### **RECOMMENDATION:**

None.

## Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	<b>E-1 Mission</b> Deliver lifelong learning	<b>E-2 Student Success</b> Provide access, assist completion, develop skills	<b>E-3 Excellence in Teaching &amp; Learning</b> Support innovation, creativity, high academic standards; professional development	<b>E-4 Community Engagement</b> Support economic development	<b>E-5 Integrity &amp; Stewardship</b> Responsible, prudent resource management	<b>E-6 Inclusion &amp; Climate</b> Welcoming to all
1.						
2.						
3.						
4.						
5.						

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #15:** Next Regular Meeting (information)

### **BACKGROUND:**

The next scheduled board meeting is scheduled on Thursday, January 9, 2020.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Leas requests that the Board confirm the date of the upcoming meeting.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/14/19

**ITEM #16:** Miscellaneous (information/action)

**BACKGROUND:**

President Leas and the trustees may discuss miscellaneous topics.

This is also an opportunity for trustees to discuss agenda items for future meetings.

Board Chair Stephen McFadden may share an opportunity to extend Trustee Emeritus status.

**Upcoming Trustee Events:**

Local Transforming Lives Award Dinner Thursday, November 21, 5:30 p.m. Masto Conference Center.

Statewide Transforming Lives Award Dinner February 17, Olympia.

Viking Booster Club Hall of Fame Dinner & Auction February 28, 5:30 p.m. Masto Conference Center.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## PLEASE SAVE THE DATE

### Washington State Association of College Trustees

#### 2019 ACCT Leadership Congress

- **October 16-19, 2019**, Hilton San Francisco Union Square; San Francisco, CA

#### 2019 Legislative Action Committee Retreat

- **November 7, 2019**, DoubleTree by Hilton Seattle Airport; SeaTac, WA

#### 2019 ACT Fall Conference

- **November 8, 2019**, DoubleTree by Hilton Seattle Airport; SeaTac, WA

#### 2020 New Trustee Orientation

- **February 17, 2020**, RL Hotel; Olympia, WA

#### 2020 Transforming Lives Award Dinner

- **February 17, 2020**, RL Hotel; Olympia, WA

#### 2019 ACT Winter Legislative Conference

- **February 18, 2020**, RL Hotel; Olympia, WA

#### 2020 ACCT National Legislative Summit

- **February 9-12, 2020**, Marriott Marquis; Washington D.C.

#### 2020 ACT Spring Conference

- TBD