



## **Board of Trustees Study Session**

**April 22, 2019  
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 Jon Lane, Vice Chair Stephen McFadden,  
Anna Franz, Juanita Richards, and Thomas Stredwick**

**President Terry Leas**

### **2019 Meeting Schedule**

**January 31, 2019**

**March 14, 2019**

**April 11, 2019**

**June 6, 2019**

**August 8, 2019**

**October 10, 2019**

**November 14, 2019**

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

**Special Meeting Notice**  
**Study Session**

Date: Monday, April 22, 2019, 1:30 p.m.

Topic: Board Training

Location: ATEC Building, Hardin Community Rm  
7611 Bolling St NE, Moses Lake, WA.

Notice is hereby given of a special meeting. No formal action will be taken.

**Information:** Contact Matt Killebrew, Director of Communication  
(509.793.2003).

Area of Focus	Supporting documents, tools, resources	Who will train	How to train	Duration	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)		Trustee Mentor			X								X
2. Job-specific BBCC, ACCT, ACT, WA webpages		Communications			X								X
3. Policy Governance		ACCT/SBCTC			X								X
4. Board Policies		President, Board Chair & Cabinet	Ongoing/monthly (ID policies to be reviewed annually)		X							X	
5. Service District Demographics		President & Cabinet	1 pager/quickfacts		X							X	
6. BBCC Finances	<a href="#">Where does the money come from? Where does the money go? Board role in budget. Difference between State Funded FTE and FTE</a>	President & Cabinet	In person, .ppt									X	
7. Open Public Meetings Act		Attorney General's Office	Online training modules									X	

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8. Campus Tour		President & respective SMEs	In-Person along with Subject Matter Experts, Visit each location and get program-specific introductions: UAS, Med Sim, Aviation, Welding, Ag, Fine Arts,										X
9. BBCC Foundation	<a href="#">What is the foundation, board roles, expectations, financial position.</a>	President											X
10. Labor management	<a href="#">Collective Bargaining Agreement Review</a>	HR											X
11. Board Goals/President's Goals		Chair	Annual Board Retreat								X		
12. Tenure	<a href="#">What is tenure and what's your role?</a>												X
13. Robert's Rules of Order 101		AG/Legal Counsel									X		
14. Elements of your board Packet	<a href="#">Meeting flow, expectations, people in the room</a>	President & Cabinet	Responsibility for preparing in advance of meeting										X

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15. Humble Inquiry		Chair or Trustee Mentor	Self-Guided										X
16. College Success Indicator Dashboard		President & Cabinet	Annual Board Retreat								X		
17. Trustee Calendar	Map out all study sessions, board meetings, fundraisers, ACT ACCT training opportunities and/or conferences	Chair	Annual Board Retreat								X		
18. Review of relevant Org Plans	<a href="#">Facilities Master Plan</a> , <a href="#">IR annual plans</a> , <a href="#">Strategic Plan</a> , <a href="#">Workforce Ed. Plan</a>	President & Cabinet	Annual Board Retreat								X		
19. Fiduciary responsibilities of Trustees		AG Office/Materials	Self-paced, document to read										X
20. Communications 101 Training	<a href="#">Media Training/Interpersonal comms training</a>	Communications									X		
21.													

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22.													
23.													

**Abbreviations Legend**

(ENSURE THAT ANY ACRONYMS ARE SPELLED OUT HERE FOR CLARITY)  
 ACCT: Association of Community and Technical Colleges  
 SBCTC: State Board of Community and Technical Colleges  
 SME: Subject Matter Expert

## 2019 Board of Trustees Annual Cyclical Activities/Events

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff  <input type="checkbox"/> 1/21 ACT Transforming Lives Event <input type="checkbox"/> 1/22 ACT Conference  <input type="checkbox"/> 1/31 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C. <input type="checkbox"/> Study Session	<input type="checkbox"/> Study Session (E-6)  <input type="checkbox"/> 3/14 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> 4/11 Board of Trustees Meeting  <input type="checkbox"/> 4/22 Board of Trustees Study Session	<input type="checkbox"/> 5/23-24 ACT Conference <input type="checkbox"/> Study Session	<input type="checkbox"/> 6/6 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Action Updated Strategic Plan <input type="checkbox"/> Celebration Luncheon <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation

July	August	September	October	November	December
<input type="checkbox"/> Study Session	<input type="checkbox"/> 8/8 Board of Trustees Meeting	<input type="checkbox"/> Back to School Breakfast <input type="checkbox"/> Study Session	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets  Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year  <input type="checkbox"/> ACT Conference  <input type="checkbox"/> ACT Legislative Action Committee Meeting	<input type="checkbox"/> Holiday Potluck <input type="checkbox"/> Study Session

Blue Text = ACT

Green Text: ACCT