



Board of Trustees Retreat

**Thursday, September 11, 2014
8:30 a.m.**

CBTech
900 Yonezawa Blvd
Moses Lake WA

Community College District No. 18

Board of Trustees/Administrative Retreat
CBTech, 900 Yonezawa Blvd, Moses Lake
Thursday, September 11, 2014

8:30 am	Arrive	
	Item#1: Memorandum of Agreement with Faculty Association	
	Item#2: Academic Master Plan Report #3 Mission Fulfillment Workbook Moderator/Presenter: Dean Kirkwood Outcome: Gather trustees' data analyses on posters for use in the Mission Fulfillment Monitoring Report which will be presented during the October 30, 2014 board meeting.	Reference Board Workbook
11:30	Lunch	
1:00	Afternoon Session	
	Item#3: Board Self-Evaluation Moderator/Presenter: Dean Kirkwood Outcome: 2013-14 Board Self-Evaluation Statement at October 30, 2014 board meeting. This will meet accreditation standards.	Reference (Page) Mission, Vision, Ends Statements (42) Excerpted September 24, 2013 Board Min (41) 2013-14 Motion Log (43) 2013-14 Board Activity Log (13)
	The Board will adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Item#4: 2013-14 President's Evaluation Outcome: Evaluation statement for October 30, 2014 board meeting.	Reference (Page) Mission, Vision, Ends Statements (42) President's Activity Log (62) Survey Monkey Results (96) August 29, 2013 Board Minutes (19) September 12, 2013 Board Minutes (29)
	Item#5: 2014-15 President's Evaluation Process Moderator/Presenter: VP Kim Garza Outcome: Clarify the 2014-15 President's Evaluation Process.	Reference (Page) Policy Governance BP 1000 (46)

BIG BEND COMMUNITY COLLEGE

Date: 9/11/14

ITEM #1: Memorandums of Agreement with Faculty Association (action)

BACKGROUND:

During the 2013 negotiations with the BBCC Faculty Association, the parties reached agreement on a tenure promotion increase and also agreed to form a committee comprised of faculty and administrators to develop the criteria, process, and compensation for an additional promotional opportunity for faculty.

Committee members included: Bob Mohrbacher, VP of Instruction & Student Services, Kim Garza, VP of Human Resources & Labor, Rie Palkovic, President of the BBCC Faculty Association, Daneen Berry-Guerin, Vice-President of the BBCC Faculty Association, and Ryann Leonard, Psychology Instructor. Additional input was requested from Kara Garrett, Dean of Arts & Sciences and Gail Hamburg, VP of Financial and Administrative Services.

Work on this project commenced in January 2014 with a tentative agreement on the language reached in August 2014.

The proposed language is detailed in two separate documents:

1. Memorandum of Understanding – Article IX, Professional Development Units (PDUs)
2. Memorandum of Understanding – Article VII, Compensation

RECOMMENDATION:

President Leas and VP of Human Resources & Labor Kim Garza recommend approval of the Memorandum of Understanding regarding Article IX, Professional Development Units (PDUs) and the Memorandum of Understanding regarding Article VII, Compensation.

MEMORANDUM OF UNDERSTANDING
between
BIG BEND COMMUNITY COLLEGE FACULTY ASSOCIATION
and
BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT No. 18

This Memorandum of Understanding shall serve to outline the agreement reached between the Big Bend Community College Faculty Association and the Community College District No. 18 Board of Trustees with regard to Article VII: Compensation, Section C, SIM Movement/Promotional Steps. Except where otherwise noted, this MOU shall not replace terms and conditions outlined in the current negotiated agreement. The following language will be added to the 2013-15 negotiated agreement:

C. SIM Movement/Promotional Steps

1. After hire, when a full-time academic employee is awarded an advanced degree as part of an approved professional development plan and submits an official transcript verifying the degree, the employee will be awarded movement of 0.10 on the SIM. The salary adjustment will be effective July 1 of the next fiscal year, subject to legislative funding. If completion of the degree is a condition of employment for a new academic employee, there will be no movement on the SIM upon completion of that degree.
2. **Tenure Promotion:** The base salary of each tenure-track faculty member will increase \$1,500.00 upon the award of tenure effective the following instructional year.
3. **Senior Tenured Faculty Promotion:** Full-time faculty shall have an opportunity to be promoted to Senior Tenured Faculty provided all criteria have been met and the promotion has been approved by the College.

Upon attainment of Senior Tenured Faculty status, the faculty member's base salary will increase \$2,500.00. The salary change shall take effect on September 1 following the approval of the promotion.

Tenured faculty may apply for the promotion once they have completed two (2) years of teaching at BBCC beyond the award of tenure and the faculty member has completed thirty (30) Professional Development Units (PDUs) in three (3) or more professional development activities.

Requests for promotion to Senior Tenured Faculty are submitted to the VP of

Instruction and Student Services by April 1 of each calendar year. The VP will review the request and supporting documentation provided by the faculty member and approve or deny the request.

The promotion decision will be communicated to the faculty member no later than May 15. If the promotion is denied by the VP of Instruction & Student Services, the faculty member will be provided with a written explanation of the decision. A faculty member denied promotion may re-submit a request for promotion in any subsequent year.

Upon promotion to Senior Tenured Faculty, faculty members may continue to receive compensation for accumulated PDUs in accordance with Article IX.

Activities compensated for under other sections of this agreement are not eligible for consideration under the Senior Tenured Faculty Promotion criteria. The criteria and process for this promotional step will take effect on 9/11/14 with payments under this section of the agreement to take effect on 9/1/15. Monies for promotions will be made available from funds other than COLA, increments, and turnover dollars.

If a financial emergency has been declared by the State Board for Community and Technical Colleges (SBCTC), and is in effect at the time the promotion has been approved, the college may postpone the salary increase until funding has been restored.

Dated: _____

Dated: _____

BIG BEND COMMUNITY COLLEGE
FACULTY ASSOCIATION

COMMUNITY COLLEGE DISTRICT No. 18
BOARD OF TRUSTEES

Rie Palkovic, President

Terrence Leas, Secretary to the Board

Daneen Berry-Guerin, Vice-President

Jon Lane, Chairperson of the Board

MEMORANDUM OF UNDERSTANDING
between
BIG BEND COMMUNITY COLLEGE FACULTY ASSOCIATION
and
BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT No. 18

This Memorandum of Understanding shall serve to outline the agreement reached between the Big Bend Community College Faculty Association and the Community College District No. 18 Board of Trustees with regard to Article IX: Professional Development Units (PDUs). Except where otherwise noted, this MOU shall not replace terms and conditions outlined in the current negotiated agreement. The following language will be added to the 2013-15 negotiated agreement:

Article IX: Professional Development Units (PDUs)

Professional Development Units (PDUs) may be earned for activities that provide a faculty member with information, training or experience that will either benefit them in the performance of their job as an instructor or benefit the college. Professional development units shall be granted subject to the provisions of the article.

Professional development units may be earned in one or more of the following nine competency areas:

1. **Communication:** increasing classroom/counseling/library presentation, writing, speaking, and/or listening skills, or learning a language that facilitates working with students from different cultures.
2. **Discipline/area knowledge:** learning new themes, concepts, applications, or enhancing expertise in professional assignment.
3. **Technology:** selecting and applying technology to enhance student learning or service, or teaching effectiveness.
4. **Pedagogy (learning about teaching):** learning how students learn, acquiring and using critical thinking, assessment, cross-curriculum, and collaborative learning strategies.
5. **Cultural diversity:** activities that lead to improving knowledge and understanding of cultural diversity and including cultural diversity in the curriculum.
6. **Mentorship:** participation in the Big Bend Community College Faculty Mentoring Program and be an active mentor.
7. Courses that are part of an approved degree program.

8. Safety and first aid courses offered by recognized organizations, e.g., a state agency, fire or police department, etc.
9. Preparation for an approved certification, recertification process and/or the actual testing time during that certification/recertification process.

Professional Development Units (PDUs) are granted for the following activities:

Activity	One (1) PDU Earned by Completing:
Pre-planned, pre-approved work experience outside of regular college teaching or counseling, not to exceed ten PDUs in any calendar year.	40 hours of work experience
Courses from an accredited university or college.	4 hours for credit-bearing courses. Non-credit courses, such as MOOCs, will be treated as workshops, as described below.
Participation in training programs and non-credit institutes and workshops of significant educational value.	One full day (8 hours, normally 9:00 a.m. to 5:00 p.m.)
Participating in training programs in the areas of teaching, learning, or assessment.	One full day (8 hours, normally 9:00 a.m. to 5:00 p.m.)
Publication, professional exhibits, presentations, coordination of community events, talks, or written speeches, not to exceed ten PDUs in any calendar year.	40 hours of work related to preparation, coordination, and presentation of original work.
Mentorship	8 hours of mentorship activities

PDU completion forms and supporting documentation must be submitted to the dean for approval no later than six (6) months following the completion of the PDU activity.

Professional development activities in the area of work experience or that require travel must be pre-approved by the appropriate Dean and Vice-President. Forms for pre-approval of professional development activity or to report completion of activity are available in the Appendix F of this agreement.

College-assigned meetings and committee attendance are normal duties and cannot be used under Article IX.

Those academic employees who are in approved degree programs continue accruing degree credits with no buy-outs as they will move on the SIM upon completion of the degree. Professional development other than for the pre-approved degree programs for those employees will count towards accumulation of PDUs eligible for payouts. If completion of a degree is a condition of employment for a new academic employee, there will be no movement on the SIM or PDUs granted upon completion of the degree.

PDU Stipend Payment:

Probationary academic employees and tenured academic employees with less than five (5) years of teaching experience at BBCC are eligible to receive a professional development stipend of \$1,250.00 upon completion of 15 PDUs. Stipends will be issued to those faculty members that accumulate a minimum of 15 PDUs prior to April 1. Faculty members with less than 15 PDUs by March 31 must communicate their intent to claim a stipend by April 15 with approved documentation on file in the HR office by August 31.

Probationary academic employees and tenured academic employees with less than five (5) years of teaching experience at BBCC may elect to defer payment of the PDU stipend in lieu of accumulating PDUs for the purpose of applying for promotion to Senior Tenured Faculty in accordance with Article VII, Section C.

Faculty may communicate their intent to claim or defer a stipend via email or written note to the HR Office. Stipends will be paid to those eligible faculty members on the last payday in September.

PDU Accrual for Senior Tenured Faculty Promotion:

Tenured academic employees with a minimum of five (5) years of teaching experience at BBCC may accrue PDUs for the purpose of applying for promotion to Senior Tenured Faculty. Tenured faculty promotion criteria and the approval process is defined in Article VII, Section C.

Tenured academic employees who have been promoted to Senior Tenured Faculty may continue to accumulate PDUs. A \$1,250.00 professional development stipend will be issued to those faculty members that accumulate a minimum of 15 PDUs prior to April 1. Faculty members with less than 15 PDUs by March 31 must communicate their intent to claim a stipend by April 15 with approved documentation on file in the HR office by August 31. Faculty may communicate their intent to claim a stipend via email or written note to the HR Office. Stipends will be paid to those eligible faculty members on the last payday in September.

Funding:

If a financial emergency has been declared by the State Board for Community and Technical Colleges, and is in effect at the time the stipend is due, the total amount of stipends may be limited to \$10,000 that year. In such years, faculty members who have received stipends in the previous calendar year may not receive a stipend until all other eligible faculty members have received their stipend. In addition, during a financial emergency no faculty member may receive more than one stipend until all eligible faculty members have received one stipend. Priority for funding a stipend will be based upon the earliest date of completion of the 15 completed PDUs. Any remaining PDUs, including any unfunded blocks of 15 PDUs, carry over for future payments.

Stipend dollars will be made available from funds other than COLA, increments, and turnover dollars.

Appeals for denial of PDUs will be reviewed by the Professional Rights and Responsibilities Committee with a recommendation to the Vice President of Instruction & Student Services. The final decision on PDUs will be made by the Vice President of Instruction & Student Services.

Dated: _____

Dated: _____

BIG BEND COMMUNITY COLLEGE
FACULTY ASSOCIATION

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Rie Palkovic, President

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Daneen Berry-Guerin, Vice-President

Jon Lane, Chairperson of the Board

BIG BEND COMMUNITY COLLEGE

Date: 9/11/14

ITEM #2: AMP Mission Fulfillment Workbook Analysis (information/action)

BACKGROUND:

Trustees will note their ratings and comments on the posters during the retreat. The ratings and comments from the trustees, administrators, and division chairs will be combined and reported in the Mission Fulfillment Monitoring Report during the October 30 regular board meeting.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 9/11/14

ITEM #3: 2013-14 Board Self Evaluation (information/action)

<p>Topics: 2013-14 Board Self-Evaluation</p> <p>Facilitator: Dean Valerie Kirkwood</p> <p>Outcome: Board Self-Evaluation Statement Begin to Draft Board Goals</p>	<p>Reference Material: Mission, Vision, Values, Core Themes Ends Statements 2013-14 Board Activities 2013-14 Board Motions Previous Meeting Minutes</p>
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BIG BEND COMMUNITY COLLEGE

Date: 9/11/14

ITEM #4: 2013-14 President's Evaluation (information/action)

<p>Topic:</p> <p>2013-14 President's Evaluation</p> <p>Outcome:</p> <p>President's Evaluation Statement for October 30, 2014 Board Meeting</p>	<p>Reference Material:</p> <p>Mission, Vision, Values, Core Themes Ends Statements President 2013-14 Activity Log Survey Monkey Results Previous Meeting Minutes</p>
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The Board will adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/14

ITEM #5: 2014-15 President’s Evaluation Process (information/action)

<p>Topic: 2014-15 President’s Evaluation Process</p> <p>Outcome: Determine President’s 2014-15 Evaluation Process</p>	<p>Reference Material: Mission, Vision, Values, Core Themes Ends Statements Policy Governance BP 1000</p>
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BACKGROUND:

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

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

The evaluation should be completed annually, preferably during the board retreat. The board should evaluate the president’s performance on the basis of clearly defined, mutually agreed-upon performance goals. The board should lead the presidential assessment process and provide feedback to the president that is both candid and constructive.

At a minimum, the evaluation should review and document presidential performance in the following broad areas of presidential responsibility:

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

The board may also wish to include the following areas in the evaluation:

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

Documents that may be used in the evaluation process include:

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

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